

**Brandon University Board of Governors  
(Open Session)**

**Thursday, October 22, 2009  
Louis Riel Room**

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**Present:** Mr. M. Abbey, Ms S. Armstrong, Ms L. Balanko, Ms J. Biggs, Dr. P. Carrabré, Ms K. Janz (via teleconference), Mr. R. Lonstrup (Chair), Mrs. L. McDougald-Williams, Mr. S. Montague, Dr. F. Nichols, Dr. D. Poff

**Resources:** Dr. S. Grills, Mr. S. Lamont, Mrs. K. Fisher (Recorder)

**Regrets:** Dr. D. Brandt, Mr. J. Malik

**Absent:** Mr. I. Doherty

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 5:13 p.m.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of October 22, 2009

Motion: Moved and seconded (L. McDougald-Williams/J. Biggs)

**BE IT RESOLVED THAT the agenda of the October 22, 2009, Board of Governors meeting (Open Session) be approved as amended:**

**Addition:**

**6.6 a) Board Representative (OIC) on Dean of Education Search Committee**

**106 Oct09  
CARRIED  
AS AMENDED**

2.2 Move to Closed Session

Motion: Moved and seconded (L. McDougald-Williams/L. Balanko)

**BE IT RESOLVED THAT the meeting moves to Closed Session.**

**CARRIED**

2.3 Approval of Minutes of September 24, 2009

Motion: Moved and seconded (L. Balanko/P. Carrabré)

**BE IT RESOLVED THAT the minutes of the September 24, 2009, Board of Governors meeting Open session be approved.**

**108 Oct09  
CARRIED**

2.4 Motion(s) Raised from Closed Session

No motions were raised from Closed Session.

**3.0 DELEGATIONS**

There were no delegations.

**4.0 CONTINUING BUSINESS**

There was no continuing business.

The Chair announced that Dr. Poff's Installation will be held this Saturday, October 24<sup>th</sup> at the Western Manitoba Centennial Auditorium. All are welcome to attend.

**5.0 CORRESPONDENCE**

5.1 Thank You Letters – Board of Governors Entrance Scholarships

Thank you letters for the Board of Governors Entrance Scholarship were received from five students.

5.2 Letter dated October 5, 2009, from Brandon Salutes

A letter dated October 5, 2009, was received from Brandon Salutes in recognition of the recently implemented *Afghanistan Mission Memorial Scholarship*.

**6.0 REPORTS**

Open Session agenda item 9.3 was discussed prior to 6.1 as Ms Deb Berkan, Director, Financial and Registration Services was in attendance.

The Chair introduced Ms Berkan and thanked her for being in attendance. Ms Berkan noted that a number of the larger institutions have never accepted credit cards as a form of payment and others are discontinuing the use due to the increasing usage fees. Ms Berkan stated that the cost to BU has increased 28% in one year. Credit cards will continue to be accepted by the Book Store, Food Services, the Foundation, the Conservatory, etc. because it is the larger single transactions that are costing us a significant amount. A web link is being developed which will provide the links to the major financial institutions for online payments as well information on telephone banking and telpay banking. As an incentive, Financial and Registration Services plans to offer a draw for \$500.00 to be applied to the account of the winner. Anyone who pays their account online will be eligible. The draw will be made on the day after the deadline for second term payments.

Mr. Abbey questioned if this will deter people who would normally pay on credit.

Ms Berkan felt that this is unlikely because there are other and better ways of paying. Ms Berkan noted that she is in the process of preparing a booklet which will help students and parents prepare financially for their education.

The Chair thanked Ms Berkan for being in attendance.

6.1 Executive Committee (R. Lonstrup)

a) Motion: Amendment to the Protocol for the Use of Room 141 Health Studies Policy

Motion: Moved and seconded (L. McDougald-Williams/S. Armstrong)

**BE IT RESOLVED THAT the Board of Governors approve the proposed amended Protocol for the Use of Room 141 Health Studies.**

**104 Oct09**

Mr. Lamont stated that the Protocol for the Use of Room 141 Health Studies is a Board policy. The proposed amendments to this policy are based on the arbitration decision and the Board does not have a lot of say in the way this policy is amended. The decisions made during arbitration are binding on both the union and the employer (BU) and the Board must recognize that it is bound by the arbitrator's decision. Mr. Lamont noted that there is nothing that the University administration is uncomfortable with.

Mr. Lamont highlighted the more significant changes including the following:

- The name of the policy will change to the Protocol for the Use of The Ceremony Room.
- Additional wording inserted into preamble which takes First Nations people and the FNAC Program into consideration.
- Priority for the use of the room will be as follows: teaching and academic activities undertaken by FNAC Program; ceremonial purposes undertaken by FNAC Program or other Aboriginal groups or organizations within BU; teaching and other academic activities undertaken by other segments of BU community; other activities organized or undertaken by BU community; and activities organized, undertaken or sponsored by appropriate outside groups.
- There is a process by which two conflicting parties can enter into a discussion to satisfy both requests. If no mutual agreement can be reached, the Dean of Health Studies will step in to help solve the dispute.
- Reasonable attempt will be made to ensure no alcohol is served or consumed within the room.
- An Aboriginal name will be assigned to the room by January 31, 2010.

Ms Armstrong asked for some background on the room and the situation.

Mr. Lamont stated that the room is a unique design with Aboriginal flavour. It was designed as a multipurpose space but there were some things built in to accommodate FNAC Program activities (i.e. smudging). Once the members of the FNAC Program started using the room, they said that it was sacred for them. There were a lot of uncomfortable and unhappy feelings for many people and these changes are meant to recognize the special significance of Aboriginal people.

**CARRIED**

6.2 President (D. Poff)

a) Report from the President

Highlights from the President's report are as follows:

- Senior management held a one day planning retreat in preparation for the University planning exercise.
- The President's Office hosted the banquet of the Western Faculty Associations at which Dr. Poff spoke.
- The University hosted the OGAMAS Literary Festival at which Dr. Poff gave the opening greetings.
- Attended a meeting of the Canadian Research Integrity Council in Ottawa.
- The University has signed a contract with Maureen Geldart for the search for a new Dean of Education. The University is also reviewing the position of Director of Institutional Advancement.
- The structure and membership of the planning committees has been decided and was circulated to the Board members.

Dr. Poff the Goals and Objectives of herself and the two Vice-Presidents. She noted that the Goals and Objectives formalize the senior administrations' work plan and makes them accountable. Highlights of Dr. Poff's objectives are as follows:

- To successfully complete the University planning process by June 2010. The membership has been through Senate for their feedback and is inclusive and manageable.
- To enhance teamwork, collaboration and accountability among senior managers.
- To examine the functionality of Senate committees. Committee chairs will be invited to Senate Executive when they have substantive business on the Senate agenda.

- To develop prioritized fundraising cases for Institutional Advancement.
- To develop good relationships in the external community between the President and the community.
- To explore the possibility of a medical program at BU.
- To ensure accessibility of the President to the University community and to ensure transparency.
- To achieve personal professional goals.

Ms Janz asked for an explanation of strategic team issues referred to in goal two.

Dr. Poff noted that it refers to process issues like how to work effectively as a group (i.e. filling vacancies), how to encourage healthy and vigorous debate, and how to ensure that everyone is active and engaged.

Mrs. McDougald-Williams noted that she is considering participating in the Strategic Planning Committee and asked for more information on the proposed meeting schedule.

Dr. Poff stated that the Steering Committee will be fairly active in November and early December to review the mission and mandate of the University. Meetings to consult with the public will also be held during this time. The Committee will then take a break as the three subcommittees begin their work in January, February and March. The subcommittees will submit reports to the Steering Committee by March 31<sup>st</sup>. The Steering Committee will then draft the University plan which will be circulated for comments. A final draft of the plan will then go to Senate and the Board of Governors in June.

Ms Janz referred to goal seven and questioned how the bi-monthly drop in hours are going.

Dr. Poff stated that she has been unable to host drop in hours the past couple of weeks due to her busy schedule. That being said, anyone who has contacted her for a meeting, has been accommodated.

Mrs. McDougald-Williams expressed interest in volunteering to sit on the Strategic Planning Steering Committee. Dr. Poff noted her interest.

6.3 Vice-President (Academic and Research) (S. Grills)

- a) Report from the Vice-President (Academic and Research)

Dr. Grills circulated his report to members and highlighted the following points from his Goals and Objectives document.

- To recruit the next Dean of Education. The search is underway and as part of the process, Dr. Grills will meet with faculty members from Education at their council meeting on November 6<sup>th</sup>. It is at this meeting that they will elect their five representatives to the search committee.
- To ensure that BU's academic functions are appropriately accountable to our constituencies. Dr. Grills' noted that we need to acquire data to help answer questions regarding student retention. He noted that the existing Accountability page will be moved up to the second tier of the website making it more accessible.
- To ensure that BU's four Canada Research Chairs are allocated and fully implemented. Dr. Grills noted that one Chair is currently in front of the Council and there is a Chair vacancy. This will be discussed with the Deans and the PAC as we go through the process of re-allocating. This must be complete by April 2010 or we miss out on a year's funding.
- To support the enhancement of teaching. Dr. Grills stated that a brown bag lunch series will start during the first week of November. In the last week of November Dr. Symons has agreed to host a session on teaching millennial students.
- To sustain and implement external program reviews and support academic program expansion. If approved by the Board, the Master of Psychiatric Nursing Program will be submitted to the COPSE.
- To support the development of research activity. Dr. Grills noted that there are 13 applications being submitted to federal granting agencies.
- To achieve personal and professional goals.

Ms Janz questioned if the Canadian National Data parameters are already set.

Dr. Grills stated that trying to get all of the provinces to collaborate has been a challenge because each province requires a different reporting structure. Representatives of each province are trying to work together to limit the differences in the way we report.

#### 6.4 Vice-President (Administration and Finance) (S. Lamont)

##### a) Report from the Vice-President (Administration and Finance)

Highlights of Mr. Lamont's Goals and Objectives are as follows:

- To examine the terms of all endowment and annual funded scholarships and bursaries. Mr. Lamont noted that this may cause us to go back to donors and ask that they consider broadening the terms

of their award. We intend to ensure that we are making good use of the money we have been given and we need to ensure good stewardship of our donors. At this time, there is approximately \$36 million invested by the Foundation and we need to ensure that it is being well managed and well invested.

- To hold meetings with each of the support staff units to provide information on actions and directions of the University and to seek input and encourage involvement in the Strategic Planning process.
- To formulate a workable and sustainable budget for 2010/11 for BU in conjunction with the PEC, the PAC, and the BU community and budget heads. Mr. Lamont noted that this will be a challenge as we need to make up approximately 8% while still creating a workable, balanced budget.
- To manage the Pension Contribution Arbitration and the Unfair Labour Practice hearing.
- To manage construction projects expected to be undertaken over the next two years (i.e. Physical Plant Building, Knowles Douglas expansion, and Healthy Living Centre (dependant on funding)).
- Work with the Director of Human Resources to review and amend the Respectful Environment Policy to ensure that it meets the legal requirements.
- Consider the role of the Central Appointments Committee and its associated policy as they have not been functioning effectively.
- Encourage and revitalize the activities of the Foundation Board members to ensure that we have a process that engages the volunteers.

With respect to number five, Ms Janz questioned why increased financial reporting is necessary at this time.

Mr. Lamont stated that a number of public organizations do more than approve a budget and financial statements and he proposed that we do this in an attempt to provide more transparency to the Board of Governors and the University community. Mr. Lamont noted that BU is usually the first institution in the province to approve its budget and at times, we have been inventive with our solutions and the way we manage our decisions with respect to public relations. Other institutions are able to capitalize on our ideas and improve them. By working together within the province, we could provide a coordinated approach to some of our common problems, providing us with an opportunity to learn from one another.

6.5 Board Budget Committee (R. Lonstrup)

There was no report.

6.6 By-laws and Nominating Committee (K. Janz)

a) Board Representative (OIC) on the Dean of Education Search Committee

Dr. Grills stated that in accordance with Board policy, one OIC representative is required to sit on the Dean of Education Search Committee.

The Chair called for any nominations or volunteers.

Motion: Moved and seconded (J. Biggs/S. Montague)

**BE IT RESOLVED THAT Joanne Biggs be named as the Board of Governors representative on the Dean of Education Search Committee.**

**CARRIED**

6.7 Brandon University Foundation (S. Armstrong/P. Carrabré/S. Montague)

There has been no meeting.

6.8 Knowles-Douglas Student Centre (S. Lamont/M. Abbey)

There was no report.

6.9 Board of Trustees of the BU Retirement Plan (S. Lamont/A. Gulliver – n/a)

The next meeting is planned for the end of November.

6.10 Review Committee on the Status of Women (J. Malik)

There was no report.

6.11 Senate (D. Brandt /P. Carrabré)

a) Motion: Formal Program Proposal – Master of Psychiatric Nursing

Motion: Moved and seconded (P. Carrabré/S. Montague)

**BE IT RESOLVED THAT the Formal Program Proposal for the Master of Psychiatric Nursing be approved and forwarded to COPSE for appropriate action.**

**109 Oct09**

Dr. Grills stated that this is a unique proposal put forth by the Department of Psychiatric Nursing. Brandon University has been a national leader in psychiatric nursing and our program is widely respected and one of a kind. This proposal to expand the program is in our area of strength and the investment that we are asking the province to make will benefit all Manitobans. This would be the first graduate program in psychiatric nursing to be offered in Canada and it is anticipated that the program will



draw students from across Canada and internationally.. The faculty have worked hard to bring forward this high quality program, a process which was led by the Dean of Health Studies. Dr. Grills noted that there is limited additional funding required for start-up costs.

The Chair excused himself from the room and Dr. Poff assumed the role of the Chair.

Dr. Carrabré noted that this program would prepare graduates for doctoral studies and questioned where graduates would go for this training.

Mrs. McDougald-Williams left the meeting at 6:33 p.m.

Dr. Grills stated that the research component of a Master's degree is key and they would be most likely to participate in a place where their research is best facilitated.

**CARRIED**

6.12 Brandon University Alumni Association (R. Lonstrup)

The Chair noted that this weekend is Homecoming. Anyone interested in attending should contact Carla Eisler in the Alumni Office. The Alumni Board anticipates a great turnout and they commend the self-driven initiatives of the various alumni.

6.13 Brandon University Students' Union (S. Montague/L. Balanko)

This item was discussed prior to 6.12 as the Chair excused himself from the room.

Mr. Montague circulated a report to Board members. Highlights of said report are as follows:

- Continues to work with the Conflict Resolution Committee to review and make recommendations for the revision of the Respectful Environment Policy.
- Hired two student office assistants to assist with providing services to students.
- Club summit held to inform student groups of the improved club funding structure and procedures. Groups were also briefed on the requirements for holding socials and other bookings to ensure safe events.
- Raising awareness for Day of Action on November 5. Senate has granted academic amnesty.
- BU Women's Collective held their annual Take Back the Night march on October 8<sup>th</sup>.
- Pancake breakfast was held for Education students prior to their student teaching placements.
- Annual Halloween Food Drive will take place on Halloween night.

- BUSU By-Elections were just held and newly elected students will be joining BUSU Council following their ratification next week.
- Stephen noted that he just returned from Ottawa where he attended as part of the Canadian Federation of Students Lobby Week. Following the release of Canada's Education Action Plan students from across the country met with MPs and Senators to present their recommendations.

The Chair returned to the meeting and item 6.12 was discussed.

**7.0 NEW BUSINESS**

No items of new business were discussed.

**8.0 ANY OTHER BUSINESS**

No other business was discussed.

**9.0 INFORMATION**

- 9.1 Report of Staff Changes – September 2009
- 9.2 Transactions of \$25,000 or More – September 5, 2009 to October 2, 2009
- 9.3 Proposal to Discontinue Accepting Credit Cards
- 9.4 Final List of October 13, 2009, Graduates

Items 9.1, 9.2 and 9.4 were received for information.

**10.0 ADJOURNMENT**

Motion: Moved and seconded (L. Balanko/S. Montague)

**BE IT RESOLVED THAT the meeting adjourn (6:43 p.m.)**

**CARRIED**

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Chair, Board of Governors

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Secretary, Board of Governors