

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

**Saturday, ~~May 26~~ June 23, 2012
Louis Riel Room
10:00 a.m.**

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, Mr. B. Schaffer

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

Regrets: Ms A. Long, Mr. M. Abbey, Dr. S. Grills

1.0 CALL TO ORDER

The Chair called the meeting to order at 10:05 a.m.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of June 23, 2012

REMOVE:

- Items: 6.6 and 6.7 (these were removed as they are not germane to the Board)

AMENDMENTS:

- Item 6.3 - Wayne McLeod Business Administration Award is renamed to Wayne McLeod Business Administration Scholarship/Bursary. Add the wording "...and based on financial need" after the words "based on academic excellence".
- Item 6.3 - The Enbridge Dakota Language Scholarship – remove the word Enbridge from the terms of reference, immediately preceding the words Dakota Language Class.
- Item 6.9 - Policy on Academic Integrity and Research – REVISED – under 7) j. add the sentence – “In the case where the President is the respondent and is appealing the committee’s decision, an out of province university will be asked to create a committee to hear the appeal” after the following sentence – “The Appeals Committee shall normally hear the appeal within 15 working days of the appointment of the Chair.”

- Item 6.13 - The U.S. Department of Education's Federal Family Education Loan Program has been renamed to the William D. Ford Federal Direct Loan Program

ADDITION:

- Item 8.4 Fund Balances Graph

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

BE IT RESOLVED THAT the agenda of the June 23, 2012, Board of Governors meeting (Open Session) be approved.

**095 June12
CARRIED AS AMENDED**

2.2 Move to Closed Session

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

BE IT RESOLVED THAT the meeting moves to Closed Session.

CARRIED

2.3 Motion(s) Raised from Closed Session

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

BE IT RESOLVED THAT the following motions be raised from Closed Session:

BE IT RESOLVED THAT the Board of Governors approve the granting of the designation "Professor Emerita" to:

- Ms Colleen Cutschall, Department of Visual & Aboriginal Art,
- Dr. Di Brandt, former Canada Research Chair & Department of English & Creative Writing

and the granting of the designation "Professor Emeritus" to:

- Dr. Joseph Sawchuk, Department of Native Studies,
- Dr. Morris Mott, Department of History, and
- Dr. Roderick McGinn, Department of Geography.

BE IT RESOLVED THAT the Brandon University Retirement Plan be amended to delete the following article:

2.5 Other Exception

“With the approval of the Board, the President of the University shall not be required to join the Plan during the term of his contract.”

AND THAT this be recommended to the Board of Governors for approval.

CARRIED

2.4 Approval of Board of Governors Open Session Minutes of May 26, 2012

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

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

**096 June12
CARRIED**

3.0 CONTINUING BUSINESS

There was no continuing business.

4.0 CORRESPONDENCE

There was no correspondence.

5.0 REPORTS

5.1 Academic Operations Committee (K. Phillips)

a) Report from the Academic Operations Committee

The Academic Operations Committee met on Friday, June 22, at 4:30 p.m.

There were seven items of new business. We discussed three motions regarding scholarships and bursaries. There were nine new terms of reference, six sets of revised terms of reference and one motion regarding the process of approval for changes to scholarships and bursary award amounts.

We also discussed two of four motions regarding research policy changes. The two motions not discussed were pulled from the package. All of the above motions were from the Senate Office and we have recommended two of the four to the Executive and Board of Governors for recommendation and approval.

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, June 22, at 5:15 p.m.

The committee welcomed the delegation of Jeanne Millis from BDO Dunwoody and Susan Hay from the Office of the Auditor General to discuss the audited financial statements.

There were five new items of business to discuss which included three motions. The committee passed a motion accepting the audited financial statements, another one approving the Public Sector Compensation Disclosure Report for the year ended December 31, 2011 and approved it for release to the public on June 30, 2012. We also passed a motion to receive the Auditor's Report regarding the University's compliance with the US Department of Education's William D. Ford Federal Direct Loan Program for the year ended March 31, 2012.

Also received for information were the following reports:

- Financial Summary by Object as at May 31, 2012
- Financial Summary by Function as at May 31, 2012
- Transactions of \$25,000 or More from May 1, 2012 – May 31, 2012
- Fund Balances

5.3 Executive Committee (L. McDougald-Williams)

a) Report from the Executive Committee

The Executive Committee met on Friday, June 22, 2012, at 6:00 p.m.

Reports were received from the Academic Operations Committee and the Finance and Audit Committee. A verbal report was received from the President and a written one from the Vice-President, Administration and Finance, which is 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 we have recommended to the Board of Governors for approval. Two motions out of four on policy changes that were on the Academic Operations Committee agenda were also pulled from the Executive agenda and will also be pulled from the Board packages.

5.4 President (D. Poff)

a) Report from the President

D. Poff shared the news that we have signed an MOU with K. Brugger and the City of Brandon which gives us the right to build the non-profit housing on the property. It will house 42 family units and will also have a daycare. Having this housing allows us more opportunity to work with the students from Sioux Valley. We have been approved for the next stage, and the government has provided us with \$60,000 which will be used to complete the detailed programming to move forward with the project.

D. Poff circulated campaign materials to the members for review and shared the fundraising volunteer handbook that was developed by Institutional Advancement.

H. Champ inquired if anyone else received money for Flemming School; D. Poff said no, we are the only player now. There is one outstanding issue to deal with and it is regarding the rezoning of the property for commercial use. K. Brugger is attending a planning meeting in early July so we should hear shortly after that. If the city does not approve the rezoning we will have a problem as we have no other property to rely on for this project

H. Champ inquired about the effectiveness of our campaign as he received a call from a student asking for a contribution but there was no follow up and he also suggested that calls from students stop as he doesn't think they are very effective. D. Poff noted that we have hired two new staff to work specifically on the campaign and this work is ramping up.

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

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

No report was submitted.

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

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

As included in the package. S. Lamont spoke to a few of the highlights of his report. We are still on track with the Healthy Living Centre and we are still on budget with the project. He also noted that tours are now being scheduled and Board members will be sent an invite.

S. Lamont spoke about the recent call from the Manitoba Department of Education inquiring about our sustainability and explained that all the post-secondary institutions were contacted.

5.7 Foundation Management Committee (A. Long)

Nothing new to report.

5.8 Board of Directors of Foundation (R. Enns)

Nothing new to report.

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

Nothing new to report.

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

Met a couple of weeks ago and all this information has been covered by many of the motions that are being discussed in this round of Board and Committee open and closed meetings.

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

The Senate met this past Tuesday and they had some good discussions on the policies that we have approved through the Board on today's agendas.

There was a motion brought forward about the validity of the composition of the Board Budget Committee but it was defeated.

The Senate also discussed the Access Copyright agreement that we will be signing through AUCC and this will expire in June, 2015. If we sign this agreement now we will be eligible for a 70% rebate.

Reports were also given by the Deans and the President.

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

The committee organized a workshop for faculty to help them learn to prepare their dossiers for promotion and tenure.

5.13 Brandon University Alumni Association (D. Stewart)

Unable to attend the last meeting.

5.14 Brandon University Students' Union (C. Taylor)

C. Taylor spoke about their recent trip to Ottawa where the BUSU Executive attended a national conference with students from across Canada. There were many discussions on access copyright and the implications for students.

6.0 NEW BUSINESS

6.1 Approval of Edited Conflict of Interest Policy Motion

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

D. Poff reminded the members the reason that we tabled this motion in the past was to allow for the Conflict of Interest in Research policy to be edited in the event it affect our policy, and it did not, so this policy is up for review and approval as edited and attached.

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

**042 June12
CARRIED**

6.2 Student Refunds – Course Change Fee Motion

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

The motion was brought forward as a directive given to BUSU by the students at their recent AGM and feels that if the Board were to pass this motion it would be a good will gesture for the students who stayed after the strike.

C. Taylor asked S. Lamont to share the information he gathered. S. Lamont shared that from October 11th till the end of the strike students made a total of 1115 course changes which resulted in a revenue amount of \$22,282. He also pulled information for two previous fiscal years to compare to and discovered that the all three years total revenue collected were very similar. So the data shows that there was no significant increase in students changing courses due to the strike.

C. Taylor asked S. Lamont if he knows if this fee is charged at other institutions across Canada. S. Lamont commented that he believes that other universities charge a similar fee but cannot say for sure unless he researches it. C. Taylor shared that a student has done a work study program and did a bit of research in this area and the results were that many institutions did not charge this fee.

D. Poff noted that the issue should be evaluated by conducting some research and shared that it will be difficult to compare because even if this particular fee isn't charged by other universities the costs involved could be charged out under other fees.

S. Duff expressed her surprise to hear the numbers but maybe we could possibly reduce the fee in the future, eliminate it or increase the amount of free changes a student can use before being charged a fee. She also would be interested in seeing how many first year students were in that 1115 number as many first year students struggle to understand the fee for these changes.

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 June12
2 IN FAVOUR
13 NOT IN FAVOUR
DEFEATED**

Motion: Moved and seconded (C. Taylor/B. Schaffer)

BE IT RESOLVED THAT the Brandon University Board of Governors create an ad-hoc committee to investigate ancillary fees charged to students, comparing them to those charged at other institutions across Canada;

AND THAT this ad-hoc committee meet prior to the Fall, 2012 semester.

**099 June12
CARRIED**

6.3 Scholarship and Bursary NEW Terms of Reference Motion

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

D. Poff shared that we are receiving a lot of scholarship and bursary money from donors and that is due to the work that the Institutional Advancement Office is doing as part of the capital campaign.

BE IT RESOLVED THAT the Board of Governors approve the following new Terms of References:

Green Acres Lodge 1967 -2011 Community Service Bursary – To be awarded, based on financial need, to a student with a demonstrated history of community service. Applicants must submit letters of reference from community members with their application. This award may not be divided. Value: Use income allocation, approximately \$900

Green Acres Lodge 1967-2011 Military Bursary – to be awarded based on financial need to two students who have a link to the military. Recipients must submit written documentation of their military connection from the appropriate agency and will be chosen based on the following order:

- a) Veterans or their family members
- b) Serving military members or their family members
- c) Reserve members or their family members
- d) Legion members or their family members
- e) Present or former Cadets and their family members.

(Family members can include a spouse, child or grandchild.) This award may not be divided.

Value: Use income allocation, approximately 2 x \$900.

The Tire Stewardship Manitoba Scholarship/Bursary in Environmental Science – To be awarded on the recommendation of the Environmental Science Advisory Committee (or its equivalent) to a full-time student in a Major or Honours program in Environmental Science. Recipients must have a demonstrated financial need and a minimum cumulative grade point average of 2.5. This award may not be divided. Value \$1000.

Dr. Al Bush Memorial Scholarship – To be awarded by departmental recommendation to a Biology Major in the Ecology and Evolution Stream who is entering the 4th year and who has the highest grade point average in Biology courses. This award may not be divided.

Value: TBA

The Cibinel Architects Bursary in Fine Arts – to be awarded to a student in a Bachelor of Fine Arts degree program on the basis of financial need. Preference will be given to an Aboriginal student. This award may not be divided. Value: Use income allocation, approximately \$500.

Dr. Bruce & Mrs. Jane Forrest Scholarship for Physical Chemistry – To be awarded based on departmental recommendation to the student with the highest combined standing in 18:260 Physical Chemistry I and 18:270 Physical Chemistry II or their equivalent(s). This award may not be divided. Value: Use income allocation, \$1500.

The Sharlene Geiger ‘Missing Women’ Memorial Essay Award – To be awarded annually to the Native Studies major or minor who, on the recommendation of the Department of Native Studies, has written the best essay

dealing with Aboriginal women's issues. This award may not be divided. Value: Use income allocation, approximately \$225.

Wayne McLeod Business Administration Scholarship/Bursary – To be awarded by recommendation of the Department of Business Administration, on the basis of academic excellence and financial need, to a deserving student in the Bachelor of Business Administration entering the second or a subsequent year of the program. This award may not be divided. \$TBA.

The Enbridge Dakota Language Scholarship – To be awarded based on his or her Grade XII average (in a set of subjects as prescribed by the Senate Scholarship Office) to an entering student who is registered for the Dakota Language class. Preference will be given to an Aboriginal student. 2 x \$2500.

**075 June12
CARRIED AS AMMENDED**

6.4 Scholarship and Bursary Terms of Reference Revisions Motion

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

BE IT RESOLVED THAT the Board of Governors approve the following revised Terms of References:

Professor G. MacNeill Memorial Scholarship - To be awarded to a Province of Manitoba student entering the program of Arts at Brandon University with the highest proficiency in a language or languages other than English, in his or her Grade XI studies. Value: Use income allocation, approximately \$1500.

Manitoba Government Employees Association Brandon University Non-Academic Staff Association (BUNASA) Local 2003 Scholarship – to be awarded to a dependent of a Brandon University MGEU member who is entering any Faculty at Brandon University with the highest proficiency based on his or her Grade XI average in a set of subjects as prescribed by the Scholarship Office. In the event that no one is eligible, this award should go to the best Second, Third, or Fourth Year student (in that order) who is a dependent of a Brandon University MGEU member. (Please forward information on who the BU MGEU member is to the Senate Office). Value: TBA

The Helping Professions Bursary for Aboriginal Students – To be divided equally and awarded on the basis of financial need to Aboriginal students entering their second year – one to a student in the B.Ed. (AD) degree and one to a student in one of Nursing, Psychiatric Nursing or Indigenous Health and Human Services. Value: Use income allocation, approximately 2 x \$2700.

The Ellen Bateman Memorial Award – To be awarded to a student in financial need who is entering Brandon University and who is a graduate of the Eckhardt-Gramatte Conservatory of Music Chorale. Preference will be given to a student who has been a member of the Conservatory Chorale for a minimum of two years, demonstrates academic excellence and has demonstrated leadership and/or service to the Conservatory Chorale, which has contributed significantly to the functioning of the organization. Recipients will be chosen based on the recommendation of the Director of the Conservatory and the Director of the Conservatory Chorale. Value: Use income allocation, approximately \$600.

Brandon University Faculty Association Scholarships – To be awarded to a full-time student of academic distinction in each of the Faculty/School of Arts, Science, Music, and Health Studies who is registered in the final year of a 4 or 5 year baccalaureate degree at Brandon University, to a student in the final year of the two-year Bachelor of Education, and to a student in the final year of the Bachelor of Physical Education Studies. \$600 per award.

Dr. & Mrs. F. K. Purdie & Family Scholarship – to be awarded to a student who has demonstrated outstanding proficiency in bedside nursing in Year 2 of the Bachelor of Nursing Program and who is currently enrolled in year 3 of the Program at Brandon University. Value: one award on annual income allocation.

**076 June12
CARRIED**

6.5 Scholarship and Bursary Terms of Reference Revision Approval Process Motion

Motion: Moved and seconded (R. Enns/P. Carrabré)

D. Poff explained that there are scholarships and bursaries that have an award value based on the endowment rate which is constantly changing due to the impact of interest rates.

This motion will give the authority to Institutional Advancement and Senate to amend scholarships/bursaries when this occurs with no further requirement that it be approved through the Board.

BE IT RESOLVED THAT the Board of Governors approve the authorization of the Registrar and the Associate Vice-President External to amend the Terms of Reference for Scholarships and Bursaries as needed and as authorized by the donor to reflect a change in award amount from a fixed sum to the amount of income generated annually by the award endowment.

**077 June12
CARRIED**

~~6.6 — BU Policy on Research Involving Humans Motion~~

~~**BE IT RESOLVED THAT** the Board of Governors approve the attached
Brandon University Policy on Research Involving Humans.~~

~~078 June12~~

~~REMOVED FROM BOARD PACKAGE~~

~~6.7 — BUREC Policies and Procedures 2012 Motion~~

~~**BE IT RESOLVED THAT** the Board of Governors approve the attached
Brandon University Research Ethics Committee (BUREC) Policy and
Procedures.~~

~~079 June12~~

~~REMOVED FROM BOARD PACKAGE~~

6.8 Conflict of Interest in Research Policy Motion

Motion: Moved and seconded (P. Carrabré/K. Phillips)

D. Poff explained that these changes were required so that we would be in compliance with the Tri-Council regulation. There is a much higher threshold of conduct required for researchers than there used to be and this policy as it has been edited is quite comparable to the policies that are followed in other areas of the world. If we do not approve the edited policy it will hinder the ability of some faculty to apply and receive research funding.

BE IT RESOLVED THAT the Board of Governors approve the attached
Brandon University Conflict of Interest in Research Policy.

080 June12

CARRIED

6.9 Policy on Academic Integrity and Research – REVISED Motion

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

BE IT RESOLVED THAT the Board of Governors approve the attached
Brandon University Policy on Academic Integrity and the Responsible
Conduct of Research, Scholarship and Creative work.

081 June12

CARRIED AS AMENDED

6.10 BU Audit Results Memorandum – March 31, 2012

D. Berkan explained the process in which BDO and the Office of the Auditor General conduct the audit and that the memorandum is provided to give further information. She also explained the two motions regarding the Public Disclosure document and the US Department of Education loan program.

6.11 BU Audited Financial Statements Motion

Motion: Moved and seconded (B. Schaffer/K. Phillips)

The cash and short term investment changes are mainly attributed to the building of the Healthy Living Centre.

The unfunded liability pension amount increased.

After the strike we saw a decrease in tuition revenue, sales on goods and services revenue and a decrease in the academic salaries.

D. Berkan brought the members attention to Note #2 which explains that Brandon University will be adopting the audit practices of the public sector so next year's audit process will be different.

BE IT RESOLVED THAT the Board of Governors approve the Financial Statements (audited) for Brandon University for the year ended March 31, 2012.

**088 June12
CARRIED**

6.12 Bill 57 – Public Compensation Motion

Motion: Moved and seconded (C. Taylor/D. Stewart)

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, 2012.

**089 June12
CARRIED**

6.13 Compliance with William D. Ford Federal Direct Loan Program Motion

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

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 William D. Ford Federal Direct Loan Program for the year ended March 31, 2012.

**090 June12
CARRIED AS AMMENDED**

6.14 BU Retirement Plan Annual Report – 2011

This report is included in the package as information only as it's the responsibility of the Pension Trustees to approve.

There is a need to make additional payments to this plan until our valuation report states that we are sitting at 90% solvency, at this point we are only sitting at 70.8% therefore an additional 3.3 million dollars was contributed to the plan by the University.

B. Schaffer noted that the amount of the special payments going towards the pension plan is increasing each year and suspects that next year will be no different.

S. Lamont agreed and said there are a number of factors affecting the plan such as long term interest rates going down which increase the costs and the mortality tables showing people are living longer which also increases the financial expectations of the plan. At this point there is no expectation that the long term interest rates will increase which would significantly help the plan, it would only take about a 2% difference to eliminate our deficit.

B. Schaffer expressed that it might be a good time for Brandon University to look at the long term viability of the plan and investigate some options moving forward.

D. Poff agreed that this is a problem but it not just with our own plan, it is a worldwide problem and having a defined benefit package is not viable in the market as it stands today.

S. Lamont said we do discuss this topic on a regular basis here on campus, and even more so during the budget process and feels we do a fair amount of communicating regarding this topic. If we were to change to a defined contribution we would probably need to grandfather existing employees but change it for new employees.

S. Lamont made the suggestion to book an education session for Board members on the Pension Plan so that we can have a more extended discussion on the topic.

S. Lamont wanted to extend his gratitude to D. Berkan and her team for their hard work on the audit, we have no significant errors and this is due to their diligent work.

6.15 Fair Trade Policy

C. Taylor provided the attached policy for review and noted that she will bring a motion forward in the fall but wanted to allow the Board members time to review and discuss it.

The intent of the motion is to have a Fair Trade campus and reminded the members that right now Brandon is the only city in Canada where the City and the University have both opted to be a bottled water free environment and wants to move in the same direction with the Fair Trade Policy.

D. Poff expressed her appreciation to C. Taylor for her willingness to help with the process of BUSU and the administration working together.

6.16 Bill 2 – Protecting Affordability for Universities Students Act

This item is for information only but it received royal assent and is now an active piece of legislation.

D. Poff stated that the University of Winnipeg and University of Manitoba were split on the issue but felt that it was pointless for BU to take a stance as the Province of Manitoba have been in control of tuitions costs for many years already.

7.0 ANY OTHER BUSINESS

7.1 Committee and Board Self Evaluations – Ad Hoc Committee Recommendations
D. Poff reviewed the recommendations from the ad hoc committee and stated that we will implement the recommendations as we go forward.

There may be a decision to suspend the process of evaluating the committees as they are currently set up as the sample size is so small that it wasn't very valid information that was collected.

A few more of the recommendations brought up were that we continue ongoing professional development, create a better Board handbook and create a better process for new Board members.

8.0 INFORMATION

- 8.1 Transactions of \$25,000 or More – May 1 – May 31, 2012
- 8.2 June 2012 Final Graduation List

- 8.3 Pension Plan Valuation Results
- 8.4 Fund Balances

9.0 ADJOURNMENT

Moved (C. Taylor)

BE IT RESOLVED THAT the meeting adjourn 1:58 p.m.

CARRIED