

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

**Thursday, August 26, 2010
Louis Riel Room**

Present: Mr. M. Abbey, Ms S. Armstrong, Ms L. Balanko, Ms J. Biggs, Dr. R. Enns, Ms B. Jolly, Ms A. Long, Mr. R. Lonstrup (Chair), Dr. F. Nichols, Ms K. Phillips, Dr. D. Poff, Mr. B. Schaffer, Ms J. Visser

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

Regrets: Ms L. McDougald-Williams, Dr. D. Brandt

1.0 CALL TO ORDER

The Chair called the meeting to order at 5:12 p.m.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of August 26, 2010

Motion: Moved and seconded (L. Balanko/M. Abbey)

BE IT RESOLVED THAT the agenda of the August 26, 2010, Board of Governors meeting (Open Session) be approved.

**68 Aug10
CARRIED**

The Chair welcomed Ms Bea Jolly, OIC member, and Ms Amy Long, OIC student member, to the Board of Governors.

2.2 Move to Closed Session

Motion: Moved and seconded (K. Phillips/J. Visser)

BE IT RESOLVED THAT the meeting moves to Closed Session.

CARRIED

2.3 Approval of Minutes of June 24, 2010

Motion: Moved and seconded (K. Phillips/A. Long)

BE IT RESOLVED THAT the minutes of the June 24, 2010, Board of Governors meeting (Open Session) be approved.

**74 Aug10
CARRIED**

2.4 Motion(s) Raised from Closed Session

BE IT RESOLVED THAT the following motion was raised from Closed Session:

BE IT RESOLVED THAT Mrs. Linda Burridge, University Librarian, be granted a terminal administrative leave from June 1, 2011 to May 31, 2012 at 80% of base salary.

3.0 DELEGATIONS

There were no delegations.

4.0 CONTINUING BUSINESS

4.1 Board of Governors Retreat

a) Annual Evaluation

Dr. Poff thanked everyone who participated in the evaluation and stated that the results give us a baseline of where we are, indicating some areas that need improvement and some areas that we are doing well. Dr. Poff found the comments very informative and encouraged members to engage in open discussion.

Dr. Enns suggested that we put a plan into place for implementing and prioritizing the necessary changes. Dr. Enns questioned whether the Board should delegate this task to administration, form a subcommittee, or deal with it as a whole.

The Chair asked if there were any volunteers who would be interested in forming a subcommittee. The following individuals volunteered: Ms Laura Balanko, Ms Sandy Armstrong, Dr. Robin Enns, Dr. Deborah Poff and Mr. Rich Lonstrup.

Dr. Poff stated that we are also in the process of working through the suggestions from the retreat and suggested that we bring everything together and come up with a matrix outlining how to move forward. She

also suggested that the Board brainstorm what professional development opportunities to pursue this year.

The Chair thanked the members for volunteering and asked that Ms Fisher coordinate the first meeting.

5.0 CORRESPONDENCE

5.1 Thank You Letters – Board of Governors Early Admissions Entrance Scholarship

Thank you letters were received from four students who received the Board of Governors Early Admissions Entrance Scholarship.

5.2 Letter dated July 7, 2010 from Mr. Denis Oleson

Mr. Oleson feels that his previously raised concerns with regards to the Respectful Environment Policy have been reasonably well addressed in the latest draft of the revised policy.

5.3 Letter dated July 13, 2010 from the Council on Post-Secondary Education

The Council on Post-Secondary Education has issued their annual request for budget estimate submissions for the 2011/2012 Operating Budget. Members of senior management are working on this request and will present the draft document to the President's Administrative Council as well as the Board Budget Committee prior to the Board of Governors receiving it for final approval.

6.0 REPORTS

6.1 Executive Committee (R. Lonstrup)

a) Motion: Amendment of Respectful Environment Policy

The Chair welcomed Mrs. Barbara Smith, Director, Human Resources, to the meeting via telephone.

Motion: Moved and seconded (L. Balanko/B. Schaffer)

BE IT RESOLVED THAT the Board of Governors approve the proposed amendments to the Respectful Environment Policy.

18 Aug10

Mrs. Smith stated that the revisions to this policy were initiated by an arbitration between the University and the Faculty Association last summer. The Conflict Resolution Committee, composed as per the policy,

has worked hard to address concerns raised by the union groups and the Board of Governors. These revisions have been thoroughly vetted by the union groups, administration and legal counsel.

Dr. Poff stated that the Board of Governors has been very thoughtful throughout this process and both the Executive Committee and the Board of Governors have previously entered into lengthy discussions regarding the proposed revisions.

Mrs. Smith asked when the Board would like the revised policy to come into effect.

Dr. Enns questioned what logistics are involved with putting the revised policy into place. Mrs. Smith stated that the policy on the web will need to be replaced as well as the hard copies on campus bulletin boards.

The Board agreed that the revised policy will come into effect on September 1, 2010, which should allow adequate time for printing.

CARRIED

b) Motion: Board of Governors Meeting Dates

Motion: Moved and seconded (K. Phillips/J. Biggs)

BE IT RESOLVED THAT the Board of Governors approve the 2010/2011 meeting schedule for the Board of Governors and Board Executive Committee as follows:

Board Executive Committee	Board of Governors
Friday, November 19 26, 2010	Saturday, November 20 27, 2010
Friday, February 25, 2011	Saturday, February 26, 2011
Friday, April 22, 2011	Saturday, April 23, 2011
Friday, May 27, 2011	Saturday, May 28, 2011
Friday, June 24, 2011	Saturday, June 25, 2011
Friday, September 23, 2011	Saturday, September 24, 2011
Friday, November 25, 2011	Saturday, November 26, 2011

70 Aug10

Dr. Poff stated that this revised meeting schedule represents one of the recommendations following the retreat. This schedule is consistent with comments made at the retreat and with practices at other institutions. This schedule is new for the Board and we can revisit it if members find it is not working. In addition, in September, Dr. Poff stated that she plans to bring forward the suggested new committees. The schedule would see the

subcommittees of the Board meeting on the Friday evening or late afternoon prior to the Board meeting, with the Executive Committee meeting last.

Dr. Poff stated that Board packages would be sent prior to the meetings but would be conditional upon the approval of the appropriate subcommittees and the Executive Committee. This is a fairly standard practice across the country and encourages members to be more informed and engaged.

Ms Balanko noted that the proposed weekend in November conflicts with annual meetings in Ottawa that are attended by the BUSU representatives.

Ms Balanko noted that the proposed weekend in February conflicts with the students' reading week and the proposed weekend in April conflicts with Easter.

Friendly Amendment:

THAT the November 2010 meeting take place on November 19 and November 20;

AND THAT the remainder of the schedule be revisited in September.

**CARRIED
AS AMENDED**

The Chair noted that the September 23, 2010, meeting will remain as previously scheduled and will be followed by the annual Board Service Recognition Dinner.

- c) Motion: Auditor's Report on Applying Agreed Upon Procedures regarding the University's compliance with the U.S. Department of Education's Federal Family Education Loan Program for the year ended March 31, 2010

Motion: Moved and seconded (K. Phillips/A. Long)

BE IT RESOLVED THAT the Board of Governors receive the Auditor's Report regarding the University's compliance with the U.S. Department of Education's Federal Family Education Loan Program for the year ended March 31, 2010.

Mr. Lamont stated that we are required to audit the loan program each year. The auditor's report indicates that no deficiencies were found and the University has complied with all of the requirements.

CARRIED

6.2 President (D. Poff)

a) Report from the President

Dr. Poff's report was included in the Board package. Dr. Poff provided a verbal update regarding the bid to purchase property from the City of Brandon. She noted that the public is aware that the University made a bid, however, the dollar amount remains confidential.

With regards to the Fleming School site, Dr. Poff noted that the deadline for bids is October 15 and the University plans to work with Chief Tacan of Sioux Valley First Nation to make a bid.

Mr. Schaffer stated that this is a very unique partnership and provides interesting possibilities which could help facilitate the transition of young Aboriginals from high school to post-secondary education.

Ms Jolly noted that the Brandon School Board can only sell the property for educational purposes which fit in well with what the University is planning to propose.

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

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

Dr. Grills circulated his report. Highlights of said report are as follows:

- A public announcement regarding the appointment of Dr. Cam Symons as Acting Dean of Education has been issued. The search for a new Dean of Education will resume soon after a new search committee has been struck.
- Met with all available Library staff as part of a consultation process to begin the search for a new University Librarian.
- Met jointly with all available staff of Student Services and the Registrar's Office to announce the appointment of Ms Katie Gross as the Director of Recruitment and Retention.
- Met with interested stakeholders to discuss the feasibility of offering students the opportunity to write the Medical College Admission Test (MCAT) at Brandon University. Currently our students are required to travel quite far for this test. The Registrar and the Director of

Information Technology Services are looking into the technical requirements of becoming a registered site.

Ms Armstrong asked for additional details regarding the search process for a University Librarian.

Dr. Grills stated that this was a preliminary meeting to discuss some qualities staff are looking for as well as some of the issues facing the profession. The members of the search committee will be elected and will work to frame the advertisement. The target is to have this position filled with a start date of July 1, 2011.

Ms Long asked what the timeline is for becoming a registered MCAT site.

Dr. Grills stated that we would like to have this in place for this academic year. He noted that this is independent of trying to establish a medical school. He further stated that there are a lot of security requirements, including staff training, which will need to be addressed.

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

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

Mr. Lamont's report was included in the package. Highlights of said report are as follows:

- Budget Estimates – for the 2011/2012 operating budget of the University are due to the Council on Post-Secondary Education by September 17th. Mr. Lamont noted that this is a very high level document which outlines what kind of grant increase, or combined grant and tuition increase, the University would require to maintain current programming. The document is being put together in detail and will be presented to the President's Administrative Council and the Board Budget Committee in the coming weeks. The Board of Governors will then have final approval.
- Pension Contribution Arbitration – the University and Faculty Association were able to resolve this issue prior to the commencement of any arbitration proceedings.
- Healthy Living Centre Campaign – the Business Case has been submitted to the Infrastructure Office. Questions have been coming from Ottawa to clarify certain aspects of the project and further information is being submitted prior to consideration by the government. The University is working to achieve a final design and costing by early September.

Ms Armstrong asked for an update on the scholarships and endowments project. Mr. Lamont stated that the project is now being managed by Ms Deb Berkan, Director of Financial and Registration Services. The project is moving slowly but Ms Berkan has been interacting with the endowment office and the scholarship office to finesse their processes.

Dr. Nichols asked for additional information regarding the pension contribution arbitration.

Mr. Lamont stated that, during the last round of contract negotiations, the bargaining teams had agreed to an additional employee contribution of 0.5% to the pension plan. There was some discussion regarding what the money could be used for and it was agreed by both parties that it could not be used for plan improvements. Independent actuaries were able to advise as to how the additional contribution could be used to benefit the plan and it was agreed that the issue was not worth going to arbitration.

6.5 Board Budget Committee (R. Lonstrup)

There was no report.

6.6 By-laws and Nominating Committee (Vacant)

There was no report.

6.7 Brandon University Foundation (J. Visser/R. Enns/S. Armstrong)

The next meeting (the semi-annual) will be held October 15, 2010. The next Management Committee meeting will be held on September 29, 2010.

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

Mr. Abbey reported that the last meeting was held on Monday. At that time, audit documents were brought forward and were tabled until the next meeting at which the auditor will attend to present the findings.

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

There was no report.

6.10 Review Committee on the Status of Women (Vacant)

There was no report.

6.11 Senate (D. Brandt/R. Enns)

There was no report.

6.12 Brandon University Alumni Association (R. Lonstrup)

There was no report.

6.13 Brandon University Students' Union (J. Visser/L. Balanko)

Ms Visser reported the following:

- BUSU continues preparations for orientation.
- Rock the Block has been announced and will feature six bands, two local. Tickets are available through the BUSU office.
- Student handbooks have arrived and feature the water bottle pledge on the front cover.

Ms Balanko reported the following:

- A new manager has been hired to re-open SUDS. The bar will open on September 7th and will feature a lot of new ideas. Students will also be able to use their residence meal card for food. Ms Balanko invited members of the Board to come to SUDS and will ensure that membership cards are available for Board members.

Dr. Grills noted that there have been some issues in the past with faculty members not being welcome in SUDS because they were not members. Ms Visser stated that they welcome members of the faculty and staff and will work to rebuild this relationship.

7.0 NEW BUSINESS

No items of new business were discussed.

8.0 ANY OTHER BUSINESS

No items of other business were discussed.

9.0 INFORMATION

9.1 Report of Staff Changes – June 2010

9.2 Report of Staff Changes – July 2010

9.3 Transactions of \$25,000 or More – June 4, 2010 to July 2, 2010

Mr. Abbey questioned if the substantial transfer to the City of Brandon is for property tax, which Mr. Lamont confirmed.

- 9.4 Transactions of \$25,000 or More – July 3, 2010 to August 5, 2010
- 9.5 Brandon University Students' Union – 2010/2011 Contact Information
- 9.6 Report from Brandon University Research Office
 - a) Research Highlights 2009 – 2010
 - b) External Research Funding – July 1, 2009 to June 30, 2010
 - c) BURC Grants – December 2009

Dr. Grills asked to highlight this item as Ms Kerry Murkin, Co-ordinator of Research Services, has prepared a much more detailed report than the Board has previously received. Dr. Grills stated that his office plans to continue to provide more detailed information in the future.

- 9.7 Final List of Graduates of the May 29, 2010 Spring Convocation

10.0 ADJOURNMENT

Motion: Moved and seconded (L. Balanko/J. Visser)

BE IT RESOLVED THAT the meeting adjourn (6:11 p.m.)

CARRIED

Chair, Board of Governors

Secretary, Board of Governors