

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

**Saturday, September 24, 2011
Students Lounge – School of Music
8:30 a.m.**

Present: Dr. F. Nichols (Acting Chair), Ms S. Armstrong, Ms J. Biggs, Dr. P. Carrabre, Dr., Dr. R. Enns, Ms B. Jolly, Ms A. Long, Mrs. L. McDougald-Williams, Ms K. Phillips, Dr. D. Poff, Mr. B. Schaffer, Ms D. Tousignant, Mr. J. Keen

Resource: Dr. S. Grills, Mr. S. Lamont, Ms R. Watts (Recorder)

Regrets: Mr. M. Abbey

Absent: H. Champ (could not get an outgoing line)

1.0 CALL TO ORDER

The Chair called the meeting to order at 8:38 a.m.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of September 24, 2011

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

BE IT RESOLVED THAT the agenda of the September 24, 2011, Board of Governors meeting (Open Session) be approved.

**105 Sept11
ALL IN FAVOUR
CARRIED**

2.2 Move to Closed Session

Motion: Moved and seconded (K. Phillips and B. Jolly)

BE IT RESOLVED THAT the meeting moves to Closed Session.

**ALL IN FAVOUR
CARRIED**

2.3 Motion(s) Raised from Closed Session

No motions were raised from Closed Session.

2.4 Approval of Minutes of June 25, 2011

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

BE IT RESOLVED THAT the minutes of the June 25, 2011, Board of Governors meeting Open session be approved.

**108 Sept11
ALL IN FAVOUR
CARRIED**

3.0 CONTINUING BUSINESS

There were no items of continuing business.

4.0 CORRESPONDENCE

4.1 Thank You Letters – Brandon University Centennial Scholarships and Board of Governor’s Entrance Scholarships

Thank you letters were received from three students who received the Brandon University Centennial Scholarships and Board of Governor’s Entrance Scholarships.

4.2 COPSE Letter dated July 11, 2011 regarding the Budget Estimates meeting booked for September 12, 2011.

The COPSE presentation took place on September 12th and Dr. Poff explained that we tried a different approach this year. Last year we began a three year budget plan to try to deal with significant budgetary challenges for Brandon University, which complemented the government’s announcement of its three year budgetary approach to post-secondary education. However, that approach is inadequate to solve some fundamental inequities that are historical, systemic and do not allow the university to fulfill its mandate as one of the teaching and research universities in the Province of Manitoba. We cannot be competitive or remain status quo unless we have a more realistic baseline budget.

Ms Jolly commented on how clear the presentation was that was given on September 12, 2011; she felt that the representatives from COPSE heard the message we were trying to deliver.

5.0 REPORTS

5.1 Academic Operations Committee (K. Phillips)

a) Report from the Academic Operations Committee

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

The Academic Operations Committee met on Friday, September 23, 2011, at 4:00 p.m.

The only business discussed was under new business and it was to review the committee structure, terms of reference and membership. Minor wording changes were made to the terms of reference and a motion to accept the changes was passed. The motion is now before the Board for approval:

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

BE IT RESOLVED THAT the Board of Governors accept the minor changes made to Section IV of the Board of Governors By-lay #11 as revised by the Academic Operations Committee.

BE IT RESOLVED THAT the Board of Governors move to accept the report and the motion of the Academic Operations Committee.

**ALL IN FAVOUR
CARRIED**

5.2 Finance and Audit Committee (Dr. Nichols)

a) Report from the Finance and Audit Committee

Dr. Nichols of the Finance and Audit Committee provided the following report:

The Finance and Audit Committee met on Friday, September 23, 2011, at 4:45 p.m.

The only business discussed was under new business and it was to review the committee structure, terms of reference and membership. Minor wording changes were made to the terms of reference and a motion to accept the changes was passed. The motion is now before the Board for approval:

Motion: Moved and seconded (W. Schaffer and R. Enns)

BE IT RESOLVED THAT the Board of Governors accept the minor changes made to Section V of the Board of Governors By-lay #11 as revised by the Finance and Audit Committee.

BE IT RESOLVED THAT the Board of Governors move to accept the report and the motion of the Finance and Audit Committee.

ALL IN FAVOUR

CARRIED

5.3 Executive Committee (F. Nichols)

a) Report from the Executive Committee

The Acting Chair of the Executive Board Committee, Dr. Frank Nichols, provided the following report:

The Executive Committee met on Friday, September 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.

The only new business discussed was to review the committee structure, terms of reference and membership. It was decided by the committee that the terms of reference and structure are sufficient as they stand.

The Executive Committee reviewed discussed four motions, all of which appear on the Board of Governors open session agenda for approval.

b) Report - Renewal of Executive

According to Bylaw No. 11 the Board of Governors shall elect the membership of each of the standing committees on an annual basis, which includes the Executive, Academic Operations and Finance and Audit committees.

c) Motion: Approval of the Review of Vice-President's Policy as revised

There was no discussion on this motion.

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

BE IT RESOLVED THAT the Board of Governors approve the Review of Vice-Presidents Policy as revised.

**101 Sept11
ALL IN FAVOUR
CARRIED**

d) Motion: Approval of Exempt Staff Handbook as revised

Mr. Schaffer asked for details about the changes. Mr. Lamont gave some background on the necessary changes to the handbook which would bring it in line with the current labour standards.

The most significant change was on the MPO classification. MPO levels 6 & 7 did not change, but MPO levels 4 & 5 are positions with salaries under \$80,000 and these individual do not have control over their hours. If employees in MPO levels 4 & 5 work over 8 hours a day OR 40 hours a week these employees will earn time in lieu with pre- approval from their supervisor. There was also a change to the way staff will report their absences.

It was suggested by Mr. Schaffer that for future changes to documents/policies that a summary of the changes be included to help the Board members when reviewing the package as the track changes can be difficult to follow, this suggestion was echoed by other Board members.

Motion: Moved and seconded (S. Armstrong and B. Jolly)

BE IT RESOLVED THAT the Board of Governors approve the Exempt Staff Handbook as revised.

**102 Sept11
ALL IN FAVOUR
CARRIED**

e) Motion: Approval of Dr. Bev Nicholson’s request for Special Leave

Motion: Moved and seconded (B. Jolly and L. McDougald-Williams)

BE IT RESOLVED THAT the Board of Governors approve Dr. Bev Nicholson’s request for Special Leave in lieu of a Sabbatical.

**103 Sept11
ALL IN FAVOUR
CARRIED**

f) Motion: Board of Governors Meeting Dates – 2011/12

Motion: Moved and seconded (R. Enns and L. McDougald-Williams)

BE IT RESOLVED THAT the Board of Governors approve the 2011/2012 meeting schedule for the Board of Governors and Board Executive Committee as follows:

Board Executive Committee	Board of Governors
Friday, November 25, 2011	Saturday, November 26, 2011
Friday, February 24, 2012	Saturday, February 25, 2012
Friday, April 27, 2012	Saturday, April 28, 2012
Friday, May 25, 2012	Saturday, May 26, 2012
Friday, June 22, 2012	Saturday, June 23, 2012

Friday, September 28, 2012
Friday, November 23, 2012

Saturday, September 29, 2012
Saturday, November 24, 2012

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ALL IN FAVOUR
CARRIED

5.4 President (D. Poff)

a) Report from the President

Dr. Poff reported the following:

There is a strong focus on fundraising, listed below show the three foci which are all directed from the BUILD emphasis on student success:

Overall financial target - \$22 million

- Healthy Living Centre - \$ 7 million
- Enhanced scholarships and bursaries - \$5 million
- Enhanced support for First Nations and Aboriginal students (recruitment and retention) - \$10 million

Dr. Poff also spoke about the alumni events she attended over the summer and about the Why Universities Matter conference planning. Many of the speakers who have agreed to present at this conference are well known and well published. The conference will be open to the community at no charge. We were successful in our bid for the 2013 Senior Women Academic Administrators of Canada spring conference to be held at BU. The conference will bring approximately 130 delegates to Brandon University.

b) Medical Education Feasibility Study Discussion

Dr. Daniel Klass and Dr. John Horne are both contracted to work on the Medical Feasibility Study. Dr. Poff gave some background on the two individuals and why they were chosen for the positions.

Ms Jolly asked if we have any statistics on rural students studying medicine and how long do people go up north and stay?

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

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

Dr. Grills reported the following:

- After interviewing four candidates for the Director, Aboriginal Initiatives position we were unsuccessful at finding a suitable candidate. We have reallocated the resources for this year and, with the concurrence of BUFA, are seeking a one-year term appointment for a Counsellor with expertise in First Nations, Metis and Inuit counseling issues. We are also seeking a one-year term appointment

for a Learning Skills Specialist funded through the generosity of the Manitoba Metis Federation (MMF).

- Our third annual Teaching Enhancement Conference occurred September 1, 2011. Support for the continuance of the event is strong. Feedback from participants has provided a framework for our 2012 meeting. We had 62 attendees for the one-day conference.
- On September 8, 2011 a site visit was conducted by the CCAC (Canadian Council on Animal Care). Their report will be received shortly.
- COPSE is currently undertaking an environmental scan of Dual Credit initiatives between secondary and post-secondary institutions in Manitoba. Dr. Grills participated in this process as BU's representative.

Mr. Schaffer enquired if the COPSE scan will lead to a report. Dr. Grills believes the two ministries will work together.

Dr. Poff noted that Dr. Grills will not be renewing his term. She thanked him for all his service and hard work for the Brandon University.

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

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

Mr. Lamont reported the following:

- Healthy Living Centre – The project is underway on schedule! Work continues now to ensure the planning for equipment in the facility has been properly enumerated. Logistical issues and construction monitoring is an on-going responsibility. Bill Myers, previously Director of Physical Plant, has been hired to represent the University on the site as our Project Manager.
- Community Access Agreement – The Agreement has been approved by the City and sent to the Federal Government. The Province has now asked for some small changes to the agreement. We do not anticipate a problem resolving these requests.
- Collective bargaining with the Faculty Association – Bargaining began in May. The Parties met over the summer and continue to meet.
- Roddy Arbitration – A tentative settlement was reached September 10th, 2011.
- Athletics – In July, Jamie Taggart, coach of the women's basketball team resigned and Ritchie Jacobson was hired for a one year term to replace her.
- WUFO/WUSMA/WARP Conference – Brandon University hosted approximately 64 administrators from universities across western Canada for this joint conference which took place September 21-23, 2011. Deb Berkan, Director Financial and Registration Services and

her staff have been organizing this for months. The joint conference hosted financial officers, supply management officers and resource planners.

5.7 Board Budget Committee (F. Nichols)

- a) Motion: Approval of the Budget Estimates document as recommended by the Board Budget Committee

Mr. Lamont shared the minor changes that were made at the suggestion of the Board Budget Committee. On page 19 the Music and Education students that are in the joint program will be displayed that way, as a result there is no change to the overall numbers, but it reflects more accurately the students in the joint Music and Education program.

The Council have already been sent our estimates but they are aware it has to be approved by the Board Budget Committee as well as the Board of Governors. Mr. Lamont explained that the inflation rates applied are based on our experience. 92% of our budget is salaries and benefits which includes pension payments. Being that this is an estimate for 2012-13 and all of the unions are in bargaining an estimate was shown with an increase. We require an 11.2% increase, which is 6.2% more than they have given to avoid any cuts.

Motion: Moved and seconded (L. McDougald-Williams and R. Enns)

BE IT RESOLVED THAT the Board of Governors approved the Budget Estimates document as recommended by the Board Budget Committee.

**109 Sept11
ALL IN FAVOUR
CARRIED**

- 5.8 Brandon University Foundation (S. Armstrong/R. Enns/J. Keen)
Nothing to report

- 5.9 Knowles-Douglas Student Centre (S. Lamont)
A meeting was called but there were not enough voting members to have quorum so the meeting is being rescheduled.

- 5.10 Board of Trustees of the BU Retirement Plan (S. Lamont)
The next scheduled meeting is in early November, 2011.

- 5.11 Review Committee on the Status of Women (B. Jolly)
The committee met this week. Currently there are 12 members, but there is a need for a representative from Health Sciences and the Library. Ms Jolly

suggested to the committee members that there should be a consideration to allowing alternates if committee members could not attend.

5.12 Brandon University Alumni Association

Dr. Poff shared that there are some new members on this committee, which she said is good to see as it brings a renewal to the Alumni Board.

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

There was a good turnout and engagement from the students during Orientation Week (2 weeks). The U-Pass launch also took place during this time and is a program set up which allows students to ride all year long on the public transit for only \$15. The Mayor came with a city bus for this event. BUSU also met with COPSE and discussed lower tuition fees which they felt would help increase enrollment, including enrollment of Aboriginal students. BUSU asked the professors for academic amnesty on election day, and the professors agreed to not give any tests on election day. Also mentioned were the renovations taking place in the Knowles Douglas Centre.

6.0 NEW BUSINESS

6.1 Nominations and Elections of Executive of the Board

BE IT RESOLVED THAT Mrs. Laura McDougald-Williams be nominated for the position of Chair of the Board of Governors Executive Committee.

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BE IT RESOLVED THAT Robin Enns be nominated for the position of Vice-Chair of the Board of Governors Executive Committee.

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BE IT RESOLVED THAT Mr. Mike Abbey be nominated for the position of Treasurer of the Board of Governors Executive Committee.

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BE IT RESOLVED THAT Dr. Frank Nichols be nominated for the position of Treasurer of the Board of Governors Executive Committee.

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BE IT RESOLVED THAT Ms Deandra Tousignant be nominated for the position of Student Representative of the Board of Governors Executive Committee.

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BE IT RESOLVED THAT Dr. Patrick Carrabre be nominated for the position of Executive Senate Representative of the Board of Governors Executive Committee.

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**ALL NOMINATIONS WON BY ACCLAMATION
CARRIED**

6.2 Nominations and Elections of the Board Committees

Duties and information on each committee was shared to help the Board members decide which committee they would like to serve on.

BE IT RESOLVED THAT the appointments to the following Board of Governors committees for 2011 – 2012 be approved:

Foundation Management Committee

Amy Long

Board of Directors of Foundation

Robin Enns (Senate Representative)

Jonathan Keen (Student Representative)

Amy Long (OIC Representative)

Knowles-Douglas Student Centre

Sandra Armstrong (Board of Governors Representative)

Scott Lamont (Administration Representative)

Chad McNish (Alumni Representative)

Board of Trustees of the BU Retirement Plan

Maurice Koschinsky

Patrick Carrabre

Brandon University Senate

Bea Jolly

Review Committee of the Status of Women

Bea Jolly

Academic Operations Committee

Deborah Poff (President and Vice-Chancellor)

Kristen Phillips (OIC Non-Student) (as Chair)

Robin Enns (Faculty Senator)

Amy Long (Student Representative)

Joanne Biggs (OIC Member-at-Large)

Finance and Audit Committee

Mike Abbey (Treasurer) (as Chair)

Laura McDougald-Williams (Chair of the Board of Governors)
Deborah Poff (President and Vice-Chancellor)
Patrick Carrabre (Faculty Senator)
Jonathan Keen (Student Representative)
Sandra Armstrong (OIC Member-at-Large)

**117 Sept11
CARRIED
BY CONSENSUS**

- 6.3 Motion: Approval of the BUAA representative appointed by the Board of Governors for the Knowles-Douglas Centre Inc.

Motion: Moved and seconded (W. Schaffer and D. Tousignant)

BE IT RESOLVED THAT the Board of Governors appoint the BUAA representative Chad McNish to the Knowles-Douglas Centre Inc. as recommended by the BUAA.

**110 Sept11
ALL IN FAVOUR
CARRIED**

- 6.4 Motion: Approval of the BUAA elected representative to sit on the Board of Governors

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

BE IT RESOLVED THAT the Board of Governors approve the BUAA representative Derrick Stewart to the Board of Governors as elected by the BUAA.

**111 Sept11
ALL IN FAVOUR
CARRIED**

- 6.5 Presentation by the School of Music

7.0 ANY OTHER BUSINESS

There was no other business.

8.0 INFORMATION

- 8.1 Transactions of \$25,000 or More – June 4, 2011 to September 5, 2011
8.2 Report of Staff Changes – June, July and August 2011
8.3 Excellence and Accountability in Universities by Deborah C. Poff, PhD
8.4 Research Funding and Academic Freedom by Deborah C. Poff, PhD

9.0 ADJOURNMENT

Motion: Moved (S. Armstrong)

BE IT RESOLVED THAT the meeting adjourn (11:01a.m.)

CARRIED