

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

**Saturday, May 14, 2011
Louis Riel Room**

Present: Mr. M. Abbey, Ms S. Armstrong, Ms J. Biggs, Dr. D. Brandt, Dr. R. Enns, Ms B. Jolly, Mr. J. Keen, Mr. R. Lonstrup (departed at 9:50 a.m.), Mrs. L. McDougald-Williams (Vice-Chair), Dr. F. Nichols, Dr. D. Poff, Mr. B. Schaffer, Ms D. Tousignant

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

Regrets: Ms K. Phillips, Mr. H. Champ

Absent: Ms A. Long

1.0 CALL TO ORDER

The Chair called the meeting to order at 8:33 a.m.

The Chair welcomed the new BUSU representatives, Ms Deandra Tousignant, President, and Mr. Jonathan Keen, Vice-President Internal. Board members introduced themselves.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of May 14, 2011

Motion: Moved and seconded (R. Lonstrup/D. Brandt)

BE IT RESOLVED THAT the agenda of the May 14, 2011, Board of Governors meeting (Open Session) be approved as amended:

Addition:

5.2 c) Motion: Election of Student Representative to the Finance and Audit Committee

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CARRIED
AS AMENDED**

2.2 Move to Closed Session

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

BE IT RESOLVED THAT the meeting moves to Closed Session.

CARRIED

2.3 Motion(s) Raised from Closed Session

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

BE IT RESOLVED THAT the Board of Governors approve the President's decision that the following applications for Sabbatical Leave be granted:

HEALTH STUDIES:

Hyndman, Kathryn.....From July 1, 2012 to December 31, 2012 at 80%
Simpson, JohnFrom July 1, 2012 to December 31, 2012 at 80%
Karpa, JaneFrom July 1, 2012 to June 30, 2013 at 80%

MUSIC:

Masaki, Megumi.....From January 1, 2013 to June 30, 2013 at 100%

ARTS:

DeForest, Kevin.....From January 1, 2013 to June 30, 2013 at 100%
Blaikie, JohnFrom January 1, 2013 to June 30, 2013 at 100%
Saunders, KellyFrom July 1, 2012 to June 30, 2013 at 80%
Whitt, Laurelyn.....From July 1, 2012 to December 31, 2012 at 80%

LIBRARY:

Kzakoff-Lane, Carmen.....From January 1, 2013 to June 30, 2013 at 100%

EDUCATION:

Novak, ArnoldFrom September 1, 2012 to August 31, 2013 at 80%
Symons, CameronFrom January 1, 2013 to June 30, 2013 at 100%

SCIENCE:

Ardelli, Bernadette.....From July 1, 2012 to June 30, 2013 at 80%
Yan, Xiaoqian (Sam)..From January 1, 2013 to June 30, 2013 at 100%
Malcolm, Christopher..From January 1, 2013 to June 30, 2013 at 80%
(Deferred in accordance with Article 20.32)

Pattison, Simon.....From January 1, 2013 to June 30, 2013 at 100%
Foster, TylerFrom July 1, 2012 to June 30, 2013 at 80%
Corenblum, Barry.....From July 1, 2012 to June 30, 2013 at 80%
Gadbois, ShannonFrom January 1, 2013 to June 30, 2013 at 80%

2.4 Approval of Minutes of April 16, 2011

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

BE IT RESOLVED THAT the minutes of the April 16, 2011, Board of Governors meeting Open session be approved.

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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 3 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

Dr. Enns provided the following report on behalf of Ms Phillips, Chair of the Academic Operations Committee:

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

As per the Collective Agreement with the Faculty Association, the President submitted her recommendations for Sabbatical Leave. This recommendation includes three (3) from the School of Health Studies, one (1) from the School of Music, four (4) from the Faculty of Arts, one (1) from the Library, two (2) from the Faculty of Education, and seven (7) from the Faculty of Science.

In addition, a discussion took place regarding the proposed tuition fees for the Bachelor of Psychiatric Nursing completion program which will be offered in conjunction with the Saskatchewan Institute of Applied Science and Technology. This program will operate on a cost recovery basis and flexible delivery methods will allow students to remain in their home communities/province throughout the program. Dr. Noreen Ek, Chair of the Psychiatric Nursing Department, attended the discussion.

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

- b) Motion: Tuition Fee Proposal for the Joint BU-SIAST Bachelor of Psychiatric Nursing Completion Program

Motion: Moved and seconded (R. Enns/R. Lonstrup)

BE IT RESOLVED THAT the Board of Governors approve the proposed tuition fees for the Bachelor of Psychiatric Nursing (BScPN) completion program, which is offered in conjunction with the Saskatchewan Institute of Applied Science and Technology (SIAST), of \$630 per three (3) credit hour course.

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Ms Tousignant questioned if students will be taking the program through distance education.

Dr. Poff noted that the program will be offered through distance education and the proposed tuition is mainly due to the cost associated with this form of delivery. She further stated that this is an exciting partnership that crosses provincial borders and will bring new students to BU.

CARRIED

5.2 Finance and Audit Committee (M. Abbey)

- a) Report from the Finance and Audit Committee

Mr. Abbey, Chair of the Finance and Audit Committee, reported the following:

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

A motion regarding the allocation of unrestricted endowment funds for the 2011/2012 fiscal year was discussed. The three-tier structure of the

entrance scholarships was recently changed to a five-tier structure and a total of \$127,848.00 has been made available for these awards.

Ms Berkan provided a financial update for the 2010 – 2011 budget year. At March 31, 2011 100% of the budget year is complete. For management reporting purposes, the operating accounts of the University have a surplus of \$1,332,165; Ancillary Services has a surplus of \$790,170; and the Conservatory a surplus of \$16,586. Student registrations in credit hours are up 1.3% over the same time last year.

Research and Special Purpose Accounts have a balance of unused restricted funds at year-end of \$2,662,136. Special programs have a balance of unused restricted funds at year-end of \$1,144,215.

The year-end financial statement is prepared. On site audit work will be complete on Tuesday with the balance of the audit work being completed in the next few weeks. As discussed in previous meetings, the audited financial statements results will not be comparable to the management reports due to Canadian Institute of Chartered Accountants (CICA) accounting requirements.

A report of transactions of \$25,000 or more was provided for the period of March 4, 2011 to March 31, 2011. As required by By-Law No. 8, transactions, any contract or agreement, including purchase or sale of goods or services, where the total obligation of the University is in excess of \$25,000 is to be reported to the Board of Governors following approval. Short term investments, where the amount exceeds \$25,000, must be reported to the Board. Receipts of greater than \$25,000 are included in this report.

As required by By-Law No. 8, a registry of all contracts and agreements must be provided to the Board of Governors twice per year. In accordance with this By-Law, the following reports were provided: Contracts/Agreements; International Agreements; Telephones/Computers & Maintenance/Warranty Agreements; and Insurance Policies.

The motion discussed at the Finance and Audit Committee appears on today's Board of Governors agenda.

b) Motion: Board of Governors Entrance Scholarships and Bursaries

Motion: Moved and seconded (M. Abbey/R. Lonstrup)

BE IT RESOLVED THAT the Board of Governors approve the allocation of unrestricted endowment funds for the 2011/2012 fiscal year as follows:

Faculty Research (BURC)	46,904.00
General Proficiency Scholarships	5,400.00
Entrance Scholarships:	

Tier I	Average greater than or equal to 95%	2,000.00
Tier II	Average greater than or equal to 92.5%	1,700.00
Tier III	Average greater than or equal to 90%	1,400.00
Tier IV	Average greater than or equal to 87.5%	1,100.00
Tier V	Average greater than or equal to 85%	800.00

Total available from endowment funds for Entrance Scholarships 75,544.00

TOTAL **\$127,848.00**

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CARRIED

- c) Motion: Election of Student Representative to the Finance and Audit Committee

Motion: Moved and seconded (D. Poff/M. Abbey)

BE IT RESOLVED THAT Mr. Jonathan Keen be elected as the Student Representative on the Finance and Audit Committee.

CARRIED

5.3 Executive Committee (R. Lonstrup)

- a) Report from the Executive Committee

The Executive Committee met on Friday, May 13, 2011 at 5:30 p.m.

Reports were received from the Academic Operations Committee and the Finance and Audit Committee. Motions were passed to accept these reports and to recommend the motions passed by each of the Committees to the Board of Governors.

The Executive Committee discussed three additional motions, all of which appear on the Board of Governors open and closed session agendas.

- b) Motion: Approval of the BUILD (Brandon University: Innovation, Leadership and Development) Campaign

This motion was postponed until the arrival of the presenters at 9:30 a.m.

Dr. Poff introduced Dr. Tom Breneman, Cabinet Campaign Chair, and Ms Vicki Klassen, Associate Vice-President External.

Dr. Poff and Ms Klassen spoke to a PowerPoint presentation outlining the elements of our Campaign as it relates to our BUILD strategic plan.

The Campaign, with a fundraising target of \$22 million, focuses on student recruitment and retention and community engagement. There are three cases that form part of the Campaign:

Case 1: The Healthy Living Centre
Target \$7 million

This case is key to the recruitment and retention of student athletes engaged in team and competitive sports and students who are active and physically fit.

Case 2: LEAPS: Leading through Excellence Awards Programs
Target \$5 million

This initiative is key to the recruitment and retention of the best and the brightest local and international students to BU.

Case 3: PASS: Partners in Aboriginal Student Success
Target \$10 million

This case is key to the recruitment and retention of First Nations and Aboriginal students. Currently, these students make up approximately 15% of BU's student population.

Dr. Poff noted that other initiatives that may be of interest to the Board, with respect to recruitment and retention and internationalization, include: the National Student Exchange, a program in which students pay tuition at the rate of their home institution and are only required to cover their cost of living; The Golden Key Society, a program which provides mentorship and scholarship opportunities; and the University of the Arctic.

Mr. Lonstrup departed the meeting at 9:50 a.m.

Dr. Poff provided a brief update on other activities including the medical feasibility study and accessible, mature student family housing.

Dr. Poff noted that the University's previous campaign, BU and You, was a general campaign and raised \$6.3 million for the Healthy Living Centre.

Ms Klassen noted that the BUILD campaign will have a broad scope rather than strictly focusing on the Healthy Living Centre. This will increase our donor potential and will offer donors greater opportunities to share within their philanthropic ideals.

Ms Klassen stated that we will be working on establishing a solid campaign plan that will help us to focus our activities that will lead us through to success. We will be developing support teams, marketing materials and will be asking members of the University community to become advocates for the campaign. Within the next few weeks, the structure of the campaign cabinet will be determined and individual roles will be identified to help clarify each individual's commitment to the project. Ms Klassen hopes to have some early success which will help the campaign to gain momentum.

Dr. Poff opened the floor to questions.

Motion: Moved and seconded (R. Enns/J. Biggs)

BE IT RESOLVED THAT the Board of Governors approve the BUILD (Brandon University: Innovation, Leadership and Development) Campaign.

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Dr. Poff asked that members please disregard the proposed campaign budget which was included in the package as it is erroneous and, due to her recent travels, she was unable to discuss it prior to today's meeting with Mr. Lamont and Ms Klassen.

Mr. Lamont explained that the cost of the campaign will be paid for out of the funds raised (a percentage will go to the administration of the campaign and a percentage will go to the objective of the campaign). Anticipated expenses have been incorporated into the campaign target figure of \$22 million.

CARRIED

Dr. Breneman applauded the Board of Governors for their unanimous support of the campaign and encouraged everyone to participate however they may be able, whether it be as part of the campaign team, as an advocate or as a donor. He encouraged members to learn the three key campaign components so that they are able to engage friends and associates in a discussion about the positive effect their donation may have on the University's ability to recruit and retain students and staff.

Dr. Brandt asked if a campaign timeline has been established.

Ms Klassen noted that until the campaign plan is better established, it is difficult to say. However, she noted that a campaign of this significance can typically take between two and five years.

Dr. Poff thanked Dr. Breneman and Ms Klassen for their attendance.

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 and was happy to respond to any questions.

Mr. Schaffer noted his interest in the possible developments in Dauphin.

Dr. Poff stated that there are some interesting opportunities within the area. When she met with Mayor Irwin they discussed the possibility of BU and ACC co-locating or co-facilitating programs. Dr. Poff agreed to travel to Dauphin to meet with members of the community to explore opportunities. She further noted that there would be no negative implications for Campus Manitoba as our intention would be to complement what they already do.

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

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

Dr. Grills provided a verbal report on the following:

- We have received notification from the province regarding the approval of the Master of Science (Environmental and Life Sciences). Unfortunately no funds were provided to support the program. Dr. Grills is working with the Dean of Graduate Studies, the Dean of Science and an ad hoc committee to develop an implementation plan. Dr. Grills noted that it is critically important to find a way to offer the program with no provincial resources as this program is essential to Brandon University.
- The Dean of Science and the Director, Aboriginal Initiatives, searches are in process. The Committees have met with the candidates and they have made public presentations to the campus.
- Dr. Grills is meeting with all SSHRC 4A applicants. His office is trying to provide these individuals with seed money in an attempt to increase their success rate in the next round of competition.

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. The following items were highlighted:

Flood Activities – the University is currently housing approximately 450 K-8 students and teachers from Kirkcaldy School. The arrangement is working quite well with the lower grades being housed in the Education Building and the higher grades and administration offices located within the Brodie Science Building. In addition, we have agreed to serve as an evacuation site and have made available 160 beds in McMaster Hall. It is possible that evacuees will begin to move in after 1:00 p.m. today. Volunteers from the Red Cross are on campus and are prepared to manage the evacuees.

Fleming School Property – a public meeting was held on April 27th. A site plan for the 2.2 available acres was shared with the community and the options were generally well received as was the fact that BU is consulting with the community. Dr. Poff noted that we have received strong support from the Mayor as this is an initiative that would be good for both Brandon University and the City of Brandon.

Healthy Living Centre – the final building design is now in place and the project remains on budget at \$24.3 million. We are working to have the project to tender by the end of May so that construction can begin in September 2011.

BUNTEP Transition – a meeting is set for next Friday and will include representatives from Brandon University, Brandon University Faculty Association, University College of the North and the Council on Post-Secondary Education. The purpose is to finalize an agreement relative to the BUFA employees who work within the program.

Dr. Enns questioned if the University is required to cover costs related to flood preparations out of our operating budget. Mr. Lamont noted that the University is covering minimal additional expenses (such as cleaning) related to the relocation of Kirkcaldy School. With respect to possible evacuees that may arrive in our residences, the University has firstly offered its assistance and will get into the details of compensation, if necessary, with the province at a later date.

5.7 Board Budget Committee (R. Lonstrup)

- a) Minutes from the Board Budget Committee Meeting (April 28, 2011)

The minutes from the April 28, 2011, Board Budget Committee were provided for information. They are a summary of the discussion which occurred at the BBC meeting and highlight the questions raised at that time.

- b) Memo from Scott Lamont – Response to Questions from Board Budget Committee

Mr. Lamont provided a memo in response to questions raised at the Board Budget Committee. This document was provided for information.

- c) Motion: 2011/2012 Operating Budget

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

BE IT RESOLVED THAT the Board of Governors approve the 2011 – 2012 Operating Budget (including the 2011 – 2012 Fee Schedule and budgets relating to Renovations & Equipment, Eckhardt-Gramatte Conservatory of Music, Ancillary Services, BUNTEP and Campus Manitoba), as recommended by the President.

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The following friendly amendment was agreed to by administration and BUSU during a recent meeting:

FRIENDLY AMENDMENT:

THAT the Grade Appeal Fee of \$36.00 be permanently struck from the Fee Schedule.

The following friendly amendment, as proposed by Mr. Keen, was agreed to as there is no impact on the budget as the purpose of the funds will remain the same, but their use will simply be easier to monitor:

FRIENDLY AMENDMENT:

That \$10,000 from the Vice-President (Academic & Research)'s special allowances budget (302) be transferred to a new budget line to be named Aboriginal Recruitment.

Ms Tousignant stated that they have received complaints from students regarding the hours of operation of the music library, most specifically, that it is not open on Sundays. She noted that through discussions with the

Librarian, they learned that they would have to choose between extended library hours or extended music library hours.

Dr. Poff stated administration hadn't realized that the library had made a distinction between extended hours in the library and extended hours in the music library.

Mr. Lamont stated that it would cost approximately \$12,200 to offer circulation services and open hours on Sunday in both the main library and the music library.

Dr. Grills stated that, in attempt to spend funds wisely, an evidence-based model should be established to ensure hours of operation are based on student usage.

It was agreed that members of administration would meet with members of BUSU to discuss this issue in further detail.

Ms Tousignant and Mr. Keen circulated a document with a preamble and proposed motion regarding the Board Budget Committee and the budget process.

Motion: Moved and seconded (D. Tousignant/J. Keen)

BE IT RESOLVED THAT for the upcoming year, the Board Budget Committee meet and review the 2012-2013 budget for no less than two meetings prior to providing a recommended adoption to the Board of Governors; and

BE IT FURTHER RESOLVED THAT at the last meeting of the Board Budget Committee when the budget is recommended to the Board of Governors, the committee review the two-meeting approval process and make a recommendation to the Board of Governors for continuance of this policy, and any related by-law changes; and

BE IT FURTHER RESOLVED THAT one open forum be held during each term of the 2011-2012 year in conjunction with the Brandon University Students' Union on the university budget that students are encouraged to attend.

Members discussed these proposals and agreed that they all seemed like reasonable endeavours.

CARRIED

**CARRIED
AS AMENDED**

Dr. Poff stated that, on behalf of herself and her colleagues, she would like to commend the relationship with BUSU throughout the budget process as it was collegial, respectful and extremely beneficial for both parties.

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

a) Motion: Election of Student Representative to the Brandon University Foundation

Motion: Moved and seconded (J. Keen/R. Enns)

BE IT RESOLVED THAT Mr. Jonathan Keen be elected as the Student Representative on the Brandon University Foundation.

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CARRIED**

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 workshop on preparing dossiers for promotion and tenure was held. This workshop was facilitated by five individuals.

5.12 Senate (D. Brandt/R. Enns)

There was no report.

5.13 Brandon University Alumni Association (R. Lonstrup)

Mr. Abbey noted that the Alumni Association has established a Facebook page and is running a promotion for first-year students.

Dr. Poff noted that they are also in the process of reviewing their by-laws and have recently introduced a conflict of interest and confidentiality agreement.

5.14 Brandon University Students' Union (D. Tousignant/J. Keen)

Ms Tousignant stated that she assumed the position of President of BUSU on May 1st with Jonathan Keen joining her as Vice-President Internal and Kelsey McDonald as Vice-President External. Ms Tousignant reviewed a list of all of BUSU's new and returning commissioners.

On May 2nd BUSU hit the streets of Brandon to encourage people to vote in the federal election. In addition, members of the BUSU Executive met with senior administration to discuss the proposed operating budget.

6.0 NEW BUSINESS

There was no new business.

7.0 ANY OTHER BUSINESS

There was no other business.

8.0 INFORMATION

- 8.1 Transactions of \$25,000 or More – March 4, 2011 – March 31, 2011
- 8.2 Report of Staff Changes – April
- 8.3 Work Study Program Report
- 8.4 Contracts/Agreements Report
- 8.5 International Agreements Report
- 8.6 Telephones/Computers & Maintenance/Warranty Agreements Report
- 8.7 Insurance Policies Report

Items 8.1 through 8.7 were received for information.

Move to Closed Session:

Motion: Moved and seconded (M. Abbey/D. Brandt)

BE IT RESOLVED THAT the meeting move to Closed Session.

CARRIED

9.0 ADJOURNMENT

Motion: Moved and seconded (B. Schaffer/)

BE IT RESOLVED THAT the meeting adjourn (11:35 a.m.)

CARRIED