

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

**Saturday, April 16, 2011  
Room 043 Health Studies**

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**Present:** Ms S. Armstrong, Dr. H. Champ (via teleconference), Dr. R. Enns, Ms B. Jolly, Ms A. Long, Mr. R. Lonstrup (Chair), Mrs. L. McDougald-Williams, Ms K. Phillips, Dr. D. Poff, Ms J. Visser

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

**Regrets:** Mr. M. Abbey, Ms J. Biggs, Dr. D. Brandt, Dr. F. Nichols

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 8:35 a.m.

1.1 Move to Closed Session

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

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

**CARRIED**

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of April 16, 2011

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

**BE IT RESOLVED THAT the agenda of the April 16, 2011, Board of Governors meeting (Open Session) be approved.**

**36 Apr11  
CARRIED**

2.2 Approval of Minutes of February 26, 2011

Motion: Moved and seconded (B. Schaffer/R. Enns)

**BE IT RESOLVED THAT the minutes of the February 26, 2011, Board of Governors meeting Open session be approved.**

37 Apr11  
CARRIED

### 3.0 CONTINUING BUSINESS

There was no continuing business.

### 4.0 CORRESPONDENCE

#### 4.1 Thank You Letters – Brandon University Centennial Scholarships and Board of Governors Entrance Scholarships

Thank you letters were received from 29 students who received the Brandon University Centennial Scholarships and 2 students who received the Board of Governors Entrance Scholarships.

### 5.0 REPORTS

#### 5.1 Academic Operations Committee (K. Phillips)

##### a) Report from the Academic Operations Committee

Ms Phillips, Chair of the Academic Operations Committee, reported the following:

The Academic Operations Committee met on Friday at 4:00 p.m.

Several new scholarships and bursaries were discussed and motions were passed to forward these items to the Board of Governors. These awards are for a number of different areas of study including the Faculty of Arts, the Bachelor of Education After Degree Program, Business Administration and the Master of Psychiatric Nursing program.

In addition, a motion was passed recommending that scholarships for entering students be awarded on the basis of Grade 11 marks so that students can receive early notification of their awards. Revisions to the Board of Governors Entrance Scholarships were also discussed. This revision would see the current three-tiered system change to a five-tier system which will eliminate a potentially large difference in award amount based on a fractional difference in high school average.

All of the motions discussed at the Academic Operations Committee appear on today's Board of Governors agenda.

5.2 Finance and Audit Committee (M. Abbey)

a) Report from the Finance and Audit Committee

Dr. Poff provided the following report on behalf of Mr. Abbey:

The Finance and Audit Committee met on Friday at 4:45 p.m.

Deb Berkan provided a brief financial update by function and by object as at February 28, 2011. The 2010/2011 fiscal year ended on March 31, 2011. The financial reports for March 31 are not yet complete but will be available for our next meeting.

Ms Berkan provided an overview of the components of the Brandon University financial statements and how to read them.

The University is required to prepare annual financial statements in order to comply with legislative authorities. These audited statements are made up of four components: the auditor's report, schedules, statements and notes.

The financial statements are audited by the Office of the Auditor General. BDO Canada has been contracted to complete the audit by the Office of the Auditor General.

The auditor's report includes three sections: management's responsibility, auditor's responsibility and opinion. This report is the Board's assurance that the audit meets the standards set out by Canadian Auditing Standards.

The schedules of the financial statements summarize all of the financial accounts and activities in the University's general ledger. Revenues are reported by source of funds and expenses are reported by function.

The statements include: Statement of Financial Position, Statement of Changes in Net Assets, Statement of Operation and Statement of Cash Flows. The format and reporting requirements of these audited statements comply with Canadian generally accepted accounting principles as set out in the Canadian Institute of Chartered Accountants handbook.

The notes provide supplemental information to the reader and may include details that are not otherwise included. These notes are to provide more explanation on both general and specific items in the statements.

5.3 Executive Committee (R. Lonstrup)

a) Report from the Executive Committee

There was no report.

5.4 President (D. Poff)

a) Report from the President

Dr. Poff noted that a copy of her written report is included in the package.

In addition to the information included in her written report, the provincial government has announced its approval of \$350,000 for the medical feasibility study. They have also released the membership of the Committee. Dr. Poff will serve as Chair, and will be joined by two additional BU representatives, Dr. Scott Grills, Vice-President (Academic and Research), and Dr. Dean Care, Dean, School of Health Studies.

Mr. Schaffer expressed his appreciation for receiving Ken Steele's presentation materials and initiated a discussion regarding the issue of privatization of post-secondary education and the potential threat it poses to the established way of doing things.

Dr. Poff stated that private organizations are much more adaptive to meeting the needs of students than traditional universities are however, she does not believe that Canada has proven to be the lucrative market that they thought it would be and in some instances, institutions have pulled out and have left students stranded.

Ms Long expressed her concern for some of the credentials that are offered by these institutions. Dr. Poff agreed and noted that some, such as nursing, should be highly monitored and delivered through accredited programs.

Dr. Enns stated that he has been following the federal election coverage and has noticed reference to a national post-secondary education policy in some platforms.

Dr. Grills stated that these are targeted programming strategies meant to channel funds directly into the university systems.

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

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

Dr. Grills noted that a copy of his written report is included in the package. In addition to the information included in his report, Dr. Grills announced that members of the Faculty of Education have been successful in obtaining a SSHRC/CURA grant in the amount of \$1 million.

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

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

A copy of Mr. Lamont's report was included in the package.

Mr. Lamont noted that the province tabled its budget on Tuesday and they subsequently issued the University its budget letter on Friday. The province has committed to a 5% grant increase to our operating budget in each of the next three years. Tuition fees will be maintained at the rate of inflation, whatever the province determines it to be.

With regards to the pension valuation, Mr. Lamont stated that the actuary has completed its work and their determination will now go through the process of a peer review. The unfunded liability is in excess of \$32 million but we don't yet know what this will mean with respect to required payments.

Mr. Lamont referred to an article in today's Brandon Sun regarding the former Fleming School Property. He noted that discussions continue with the City of Brandon and Mr. Kirk Brugger. The University has hired an architect to develop a site plan for possible affordable family housing for University students. The University has not yet formalized the purchase of the property as the site planning is a necessary first step.

With respect to the Healthy Living Centre, Mr. Lamont stated that the University and the City are working on the development of a community access agreement. Mr. Lamont stated that the development of this agreement is going very well and he hopes to be able to present it to the Board for approval at its next meeting. The design of the building is nearly complete and it will be going to tender at the end of May or in early June. For the first time the University used a prequalification process for the major aspects of the project such as general contractors, mechanical contractors, etc.

Ms Armstrong asked for additional information regarding the scholarship and bursary project.

Mr. Lamont noted that there is now a searchable database of all BU scholarships and bursaries available on the web as this information is no longer included as part of the printed calendar.

5.7 Board Budget Committee (R. Lonstrup)

Mr. Lamont stated that the Board Budget Committee will be meeting within the next couple of weeks to discuss the draft operating budget. This Committee is composed of members of the Board of Governors and the Senate Planning Committee. Further, he noted that the Senate Planning Committee will be dissolved by the Senate in June so we will need to work on a new structure for the Board Budget Committee in the fall.

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

Dr. Enns stated that a Foundation Management Committee meeting is scheduled for Thursday, April 28. The Annual General Meeting of the Foundation will be held on Friday, May 13.

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

There was no report.

5.10 Board of Trustees of the BU Retirement Plan (S. Lamont/A. Gulliver)

The next meeting is scheduled for June 2, 2011.

5.11 Review Committee on the Status of Women (B. Jolly)

Ms Jolly reported that the Review Committee is developing a workshop on preparing for promotion and tenure. This workshop will be offered to faculty members in May. In addition, Ms Jolly and Kathy Nichol attended a round table discussion hosted by the Manitoba Women's Advisory Council. Issues such as managing interpersonal conflicts were discussed. In addition, issues relating to access to EAL programming for families of Maple Leaf employees have been discussed by the Committee.

Dr. Poff noted that she has met with Great West Life regarding a proposal for primarily Spanish speaking women to affordably access EAL programming at the University. Dr. Poff will continue to work on this proposal with staff in the Department of Institutional Advancement.

5.12 Senate (D. Brandt/R. Enns)

Dr. Enns stated that the last Senate meeting was held in March. The Executive Committee will meet on April 20 to determine a number of items relating to this year's Convocation ceremonies. The first meeting of the new Senate will take place in June.

Dr. Enns brought members attention to the rationale section of each of the motions presented under agenda item 5.12 as this section now includes background information on each of the donors.

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

**BE IT RESOLVED THAT the Board of Governors approve agenda items 5.12 a) through 5.12 e) omnibusly.**

**CARRIED**

a) Motion: Florence and Bob Brownridge Bursary

Motion: Moved and seconded (/)

**BE IT RESOLVED THAT the Board of Governors approve the Terms of Reference for the Florence & Bob Brownridge Bursary:**

**Florence & Bob Brownridge Bursary – To be awarded, on the basis of financial need and satisfactory academic performance, to a returning student in the Faculty of Arts. Preference will be given to a student who has completed the third year of a four-year degree and is returning for the fourth year. This award is not to be divided. Value: Approximately \$1600.**

**38 Apr11  
CARRIED**

b) Motion: The Brandon University Physical Education Club Bruce Brinkworth Scholarship

Motion: Moved and seconded (/)

**BE IT RESOLVED THAT the Board of Governors approve the Terms of Reference for The Brandon University Physical Education Club Bruce Brinkworth Scholarship:**

**The Brandon University Physical Education Club Bruce Brinkworth Scholarship – To be awarded based on departmental recommendation to a student who has completed a Bachelor of Physical Education Studies Degree at Brandon University and who is entering the Bachelor of Education After Degree program at Brandon University. The student must show quality academic performance, leadership and community involvement in the field of Physical Education. This award is not to be divided. Value: Approximately \$250.**

**39 Apr11  
CARRIED**

- c) Motion: Psychiatric Nursing Research for Recovery Scholarship

Motion: Moved and seconded (/)

**BE IT RESOLVED THAT the Board of Governors approve the Terms of Reference for the Psychiatric Nursing Research for Recovery Scholarship:**

**Psychiatric Nursing Research for Recovery Scholarship – To be awarded on the recommendation of the Health Studies Graduate Steering Committee to a full time student enrolled in the Master of Psychiatric Nursing program who has a demonstrated research interest in service provision to people living with a disability related to enduring mental illness or mental health problems. This award may not be divided. Value: Approximately \$225.**

**40 Apr11  
CARRIED**

- d) Motion: The John Everitt Awards

Motion: Moved and seconded (/)

**BE IT RESOLVED THAT the Board of Governors approve the Terms of Reference for The John Everitt Awards:**

**The John Everitt Awards – Provided in honour of John Everitt for his years of dedicated service to the World University Service of Canada (WUSC) at Brandon University, these awards are given on the recommendation of the Brandon Local Student Refugee Program Committee to students previously sponsored by WUSC to help them continue their studies at Brandon University. Recipients need to be students in good standing with a cgpa of at least 2.0. Value: Number of awards will vary, approximately \$600.**

**41 Apr11  
CARRIED**

- e) Motion: Portage Mutual Insurance Scholarship/Bursary in Business Administration

Motion: Moved and seconded (/)

BE IT RESOLVED THAT the Board of Governors approve the Terms of Reference for the Portage Mutual Insurance Scholarship/Bursary in Business Administration:

**Portage Mutual Insurance Scholarship/Bursary in Business Administration – To be awarded, on the basis of academic merit and financial need, to a full-time student majoring or minoring in Business Administration. This award is not to be divided. Value: Approximately \$450.**

**42 Apr11  
CARRIED**

f) Motion: Entrance Awards

Motion: Moved and seconded (J. Visser/A. Long)

**BE IT RESOLVED THAT the Board of Governors approve the Senate's recommendation that, wherever possible, scholarships for entering students can be awarded on the basis of Grade 11 marks so that students can receive early notification of their awards. The Senate further recommends that donors of existing scholarships with terms of reference that specify Grade 12 marks be contacted to determine if they would be willing to amend the terms of their awards accordingly. Changes would be effective beginning in the 2012-2013 academic year.**

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Ms Phillips stated that, if approved, this motion will change the basis of entrance scholarships to grade 11 marks so that students can receive early notification of their awards.

**CARRIED**

g) Motion: Board of Governors Entrance Scholarships

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

**BE IT RESOLVED THAT the Board of Governors approve the amended Terms of Reference for the Board of Governors Entrance Scholarships:**

**Board of Governors Entrance Scholarships – Graduates of accredited Canadian high schools with outstanding high school averages (as**

defined below) will be eligible to receive entrance scholarships in the amounts indicated in the following table:

<b>Tier I</b>	<b>Average greater than or equal to 95%</b>	<b>\$2,000</b>
<b>Tier II</b>	<b>Average greater than or equal to 92.5%</b>	<b>\$1,700</b>
<b>Tier III</b>	<b>Average greater than or equal to 90%</b>	<b>\$1,400</b>
<b>Tier IV</b>	<b>Average greater than or equal to 87.5%</b>	<b>\$1,100</b>
<b>Tier V</b>	<b>Average greater than or equal to 85%</b>	<b>\$ 800</b>

44 Apr11

Dr. Grills stated that this proposal changes our current three-tier system to a five-tier system which brings us on par with other institutions in the province.

Mr. Champ noted that the language is for graduates of accredited Canadian high schools and wondered if there is another route for international students to be recognized on the basis of their entrance marks.

Dr. Grills stated that there is another route for international students to acquire awards of this sort.

**CARRIED**

h) Motion: Advanced Early Admission and Early Admission Scholarships

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

**BE IT RESOLVED THAT the Board of Governors approve the deletion of Brandon University's Advanced Early Admission and Early Admission Scholarships.**

45 Apr11

Ms Phillips stated that these scholarships were intended as a stop gap of \$125. However, with scholarships being awarded based on grade 11 marks, these scholarships are no longer necessary. The reallocation of these dollars will help to fund the new five-tier entrance scholarship structure.

**CARRIED**

5.13 Brandon University Alumni Association (R. Lonstrup)

Mr. Lonstrup reported that alumni events were recently held in Vancouver and Victoria (March 25 and 26). In addition, a Winnipeg Chapter luncheon was held on March 29<sup>th</sup>.

Members of the Alumni Association continue with their plans for Homecoming which will be held October 14 – 16. In addition, the Alumni Office is looking into the establishment of alumni chapters in Vancouver, Calgary, Winnipeg and Ottawa.

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

Ms Visser reported that the BUSU elections are now complete and the new executive will transition into office on May 1. Ms Deandra Tousignant will be President, Mr. Jonathan Keen will be Vice-President Internal and Ms Kelsey McDonald will be Vice-President External.

In addition, students passed the U Pass which is a year-round pass for Brandon Transit at a cost of \$15 per year.

Ms Balanko reported that a student budget forum was held in late March at which Dr. Poff, Dr. Grills and Mr. Lamont were on hand to address a number of students' concerns. Ms Balanko stated that students are now a little more at ease regarding the University's financial position.

On April 21, BUSU and the Brandon and District Labour Council will partner to hold a federal election forum at which all four Brandon-Souris candidates will be in attendance. The forum will be held at Brandon City Hall at 7:00 p.m. and all are welcome to attend.

Ms Visser and Ms Balanko noted that this will be their final meeting as members of the Board of Governors. On behalf of the Board, the Chair thanked them both for their dedication and service to the University.

**6.0 NEW BUSINESS**

6.1 Motion(s) Raised from Closed Session

**BE IT RESOLVED THAT the following motions be raised to Open Session:**

**BE IT RESOLVED THAT Dr. Austin Gulliver, Dean of Science, be granted a research/administrative leave from August 1, 2011 to May 31, 2012 at 100% of base salary.**

**BE IT RESOLVED THAT the Board of Governors approve the full-time continuing appointment of Ms Vicky Klassen as Associate Vice-President External commencing May 2, 2011.**

**BE IT RESOLVED THAT the Board of Governors approve the selection of Ms Darlene Paquette as the 2011 recipient of the Brandon University Board of Governors Award for Excellence in Community Service.**

**BE IT RESOLVED THAT the Board of Governors approve the renewal of the lease between Brandon University and 4306946 Manitoba LTD for a period of ten years from April 1, 2011 to March 31, 2021.**

**7.0 ANY OTHER BUSINESS**

There was no other business.

**8.0 INFORMATION**

- 8.1 Transactions of \$25,000 or More – February 5, 2011 to March 3, 2011
- 8.2 Report of Staff Changes – February
- 8.3 Report of Staff Changes – March

Items 8.1 through 8.3 were received for information.

**9.0 ADJOURNMENT**

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

**BE IT RESOLVED THAT the meeting adjourn (11:57 p.m.)**

**CARRIED**

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Chair, Board of Governors

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Secretary, Board of Governors