

**Brandon University Board of Governors  
(Open Session)  
Saturday, May 26, 2012  
Louis Riel Room  
Brandon University, MB  
9:00 am**

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**Present:** Dr. F. Nichols, Dr. P. Carrabré, Dr. H. Champ (via teleconference), Dr. R. Enns, Ms L. McDougald-Williams, Dr. D. Poff, Mr. R. Thomson, Mr. D. Stewart, Ms B. Jolly, Ms K. Phillips, Ms S. Duff, Ms S. Armstrong, Ms J. Biggs, Ms C. Taylor, Ms A. Long

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

**Regrets:** Mr. B. Schaffer, Mr. M. Abbey

**Absent:**

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 9:03 a.m.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Board of Governors Open Session Agenda of May 26, 2012

Motion: Moved and seconded (K. Phillips/C. Taylor)

***ADDITIONS:***

6.5 – Student Refunds – Course Change Fees

6.6 – Interim Treasurer

**BE IT RESOLVED THAT the agenda of the May 26, 2012, Board of Governors meeting (Open Session) be approved.**

**066 May12  
CARRIED AS AMENDED**

2.2 Move to closed session

Motion: Moved and seconded (B. Jolly/F. Nichols)

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

**CARRIED**

2.3 Motion(s) Raised from Closed Session

Motion: Moved and seconded (C. Taylor/K. Phillips)

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

**HEALTH STUDIES:**

**Bowman, Ann .....From January 1, 2014 to June 30, 2014 at 80%**

**MUSIC:**

**Tselyakov, Alexander .....From January 1, 2014 to June 30, 2014 at 80%**

**McCallum, Wendy .....From January 1, 2014 to June 30, 2014 at 100%**

**ARTS:**

**Harms, Patricia .....From July 1, 2013 to June 30, 2014 at 80%**

**Graham, Elizabeth.....From July 1, 2013 to December 31, 2013 at 80%**

**Winter, David .....From July 1, 2014 to June 30, 2015 at 80%**

**EDUCATION:**

**Armstrong, Helen.....From July 1, 2013 to June 30, 2014 at 80%**

**Brown, Chris .....From July 1, 2013 to December 31, 2013 at 100%**

**Okrainec, Alexa.....From July 1, 2013 to December 31, 2013 at 80%**

**SCIENCE:**

**Dueck, Gerald.....From July 1, 2013 to December 31, 2013 at 80%**

**Spence, Balfour .....From July 1, 2013 to June 30, 2014 at 80%**

**Li, Chenkuan.....From January 1, 2014 to June 30, 2014 at 100%**

**Gfellner, Barbara.....From July 1, 2013 to December 31, 2013 at 80%**

**McGonigle, Terence.....From January 1, 2014 to June 30, 2014 at 80%**

**Koprivnikar, Janet.....From July 1, 2013 to June 30, 2014 at 80%**

**Berry, Mark.....From January 1, 2014 to June 30, 2014 at 80%**

**054 May12  
CARRIED**

**2.4 Approval of Board of Governors Open Session Minutes of February 25, 2012**

Motion: Moved and seconded (S. Armstrong/D. Stewart)

**BE IT RESOLVED THAT the minutes of the February 25, 2012, Board of Governors meeting (Open Session) be approved.**

**067 May12  
CARRIED**

**3.0 CONTINUING BUSINESS**

There was no continuing business.

## 4.0 CORRESPONDENCE

- 4.1 Thank you letters from students regarding scholarships was distributed.

## 5.0 REPORTS

- 5.1 Academic Operations Committee (K. Phillips)

- a) Report from the Academic Operations Committee

The Academic Operations Committee met on Friday, May 25, at 4:30 p.m.

There was only one item of new business. We discussed the motion regarding applications for sabbatical leave which we have recommended to the Executive Committee with one minor change to the percentage of salary that Mr. Alexander Tselyakov will receive on sabbatical to read 80% instead of 100%.

- 5.2 Finance and Audit Committee (L. McDougald-Williams)

- a) Report from the Finance and Audit Committee

The Finance and Audit Committee met on Friday, May 25, at 5:15 p.m.

The business discussed was under new business and it was to review the motion regarding the Board of Governors Entrance Scholarships and Bursaries which we have recommended to the Executive Committee.

We also discussed the motion on the operating budget which we have recommended to the Executive Committee.

Also received for information were the following reports:

- o Statement of Special Programs Fund Account – March 31, 2012
- o Research and Special Purpose Funds – April 1, 2011 – March 31, 2012
- o Financial Summary by Object as at March 31, 2012
- o Financial Summary by Function as at March 31, 2012
- o Transactions of \$25,000 or More from February 1, 2012 – April 30, 2012
- o Contract Agreements Report - May 2012
- o Insurance Policies Report – May 2012
- o International Agreements – May 2012
- o Telephones – Computers and Maintenance- Warranty Agreements – May 2012

- 5.3 Executive Committee (L. McDougald-Williams)

- a) Report from the Executive Committee

Reports were received from the Academic Operations Committee and the Finance and Audit Committee. Reports were also received from the President, the Vice President (Academic and Provost) and the Vice-President, Administration and Finance, all which are included in your board open package.

The new business discussed was to review the motions from the Academic Operations Committee and the Finance and Audit Committee, all of which appear on the Board of Governors agendas for approval.

We also reviewed and discussed the edited Knowles Douglas Commission Bylaws, the edited Conflict of Interest Policy and the motion regarding the support staff collective agreements, all which have been recommend to the Board of Governors and appear on today's agendas for approval.

5.4 President (D. Poff)

a) Report from the President

D. Poff noted her full report is included in the package and shared some highlights of the recent campaign travel. She also let the Board know that we have been successful with our bid to hold the Senior Women Academic Administrators of Canada (SWAAC) Conference in Brandon next year.

D. Poff shared copies of the Alumni News and some of the campaign collateral from the Foundation AGM that took place yesterday.

5.5 Vice-President (Academic & Provost) (S. Grills)

a) Report from the Vice-President (Academic & Provost)

S. Grills noted his full report is included in the package and shared some highlights of the work happening on pursuing partnerships with other universities for benefits to our research priorities.

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

a) Report from Vice-President (Administration & Finance)

S. Lamont noted his full report is included in the package and shared some highlights on the progression of the Healthy Living Centre and the continuing Residence Regulation Review.

5.7 Foundation Management Committee (A. Long)

The committee met last Wednesday and reviewed the financial statements and investments. The Foundation AGM took place on May 25 and referred to the documents that D. Poff circulated.

5.8 Board of Directors of Foundation (R. Enns)

The Foundation AGM was yesterday and new members were elected. R. Enns also shared that they received a report from the investment managers and that is going well.

Following the AGM there was a lunch for invited guests and donors and R. Enns shared that two donors had reached the milestone of over one million dollars in donations over their donating history and some new donators received the Order of the Sheaf.

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

S. Armstrong noted she has attended two meetings one being the AGM and will share the highlights from that once she is given the minutes.

The meeting on April 4<sup>th</sup> contained bylaw changes and discussed investments and building security.

5.10 Board of Trustees of the BU Retirement Plan (P. Carrabré)

P. Carrabré shared details of their last meeting where they discussed changes to the retirement plan which have been necessitated by changes in actuarial planning. The value of the plan has dropped which has forced the University to make payments over 15 years to maintain the level of retirement funds available to retired employees. The next meeting is June 4<sup>th</sup>.

P. Carrabré answered some questions from the other Board members. The Chair suggested that we arrange for a Board Education Session on pensions.

5.11 Brandon University Senate (R. Enns/B. Jolly)

Nothing new to report, the next meeting is in June and the new Senate members will be attending.

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

Nothing new to report, there is a meeting next week where plans for the next year will be discussed.

5.13 Brandon University Alumni Association (D. Stewart)

D. Stewart shared that their last meeting was held on May 14<sup>th</sup> but that was unable to attend and has not yet received the minutes, he will share highlights once he receives them. The next meeting is set for June 7<sup>th</sup>.

5.14 Brandon University Students' Union (C. Taylor)

C. Taylor noted that the last BUSU meeting consisted of orientation for new

executive members. She also noted that the BUSU Executive will be joining other student union groups in Ottawa to discuss where they want to go as a country.

## 6.0 NEW BUSINESS

### 6.1 Board of Governors Entrance Scholarships and Bursaries

Motion: Moved and seconded (K. Phillips/C. Taylor)

**BE IT RESOLVED THAT the Board of Governors approve the allocation of unrestricted endowment funds for the 2012/2013 fiscal year as follows:**

<b>Faculty Research (BURC)</b>	<b>47,107.00</b>
<b>General Proficiency Scholarships</b>	<b>5,400.00</b>
<b>Entrance Scholarships:</b>	
<b>Tier I Average greater than or equal to 95%</b>	<b>2,000.00</b>
<b>Tier II Average greater than or equal to 92.5%</b>	<b>1,700.00</b>
<b>Tier III Average greater than or equal to 90%</b>	<b>1,400.00</b>
<b>Tier IV Average greater than or equal to 87.5%</b>	<b>1,100.00</b>
<b>Tier V Average greater than or equal to 85%</b>	<b>800.00</b>
<b>Total available from endowment funds for Entrance Scholarships</b>	<b>35,695.00</b>
<b>TOTAL</b>	<b>\$88,202.00</b>
	<b>057 May12</b>
	<b>CARRIED</b>

### 6.2 Approval of 2012 -2013 Operating Budget

Motion: Moved and seconded (K. Phillips/D. Stewart)

A discussion took place.

**BE IT RESOLVED THAT the Board of Governors approve the 2012 – 2013 Operating Budget (including the 2012 – 2013 Fee Schedule and budgets relating to Renovations & Equipment, Eckhardt-Gramatte Conservatory of Music, Ancillary Services, BUNTEP and Campus Manitoba), as recommended by the President.**

**058 May12**  
**2 OPPOSED**  
**13 IN FAVOUR**  
**CARRIED**

### 6.3 Approval of Knowles Douglas Commission Bylaws

Motion: Moved and seconded (S. Armstrong/K. Phillips)

C. Taylor explained the main reason for the changes to this bylaw was in order for BUSU to obtain charitable status as an organization which would allow them to fundraise.

A. Long cautioned C. Taylor on this change as it's very difficult to change back if the Union decided they wanted to do so. C. Taylor does not anticipate the Union would request that.

**BE IT RESOLVED THAT the Board of Governors approve the 2012 Knowles Douglas Commission Bylaws as revised.**

**064 May12  
CARRIED**

6.4 Approval of Edited Conflict of Interest Policy

Motion: Moved and seconded (S. Armstrong/K. Phillips)

D. Poff explained the main change to this policy was to add conflict of commitment and it is in line with the Board's policy review of a three year revolving process, where all policies and bylaws are reviewed and or edited as necessary.

**Motion to Table: Moved and seconded (C. Taylor/S. Duff)**

**CARRIED**

**BE IT RESOLVED THAT the Board of Governors approve the Conflict of Interest Policy as revised.**

**042 May12  
TABLED**

6.5 Student Refund – Course Change Fee

Motion: Moved and seconded (C. Taylor/S. Duff)

C. Taylor explained to the Executive members that at the recent BUSU AGM it was a directive given to them by the student body to pursue a motion that would refund students their course changes fees due to the effect the strike had on them.

**Motion to Table: Moved and seconded (C. Taylor/K. Phillips)**

**CARRIED**

**WHEREAS students are currently charged a \$20 fee if they change their course registration more than twice; and**

**WHEREAS the Brandon University Faculty Association had a 45-day strike which forced students to re-evaluate their courses for the year; therefore**

**BE IT RESOLVED that the Brandon University Board of Governors refund course**

**change fees to all students who dropped classes after October 12th in the 2011-2012 regular academic year.**

**071 May12  
TABLED**

6.6 Interim Treasurer

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

**BE IT RESOLVED that the Brandon University Board of Governors appoint Kristen Phillips as interim treasurer until the OIC Board position that will be vacant on June 30, 2012 is filled.**

**072 May12  
CARRIED**

**7.0 ANY OTHER BUSINESS**

**8.0 INFORMATION**

- 8.1 Transactions of \$25,000 or More – February 1, 2012 – April 30, 2012
- 8.2 Report of Staff Changes – February, 2012
- 8.3 Report of Staff Changes – March, 2012
- 8.4 Report of Staff Changes – April, 2012
- 8.5 Contract-Agreements Report - May 2012
- 8.6 Insurance Policies Report - May 2012
- 8.7 International Agreements - May 2012
- 8.8 Telephones-Computers and Maintenance-Warranty Agreements - May 2012
- 8.9 Library Acquisitions Report – May 2012

**9.0 ADJOURNMENT**

Moved (C. Taylor)

**BE IT RESOLVED THAT the meeting adjourn 10:39 a.m.**

**CARRIED**