

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

**Saturday, September 29, 2012
Room 043 Health Studies
8:30 a.m.**

Present: Ms S. Armstrong, Ms J. Biggs, Mr. G. Boyd, Dr. P. Carrabré, Ms S. Duff, Dr. R. Enns, Ms B. Jolly, Mr. B. Knight, Ms L. McDougald-Williams, Ms K. Phillips, Dr. D. Poff, Mr. B. Schaffer, Mr. D. Stewart, Ms C. Taylor, Mr. R. Thomson

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

Regrets: Dr. F. Nichols

1.0 CALL TO ORDER

The Chair called the meeting to order at 8:32 a.m.

The Chair welcomed two new OIC representatives to the Board of Governors, Mr. Garnet Boyd and Mr. Brady Knight.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of September 29, 2012

Motion: Moved and seconded (K. Phillips/G. Boyd)

BE IT RESOLVED THAT the agenda of the September 29, 2012, Board of Governors meeting (Open Session) be approved.

**116 Sept12
CARRIED**

2.2 Move to Closed Session

Motion: Moved and seconded (R. Enns/B. Jolly)

BE IT RESOLVED THAT the meeting move to Closed Session.

CARRIED

2.3 Approval of Minutes of June 23, 2012

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

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

**117 Sept12
CARRIED**

2.4 Approval of Minutes of August 21, 2012 (Teleconference)

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

BE IT RESOLVED THAT the minutes of the August 21, 2012, Board of Governors meeting (Open Session) be approved.

**118 Sept12
CARRIED**

2.5 Motions Raised from Closed Session

The following motion was raised from Closed Session:

BE IT RESOLVED THAT the Board of Governors approve the Collective Agreement with the International Union of Operating Engineers (Local #987 A), as negotiated and recommended by the University Bargaining Committee, for the period of April 1, 2012 to March 31, 2016.

3.0 CONTINUING BUSINESS

There was no continuing business.

4.0 CORRESPONDENCE

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

5.0 REPORTS

5.1 Academic Operations Committee (K. Phillips)

a) Report from the Academic Operations Committee

The Academic Operations Committee met on Friday, September 28, 2012 at 4:45 p.m.

It was a relatively light agenda which included a review of the Committee's Terms of Reference and Membership as outlined in By-Law No. 11. Two revisions were made and are being recommended to the Board of Governors for approval: "Vice-President (Academic and Research)" should read "Vice-President (Academic and Provost)" and at 4 a) "Ensure" should read "Ensuring".

5.2 Finance and Audit Committee (K. Phillips)

a) Report from the Finance and Audit Committee

The Finance and Audit Committee met on Friday, September 28, 2012 at 5:15 p.m.

Several items of new business were on the agenda for discussion, including the proposed 2013-2014 Budget Estimates. The Estimates document was previously discussed by the Board Budget Committee (BBC) at their meeting on September 21, 2012. At this meeting, the BBC approved a motion recommending the Estimates document to the Board of Governors for approval.

The Finance and Audit Committee reviewed the draft proposal for Major Capital Infrastructure Projects and passed a motion recommending it to the Board of Governors for approval.

The Committee also reviewed its Terms of Reference and Membership as outlined in By-Law No. 11. In addition, the Committee received a number of standard financial reports.

5.3 Executive Committee (L. McDougald-Williams)

a) Report from the Executive Committee

The Executive Committee met on Friday, September 28, 2012 at 6:00 p.m.

Reports were received from the Academic Operations Committee, the Finance and Audit Committee, the President, and the Vice-Presidents. All of these items are included on the Board of Governors agenda.

Several items of new business were on the agenda for discussion, including one policy revision and one by-law revision. Motions were passed recommending these revisions to the Board for approval.

The Executive Committee also reviewed its Terms of Reference and Membership as outlined in By-Law No. 11.

5.4 President (D. Poff)

a) Report from the President

A copy of Dr. Poff's written report was included in the package. She noted that a planning meeting for the 2013 SWAAC Conference was held. The Committee is seeking inspiring women to invite as keynote speakers and suggestions are welcome.

Dr. Poff noted that at the June meeting, the Board passed a motion to form an ad hoc committee to investigate ancillary fees charged to students. Student representatives have been working with administration over the summer months to begin gathering this information. A call for volunteers was circulated to Board members and a number of people have expressed an interest in participating. A meeting of this group will be held in the very near future.

5.5 Vice-President (Academic and Provost) (D. Care)

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

A copy of Dr. Care's written report was included in the package and he highlighted the following initiatives:

- Decanal searches for Science and Education – the Dean of Science Committee met to review the list of candidates and the Dean of Education Committee has been established and an initial meeting will be held in October.
- Academic program reviews – four external reviews are ongoing for Music Education, Business Administration, Nursing and Psychology.
- Teaching Enhancement Seminar – another successful event was held and featured Dr. Jay Wilson as the keynote speaker.
- An Early Alert pilot project has been established in Student Services to help identify “at risk” students early in their course of studies.

A discussion regarding the review of Campus Manitoba took place. It was noted that a new vision is being considered which would see the closure of the physical centres and additional virtual offerings put into place. The University has been advised by the Minister of Advanced Education and Literacy that the centres will remain open until at least June 30, 2013.

Mr. Schaffer expressed his disappointment with this direction stating that he knows what these sites do for a community. Virtual courses are never as well subscribed and students need face-to-face time.

The Board agreed that this direction is highly problematic and resolved to find a way to meet the needs of our people in remote communities aside

from a cost-recovery approach which typically means a significantly higher tuition.

ACTION: The Board of Governors will send a letter asking the government to exercise caution and to undergo an evaluation process in consultation with the centres. This is a made-in-Manitoba solution that worked and it would be a shame to lose it.

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

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

A copy of Mr. Lamont's written report was included in the package and he highlighted the following initiatives:

- Fleming School property –the University is now in phase 2 of the proposal process (proposal must be submitted by December 3).
- Healthy Living Centre – the project is still on budget and we expect the facility to be fully complete in January. We are working towards interim occupancy for our Athletics and Physical Education classes this week and hope to have our first home league games in the new facility on November 2. In addition, Ms Maureen Bonar has been hired as the Facility Manager with a start date of October 15.
- An agreement was made with Sidearm Sports to develop a website for the activities operating out of the HLC. This will include a virtual store which means that the University will not have to carry an inventory. This will enhance our current merchandise sales which will also continue through the HLC and Campus Books.
- The United Nations Decade for Education for Sustainable Development has encouraged Manitoba Education to undertake a series of events in October 2013. Brandon University has been volunteered as an event site.

5.7 Brandon University Foundation (R. Enns)

The Foundation met on May 25, 2012. Minutes were produced but are still in draft form. The Semi-Annual Meeting will be held on October 12, 2012.

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

The Commission's last meeting, at which they elected their Executive members and approved their budget, was held on August 1. Other items discussed include major capital projects, the meeting schedule, and a possible KDC expansion fundraiser.

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

The next meeting will be held in November.

5.10 Brandon University Senate (B. Jolly)

There were no substantive items to report following the last regular meeting.

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

Ms Jolly noted that a workshop was held on September 4 to assist those applying for promotion and tenure. In addition, the Women's Research Network will be holding a brown bag lunch.

5.12 Brandon University Alumni Association (D. Stewart)

Mr. Stewart noted that Blue and Gold days (Homecoming) will be held in two weeks. There are a number of events planned throughout the weekend including an evening at Lady of the Lake and a night with the stars at the BU Observatory.

The BUAA sponsored BUSU to bring in Wab Kinew as a guest speaker. They are also planning for exam relief at SUDS in November. In addition, the Board has increased the travel budget of the BUAA President so that she has the ability to attend more events.

5.13 Brandon University Students' Union (C. Taylor/R. Thomson)

Ms Taylor reported that a number of orientation activities and events have been held throughout the month of September for all new and returning students including a barbeque on western days, free cinnamon buns, Aboriginal speaker Wab Kinew, Rock the Block and Battle on the Border.

In addition, BUSU made a presentation to the Council on Post-Secondary Education on September 4 regarding budget estimates. Their presentation was well received.

A discussion took place regarding Rock the Block. BUSU was pleased to report that this was the most successful event to date and they sold over 3,000 tickets. The success is largely due to band selection and event promotion.

6.0 NEW BUSINESS

6.1 Motion: Major Capital Infrastructure Projects

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

BE IT RESOLVED THAT the Board of Governors approve the attached proposal for Major Capital Infrastructure Projects and that said proposal be submitted to the Council on Post-Secondary Education for consideration.

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Mr. Lamont noted that this proposal was prepared in response to the Council on Post-Secondary Education's request. Included in the proposal is a prioritized list and a description of each project, including an updated project value representative of current construction rates. The Council will receive similar submissions from all of the provincial institutions and they will then create a province-wide priority listing. The government will then provide funding targeted for a specific project(s).

Ms Taylor questioned to what extent is the Knowles Douglas building the responsibility of the University rather than the Knowles Douglas Commission. Mr. Lamont noted that the University is not responsible for the building but stated that if there are things that we can do to improve the building (i.e. improve heating systems to help conserve energy) then there is no reason why we shouldn't.

Ms Taylor asked at what point we should evaluate whether owning University House is worthwhile and noted that other options could be reviewed such as a housing allowance.

Mr. Lamont noted that the Board typically revisits this issue at the time of a presidential transition; however, the Board has the ability to initiate this discussion at any time.

ACTION: It was agreed that a discussion surrounding University House would occur at the February meeting. Information will be gathered in preparation for this meeting. This information will include: a current market value for the House; an updated list of required repairs; a comparative of what other institutions across the country do in terms of housing for the President (i.e. on campus, off campus, housing allowance).

Dr. Poff noted that she would like some input in this discussion as she can offer a unique perspective about the functionality of the home.

CARRIED

6.2 Motion: Approval of the 2013-2014 Budget Estimates Submission

Dr. Poff, Dr. Care and Mr. Lamont spoke to the Budget Estimates PowerPoint presentation which was presented to the Council on Post-Secondary Education on September 5, 2012.

A discussion regarding the amalgamation of the Dean of Students/University Registrar positions took place. It was noted that this position was at one-time combined and a concern of burnout was raised.

Dr. Poff noted that, having worked with both models multiple times, there are pros and cons to both approaches. The Registrar is rule governed and the Dean of Students is typically an advocate and champion. When these two mandates combine, there can be a clash of cultures. However, when they are combined and functioning well, there is a common understanding that is very beneficial to students.

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

BE IT RESOLVED THAT the Board of Governors approve the 2013-2014 Budget Estimates as recommended by the Board Budget Committee.

**123 Sept12
CARRIED**

The Chair excused herself from the meeting due to a prior commitment. Dr. Robin Enns assumed the position of Chair.

6.3 Motion: Revision of By-Law No. 11 – Committees of the Board of Governors

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

BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to By-Law No. 11 – Committees of the Board of Governors.

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It was noted that in 2006, the Board of Governors passed a motion approving the current mechanism for appointing individuals to the Board Budget Committee. The Committee composition is essentially the members of the Board Executive Committee and the administrators and faculty representatives on the Senate Planning Committee.

In recent months, there has been a fair bit of consternation about the process by which this Committee is composed. The Board of Governors decided that the composition would be reviewed at this meeting. It was noted that this is a Committee of the Board of Governors and it is for the Board to decide its mandate and its composition.

A revised structure was proposed and circulated. The proposed composition is indicative of the bicameral governance structure at Brandon University in that it has representation from both the Senate and the Board of Governors. Members would be elected by virtue of their roles on the Board Executive (to which they are elected or appointed as ex officio(voting)), or by virtue of their roles on the Senate (administrators appointed as ex officio (voting)), or by virtue of their election to the Senate as a faculty representative by their faculty. It was noted that, beginning with the Spring 2013 Senate elections, it will be made clear that when you run for

Senate as your Faculty/School representative, you will also have a commitment to the Board Budget Committee. It was noted that this is a reasonable expectation because, by virtue of being a Senator, one should be informed on all matters under the purview of Senate (e.g. program approval process and related financial implications).

It was noted that at its most recent meeting, Senate passed a motion indicating that their preference would be for each Faculty or School to elect their own representative to the Board Budget Committee.

Some consideration was given to this approach but it was noted that this would further exclude our non-faculty employees who are already excluded from the Senate and the Board of Governors. Dr. Poff noted that if we elect the Committee members from outside of the primary governance structure, consideration should be given to electing representatives from all of the employee groups.

CARRIED

6.4 Motion: 2013 Board of Governors Meeting Dates

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

BE IT RESOLVED THAT the Board of Governors approve the 2013 meeting schedule for the Board of Governors and Board Committees as follows:

Board Committees	Board of Governors
Friday, November 23, 2012	Saturday, November 24, 2012
Friday, February 22, 2013	Saturday, February 23, 2013
Friday, April 26, 2013	Saturday, April 27, 2013
Friday, May 24, 2013	Saturday, May 25, 2013
Friday, June 21, 2013	Saturday, June 22, 2013
Friday, September 27, 2013	Saturday, September 28, 2013
Friday, November 22, 2013	Saturday, November 23, 2013

**121 Sept12
CARRIED**

6.5 Motion: Revision of Award for Excellence in Community Service Policy

Motion: Moved and seconded (B. Jolly/G. Boyd)

BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Award for Excellence in Community Service Policy.

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Dr. Poff noted that we lost some ground last year with our 3-year policy review cycle. We are working to get back on track and this policy revision is being presented as part of the regular review process.

CARRIED

6.6 Nominations and Elections of Executive Committee Representatives

Prior to each nomination being presented, the applicable individual excused himself/herself from the room.

Motion: Moved and seconded (B. Schaffer/S. Duff)

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

CARRIED

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

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

CARRIED

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

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

CARRIED

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

BE IT RESOLVED THAT Mr. Bill Schaffer be nominated for the position of Treasurer of the Board of Governors Executive Committee effective November 1, 2012, or such earlier date as the administrative processes are in place;

AND THAT the current Treasurer remain in place until such time.

CARRIED

Motion: Moved and seconded (S. Duff/R. Thomson)

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

CARRIED

6.7 Nominations and Elections of Board Committee Representatives

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

BE IT RESOLVED THAT the Board of Governors appoint the following individuals to the indicated committee(s) for the 2012-2013 period:

Foundation Management Committee

Brady Knight (OIC Representative)

Board of Directors of Foundation

Robin Enns (Senate Representative)

Raymond Thomson (Student Representative)

Brady Knight (OIC Representative)

Knowles-Douglas Commission

Derrick Stewart (Alumni Representative)

Lisa Robson (Faculty Representative)

Board of Trustees of the BU Retirement Plan

Scott Lamont

Patrick Carrabré

Brandon University Senate

Bea Jolly

Review Committee on 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)

Carissa Taylor (Student Representative)

Joanne Biggs (OIC Member-at-Large)

Finance and Audit Committee

Bill Schaffer (Treasurer) (as Chair)

Laura McDougald-Williams (Chair of the Board of Governors)

Deborah Poff (President and Vice-Chancellor)

Patrick Carrabré (Faculty Senator)

Raymond Thomson (Student Representative)

Sandra Armstrong (OIC Member-at-Large)

CARRIED

7.0 ANY OTHER BUSINESS

Ms Taylor noted that the BUSU Executive has met with Administration to discuss the proposed Fair Trade Policy. She stated that the two parties are working on a statement of goals to be presented as part of a joint document.

8.0 INFORMATION

- 8.1 Transactions of \$25,000 or More – July 1, 2012 to August 31, 2012
- 8.2 Report of Staff Changes – May 2012
- 8.3 Report of Staff Changes – June 2012
- 8.4 Report of Staff Changes – July 2012
- 8.5 Report of Staff Changes – August 2012
- 8.6 Report from the Brandon University Research Office
 - a) 2011-2012 Research Highlights
 - b) External Research Application Results – July 1, 2011 to June 30, 2012
 - c) BURC Grants – January 2012

Items 8.1 through 8.6 were received for information.

It was noted that we seem to be doing well in receiving external grants. The Board appreciated receiving this information and suggested that it be posted online for the benefit of our external community.

A discussion regarding the Washington memorial service for Chancellor Henry Champ occurred. It was noted that the Chair of the Board of Governors has been invited to attend and that her expenditures would be covered by the University.

9.0 ADJOURNMENT

Moved (C. Taylor)

BE IT RESOLVED THAT the meeting adjourn at 11:18 a.m.

CARRIED

Chair, Board of Governors

Secretary, Board of Governors