

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

**Saturday, June 25, 2011
Room 043 Health Studies**

Present: Ms S. Armstrong, Ms J. Biggs, Dr. P. Carrabré, Dr. R. Enns, Ms B. Jolly, Mr. J. Keen, Ms A. Long, Mr. R. Lonstrup (Chair), Dr. F. Nichols, Ms K. Phillips, Dr. D. Poff, Mr. B. Schaffer

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

Regrets: Mr. M. Abbey, Mrs. L. McDougald-Williams, Mr. H. Champ

Absent: Ms D. Tousignant

1.0 CALL TO ORDER

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

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of June 25, 2011

Motion: Moved and seconded (R. Enns/S. Armstrong)

BE IT RESOLVED THAT the agenda of the June 25, 2011, Board of Governors meeting (Open Session) be approved as amended:

Addition:

5.3 Farewell to Chair

**81 June11
CARRIED
AS AMENDED**

2.2 Approval of Minutes of May 14, 2011

Motion: Moved and seconded (B. Jolly/B. Schaffer)

BE IT RESOLVED THAT the minutes of the May 14, 2011, Board of Governors meeting Open session be approved.

**82 June11
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 one student who received the Brandon University Centennial Scholarship and one student who received the Board of Governors Entrance Scholarship.

5.0 REPORTS

5.1 Academic Operations Committee (K. Phillips)

a) Report from the Academic Operations Committee

Ms Kristen Phillips, Chair of the Academic Operations Committee, provided the following report:

The Academic Operations Committee met on Friday, June 24, 2011, at 4:30 p.m.

The terms of reference for three separate awards were discussed. Revisions to one scholarship and one bursary, initiated at the request of the donors, were discussed and motions were passed to forward these items to the Board of Governors.

In addition, the terms of reference for two new scholarships in the Nursing and Psychiatric Nursing fields were discussed. These awards were established by a bequest from the Estate of Evelyn Gabel which was received by the Brandon Area Community Foundation. Nursing students selected for these awards will benefit from the Gabels' philanthropic desire to promote excellence in bedside nursing.

b) Motion: Dr. Mieczyslaw Kozakiewicz and Marianne Thomas Kozakiewicz Scholarship

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

BE IT RESOLVED THAT the Board of Governors approve the revised Terms of Reference for the following scholarship:

Dr. Mieczyslaw Kozakiewicz and Marianne Thomas Kozakiewicz Scholarship – to be awarded to a student in the following programs of study: a) a student at Brandon University who has been accepted into a graduate program in environmental studies at any Canadian University; b) a Brandon University student who has been accepted into first-year Medicine at any Canadian University; c) a student pursuing a Bachelor of Nursing degree at Brandon University; or d) a third year student proceeding to the Honours year in History at Brandon University.

This scholarship will be awarded on the basis of academic excellence by application with preference in any given year to a student in one of the fields other than that of the previous recipient. Award value: Use income allocation, approximately \$1200.

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CARRIED**

c) Motion: Boom and Ellie Cristall Bursary

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

BE IT RESOLVED THAT the Board of Governors approve the revised Terms of Reference for the following scholarship:

The Boom and Ellie Cristall Bursary – to be awarded to full-time or part-time undergraduate or graduate students in financial need. Preference will be given firstly to single custodial parents, secondly to mature students and thirdly to any student in financial need. Applicants must complete the financial section of the Scholarship/Bursary application form, and submit a letter describing their circumstances as they relate to the criteria for the award. This bursary may be renewed a maximum of two times. Re-application is not required, although if students' financial or personal circumstances change, the Scholarship Office must be notified so that a decision can be made regarding continuing eligibility. Students receiving this bursary may interrupt their studies for a year if their personal circumstances so require, and have the bursary renewed upon their return, provided the total number of renewals does not exceed two. Students needing to exercise this option must contact the Scholarship Office in advance of any such leave so that the required funding arrangements can be made. Value: 1 x \$2000 (\$6000 over 3 years to one student; one new recipient chosen each year).

84 June11
CARRIED

- d) Motion: The Jack and Evelyn Gabel Memorial Scholarships in Nursing and Psychiatric Nursing

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

BE IT RESOLVED THAT the Board of Governors approve the Terms of Reference for the following scholarships:

The Jack and Evelyn Gabel Memorial Scholarship in Nursing – to be awarded based on academic merit and upon the recommendation of the Department of Nursing to the students with the highest overall performance in the pre-nursing year who have been accepted into the Bachelor of Nursing degree program. Three scholarships will be awarded annually. These awards may not be divided.

The Jack and Evelyn Gabel Memorial Scholarship in Psychiatric Nursing – to be awarded based on academic merit and upon the recommendation of the Department of Psychiatric Nursing to the student with the highest overall performance in the pre-Psychiatric Nursing year who has been accepted into the Bachelor of Science in Psychiatric Nursing degree program. One scholarship will be awarded annually. This award may not be divided.

Award value: To be based on the annual gift from Brandon Area Community Foundation, which will be based on endowment earnings less administration costs as established by policy provisions and therefore may vary from year to year. This amount is to be divided equally between four students (3 Bachelor of Nursing students and one Bachelor of Science in Psychiatric Nursing student). The approximate value based on 2011 projected earnings is expected to be \$6000 per scholarship.

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Dr. Poff noted that these scholarships are recruitment quality scholarships within the School of Health Studies. Our students will greatly benefit from the size of these awards.

CARRIED

a) Report from the Finance and Audit Committee

Mr. Lamont provided the following report from the Finance and Audit Committee on behalf of the Chair, Mr. Mike Abbey:

The Finance and Audit Committee met on Friday, June 24, 2011, at 4:45 p.m.

Ms Jeanne Millis of BDO Canada was in attendance to discuss the results of the annual audit. The Office of the Auditor General for Manitoba has given the Brandon University Financial Statements an unqualified (clean) report. The Financial Statements for this past year report little in the way of significant variances from the previous year. The most significant change was the recognition of the unfunded pension liability of \$3.3 million on the Statement of Financial Position. This is a new reporting requirement done in accordance with accounting standards.

As part of the audit, the auditors issued a management letter relating to an IT issue. They want to ensure that there are sufficient controls in place to safeguard the security and integrity of our computer systems. As a result, new guidelines relating to password requirements have been introduced.

On an annual basis, the University is required to produce a report, in accordance with the Public Sector Compensation Disclosure Act, of all employees who have received compensation in excess of \$50,000. This information is available to the public and will be available on the web, and in the President's Office and the Library.

The University is required to comply with the U.S. Department of Education when administering student loans through the William D. Ford Federal Direct Loan Program. This program was previously referred to as the Federal Family Education Loan Program. There was one finding which resulted in a corrective action which sees all calculations being referenced and reviewed in a spreadsheet.

The Brandon University Retirement Plan statements have received an unqualified (clean) audit opinion from the Office of the Auditor General. These statements were approved by the Board of Pension Trustees at their meeting on June 21.

Ms Berkan provided a financial update for the 2011 – 2012 budget year. In addition, a comparative graphic presentation of the fund balances, both appropriated and unappropriated, was reviewed and discussed.

A report of transactions of \$25,000 or more was provided for the period of April 1, 2011 to June 3, 2011, as required by By-Law No. 8.

b) Brandon University Audit Results Memorandum

The Chair welcomed Ms Deb Berkan, Director, Financial and Registration Services, to the meeting.

Ms Berkan provided a brief overview of the audit process.

c) Motion: Brandon University Financial Statements (audited) for the Year Ended March 31, 2011

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

BE IT RESOLVED THAT the Board of Governors approve the Financial Statements (audited) for Brandon University for the year ended March 31, 2011.

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Ms Berkan stated that the Office of the Auditor General for Manitoba has given the Brandon University Financial Statements an unqualified (clean) report. The Financial Statements for this past year report little in the way of significant variance from the previous year. The Statement of Operations reports a loss of \$176,137 compared to the previous year loss of \$3.39 million. The reason for this is last year we were required to report the unfunded pension liability. This year we were required to report the difference between last year's unfunded pension liability and this year's unfunded pension liability.

Ms Berkan brought attention to Note 2 (Summary of Significant Accounting Policies). By the year ending March 31, 2013, BU will be required to adopt the public sector accounting standards and the previous year will have to be restated on the same basis. Consideration will have to be given to the effect this will have on our statements.

CARRIED

d) Public Sector Compensation Disclosure Act for the Year Ended December 31, 2010

Motion: Moved and seconded (B. Schaffer/J. Biggs)

BE IT RESOLVED THAT the Board of Governors approve the attached document, prepared in accordance with the Public Sector Compensation Disclosure Act, and that the information be released publicly on June 30, 2011.

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Ms Berkan noted that this report lists employees who have received compensation in excess of \$50,000 in the 2010 calendar year. Explanatory notes have been added to the end of the report and include a definition of the term compensation. Once approved, the report will be made available to the public in the Library, the Office of the President, and on the web.

Mr. Keen questioned which level of government requires this report.

Ms Berkan noted that it is a requirement of the provincial government.

Mr. Lamont stated that the report is required to be released within six months of the year end and some time ago, the provincial institutions agreed to release each of their reports at the end of June.

CARRIED

- e) 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, 2011

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, 2011.

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Ms Berkan stated that the Federal Family Education Loan Program is a U.S. loan program for U.S. students that attend Canadian institutions. The Department of Education is particular about compliance with their program and they ensure that we manage these loans appropriately, allowing for no error in their calculation.

Ms Berkan noted that there was a finding this year in the amount of \$518. One student received an over award as the result of a visa premium waiver

they received subsequent to their loan calculation and this amount was not recalculated. As a corrective action, effective immediately, all loan calculations are being referenced in the loan calculation spreadsheet and reviewed.

CARRIED

f) Brandon University Retirement Plan Annual Report 2010 Incorporating the Annual Financial Statements

Ms Berkan noted that the Brandon University Retirement Plan (BURP) Financial Statements have received an unqualified audit opinion from the Office of the Auditor General. These statements were approved by the Pension Trustees at their meeting on June 21st and are brought forward to the Board of Governors for information.

Ms Berkan noted that the plan actuaries are Eckler Ltd., the custodian is CIBC Mellon and the investment managers are Connor, Clark, Lunn.

These financial statements were prepared using the new accounting standard for pension plans and the information is presented in a slightly different fashion.

Ms Berkan stated that we are reporting Net Assets Available for Pension Benefits of approximately \$109 million which is an increase over last year of approximately \$10 million. This increase is largely due to the improvement in the markets.

Dr. Carrabré noted that the unfunded liability as reported by the actuary is \$32.5 million and questioned how the amortization produced a \$3 million payment this year.

Mr. Lamont stated that it is like a mortgage payment; it is an extrapolated amount with an interest component added to it. The deficit must be paid over a 15 year period. A new valuation will be done at the end of this year and the amount payable may change which would change the amount we are required to pay. Mr. Lamont noted that we may elect to have a valuation done on an annual basis if we feel that it may improve our position.

Mr. Keen asked if we were required to do a valuation this year.

Ms Berkan stated that our three-year valuation requirement was due in December 2010. Valuation reports are required to be filed on an annual

basis until the solvency rate of the Plan is greater than 90%. At the current time it is 78.9%.

g) Election of Senate Representative to the Finance and Audit Committee

Motion: Moved and seconded (D. Poff/B. Jolly)

BE IT RESOLVED THAT Dr. Patrick Carrabré be elected as the Senate Representative on the Finance and Audit Committee.

CARRIED

5.3 Executive Committee (R. Lonstrup)

Dr. Poff announced that our Chair will complete his sixth year of two back-to-back three year terms on the Board of Governors at the end of June. She commended him on his service to the University and expressed her hope that he continue to serve the University in many different capacities.

Dr. Poff stated that the appointments of our executive positions, including the position of Chair, are typically dealt with at the September meeting. Dr. Poff noted that it is fairly common for Vice-Chairs to become Chairs. She has spoken with the Vice-Chair and she has agreed to consider the position of Chair. In the meantime, the Board of Governors will need to appoint an Acting Chair to serve over the course of the summer months.

Motion: Moved and seconded (K. Phillips/R. Enns)

BE IT RESOLVED THAT Dr. Frank Nichols be nominated as Acting Chair of the Board of Governors effective June 30, 2011.

CARRIED

Dr. Poff noted that the annual Board Service Recognition Event will be held in September to thank all the past volunteers for their commitment to the University. Mr. Lonstrup will be included in this celebration. The Board took a brief break to celebrate the Chair's final meeting.

a) Report from the Executive Committee

The Executive Committee met on Friday, June 24, 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 two additional motions, both relating to the Brandon University Retirement Plan. These motions appeared on the Board of Governors agenda for consideration.

- b) Motion: Amendment No. 11/01 to the Brandon University Retirement Plan – Mandatory & Optional Changes

Motion: Moved and seconded (K. Phillips/R. Enns)

BE IT RESOLVED THAT the attached Amendment No. 11/01 to the Brandon University Retirement Plan be approved, conditional on receiving the approval of the Brandon University Faculty Association, in accordance with Article F.7.4(a) of the Collective Agreement with BUFA.

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Mr. Lamont noted that this motion includes all mandatory and some optional changes to the Plan. All changes, even those that are mandatory, must be approved by the faculty association. Mandatory changes are deemed to occur whether we approve them or not and are required as per the Manitoba Pension Benefits Act that came into effect in May of 2010. Mr. Lamont noted that this document has been provided to the Faculty Association but they have not yet had an opportunity to review it.

Mr. Lamont noted that numbers 15 and 16 represent optional changes. These changes were recommended by the University's actuaries and by the Pension Trustees.

CARRIED

- c) Motion: Amendment No. 11/02 to the Brandon University Retirement Plan – Issue of Calculating Pension Increases

Motion: Moved and seconded (R. Enns/A. Long)

BE IT RESOLVED THAT the attached Amendment No. 11/02 to the Brandon University Retirement Plan be approved, conditional on receiving the approval of the Brandon University Faculty Association, in accordance with Article F.7.4(a) of the Collective Agreement with BUFA.

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Mr. Lamont noted that this amendment addresses the indexation of pension payments for those who are retirees. Currently, the only time the pension payments are indexed is when the investment return of the plan exceeds 6% (they are indexed from the amount they exceed 6% up to the CPI (Consumer Price Index)). This amendment would see a figure lower than 6% used which would more accurately reflect the actuaries process. The calculation uses a geometric average which is a calculation that averages the returns of the fund over time.

Dr. Carrabré noted some problematic wording regarding the 6% in the amendment. It was agreed that Mr. Lamont would provide additional information and the motion would be dealt with at an upcoming meeting.

Motion: Moved and seconded (P. Carrabré/J. Keen)

BE IT RESOLVED THAT the motion be tabled pending further information.

CARRIED

5.4 President (D. Poff)

a) Report from the President

A copy of Dr. Poff's written report was included in the package.

Dr. Poff noted that there will be a need for a teleconference in July to discuss the awarding of tenders for the construction of the Healthy Living Centre. Tenders will be opened on June 29 and we will have 30 days in which to award them. The Board will be required to approve all contract agreements prior to their completion. The tender process will be open and it is possible that some contractors may be in the room; therefore, it is possible that information may be reported in the press prior to the Board receiving it.

Dr. Poff stated that she has sought consultation for the appointment of an Acting Dean of Science. A number of recommendations have been received and a decision will be made within a week. A formal search process will begin this fall and a request for proposals will be issued to a number of search firms. The successful search firm will be selected based on the merits of their proposal and the efficacy with which they can bundle the Dean of Science and Associate Vice-President Research/Dean of Graduate Studies searches.

Dr. Poff reported that she is now a member of the Brandon Friendship Centre Board and she recently attended their Annual General Meeting. In addition, she attended the national Aboriginal Day festivities and brought greetings on behalf of the University.

On Friday, Dr. Poff attended a ceremony at the Manitoba legislature at which the province's college and university presidents signed a memorandum of understanding that will make it easier for students to transfer credits between post-secondary institutions and received credit for prior learning.

Dr. Poff spoke to a PowerPoint presentation on the University of the Arctic (UArctic) which is a cooperative network of universities, colleges, and other organizations committed to higher education and research in the North. UArctic promotes education that is circumpolar, interdisciplinary and diverse in nature, and draws on its combined strengths to address the unique challenges of the region. Brandon University was recently successful in a bid to become a member and we join a network of 138 universities, colleges and organizations with a focus on higher education and research in the North that make up the University of the Arctic. There are many promising opportunities that come with our new membership including: student and faculty exchanges; research presentations at the Northern Research Forum that are relevant to a number of researchers at BU; institutional partnerships among post-secondary institutions in Canada and Europe; and an exchange of knowledge and expertise in higher education and training.

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

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

Plans continue for the annual Teaching Enhancement Conference which will be held on Thursday, September 1. The Conference will include a keynote speaker (Deborah Schnitzer) and sessions on social media in the classroom and the relationship between teaching and research. Members of the Board are welcome to attend.

An announcement regarding a five-year funding agreement with MAFRI (Manitoba Agriculture, Food and Rural Initiatives) was made recently. This is the first time we have seen an increase in base funding since 1999.

The search for the University's first Director, Aboriginal Initiatives continues. Four candidates have been interviewed for the position.

Dr. Grills reported that he represented BU at the inaugural meeting of the Association of Canadian Comprehensive Research Universities which is a group of small to medium sized research-focused universities who have come together to address shared issues and speak directly to the consequences of federal policy for our institutions.

A discussion took place regarding the recently approved Master of Science (approved with no government funding). Dr. Grills noted that some initial brainstorming has taken place among the current Dean of Science and Dean of Graduate Studies. Members of the Faculty of Science will be consulted and we will continue to attempt to secure government funding.

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

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

Mr. Lamont highlighted the following items from his written report:

Community Access Agreement – the agreement was approved by the City and was sent to the federal government.

Contribution Agreement – the agreement is now awaiting Ministerial approval.

BUNTEP Transition – an agreement has been reached among the parties. The transition date is set for July 1, 2012. Redundancy notices will be issued to all employees who have not signed a secondment agreement.

Athletics – Mr. Russ Paddock has been appointed acting Athletic Director for the next academic year.

5.7 Board Budget Committee (R. Lonstrup)

There was no report.

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

Dr. Enns noted that a meeting was held on June 22nd to brainstorm a list of perspective donors for the capital campaign. Approximately 20 people were in attendance and the meeting was very encouraging.

Ms Armstrong reported that the Annual General Meeting was held on May 31. As part of the AGM, a luncheon was held and awards were presented. Ms Armstrong circulated a copy of the annual report and the president's report for information.

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 Board of Trustees met on June 21st to review the valuation report of the actuaries and to approve the financial statements. The valuation report has been provided to BUFA for information. Amendments to the pension plan were approved. Barb Smith was appointed as interim chair.

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

There was no report.

5.12 Brandon University Alumni Association (R. Lonstrup)

Mr. Lonstrup reported that the BUAA held a wind-up meeting on June 16th. This year's award recipients were selected but have not yet been made public. Homecoming festivities will be held October 14 – 17th. More information can be obtained from Ms Carla Eisler, Alumni Relations Officer.

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

Mr. Keen reported that the new BUSU Executive has been fairly busy trying to familiarize themselves with their new positions. Many attended a conference in Ottawa during the first week of June. In addition, a council orientation/retreat was held in Roblin at which a number of priorities were set.

Members of the Executive are trying to be active in the community and have recently spent time picketing with postal workers in Brandon.

6.0 NEW BUSINESS

6.1 Election of Senate Representative to the Executive Committee

Motion: Moved and seconded (R. Enns/D. Poff)

BE IT RESOLVED THAT Dr. Patrick Carrabré be elected as the Senate Representative on the Executive Committee.

CARRIED

7.0 ANY OTHER BUSINESS

There were no items of other business.

8.0 INFORMATION

- 8.1 Transactions of \$25,000 or More – April 1, 2011 to June 3, 2011
- 8.2 Report of Staff Changes – May 2011
- 8.3 Library Acquisitions Report for 2010-2011 Fiscal Year
- 8.4 Final List of Graduates of the June 3, 2011 and June 4, 2011 Spring Convocation

Items 8.1 through 8.4 were received for information.

9.0 ADJOURNMENT

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

BE IT RESOLVED THAT the meeting adjourn (10:45 a.m.)

CARRIED

Chair, Board of Governors

Secretary, Board of Governors