

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

**November 24, 2012  
2<sup>nd</sup> Floor Boardroom  
Physical Plant Building  
8:30 a.m.**

---

**Present:** Ms S. Armstrong, Ms J. Biggs, Mr. G. Boyd, Dr. P. Carrabré, Ms S. Duff, Dr. R. Enns (Chair), Ms B. Jolly, Mr. B. Knight, Dr. F. Nichols, 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:** Ms L. McDougald-Williams

---

**1.0 CALL TO ORDER**

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

Dr. Poff welcomed the members of the Board to the Physical Plant Building. The building is approximately two and a half years old and is home to all of our maintenance and trades staff.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of November 24, 2012

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

**BE IT RESOLVED THAT the agenda of the November 24, 2012, Board of Governors meeting (Open Session) be approved as amended:**

**6.9 “Acting” should read “Academic”.**

**141 Nov12  
CARRIED AS  
AMENDED**

2.2 Move to Closed Session

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

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

**CARRIED**

2.3 Approval of Minutes of September 29, 2012

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

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

**142 Nov12  
CARRIED**

2.4 Motions Raised from Closed Session

The following motions were raised from Closed Session:

**BE IT RESOLVED THAT the Board of Governors approve the granting of the designation “Professor Emerita” to Dr. Lynn Whidden of the Faculty of Education.**

**BE IT RESOLVED THAT the Board of Governors approve the granting of the designation “Archivist Emeritus” to Mr. Thomas Mitchell.**

**BE IT RESOLVED THAT the Board of Governors approve the naming of Brandon University’s original gymnasium, now located in the Healthy Living Centre, after our late Chancellor, Henry Champ, in honour of his dedication and service to and love for Brandon University.**

**3.0 CONTINUING BUSINESS**

There was no continuing business.

**4.0 CORRESPONDENCE**

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

4.2 Correspondence dated October 26, 2012, from the Board of Governors to the Minister of Advanced Education and Literacy

4.3 Correspondence dated October 31, 2012, from the Office of the Minister of Advanced Education and Literacy

**5.0 REPORTS**

5.1 Academic Operations Committee (K. Phillips)

a) Report from the Academic Operations Committee

The Academic Operations met on Friday at 4:45 p.m.

Two items of new business were on the Open Session agenda for discussion, including a Formal Program Proposal for a Bachelor of Arts (4-Year Honours) Major in Native Studies (Clinical Specialization). Questions were raised and the matter was referred to the Executive Committee.

In addition, revisions to the Policy on the Academic Integrity and the Responsible Conduct of Research, Scholarship and Creative Work were reviewed as proposed by Senate. A motion was made to recommend these revisions to the Board for approval.

All items of business appear on the Board of Governors agenda.

5.2 Finance and Audit Committee (B. Schaffer)

a) Report from the Finance and Audit Committee

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

Several items of new business were on the agenda for discussion including the compliance audit required in accordance with the Healthy Living Centre Federal Contribution Agreement, and the annual endowment earnings disbursement rate as recommended for approval by the Brandon University Foundation.

All items of business appear on the Board of Governors agenda.

5.3 Executive Committee (R. Enns)

a) Report from the Executive Committee

The Executive Committee met on Friday 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 four policy revisions. Motions were passed recommending all Executive business to the Board for approval.

5.4 President (D. Poff)

a) Report from the President

A copy of Dr. Poff's written report was included in the package. The following highlights were discussed:

- CIS President's Advisory Board – there has been some talk about a tiered system of competition for university sports. Some proposals would evaluate institutions based on their size. Brandon University has a long history of being competitive so this is of concern to us. Cost is also a concern as our teams would be required to travel greater distances (primarily to BC) on a regular basis.
- AUCC Members Meeting – one of the key themes was internationalization. BU must be more engaged in the provincial and federal internationalization agendas and we hope to be able to do so with our new Director of International Activities portfolio.
- YWCA Power of Being a Girl Conference – this was the second year for this event and BU once again provided free use of space on campus. It is a very upbeat initiative where girls from Brandon and the surrounding rural areas come and experience a motivating, positive and encouraging environment.
- Vice-President (Academic and Provost) Search – the Committee conducted on campus interviews with three candidates. A debrief meeting will be held next week to select the successful candidate.

A discussion regarding our current international recruitment initiatives took place. It was noted that we currently have an Office of International Activities with one full-time Coordinator. Dr. Poff noted that the position of Director, International Activities has recently been created to put some leadership into this area. Our current Dean of Students has undertaken all international recruitment at this time and we hope to move forward in this area in the coming months.

A discussion regarding the merger of the positions of the Dean of Students and University Registrar took place. Dr. Poff noted that there are pros and cons to having the two positions operate independently or as one. By having one position, it is our hope to improve all services offered to students.

The process by which we undertake administrative searches was discussed. Dr. Poff noted that Requests for Proposals (RFPs) are sent out to executive search firms within the country. Some are more cost-effective than others. The alternative to using a consultant is undertaking the search on our own. The problem with this is that most individuals in senior positions do not apply. This has proven true in the first rounds of both the Dean of Science and University Librarian searches.

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. The following highlights were discussed:

- Dean of Science Search – the Committee has identified their top candidate and call is scheduled for Monday to extend an offer.
- Dean of Education Search – the advertisement will be issued within the first week of December. We hope to have candidates on campus in February/March.
- Dean of Music Review – feedback is being gathered and will be presented to the Review Committee for consideration.
- Mental Health Awareness Week – partnered with BUSU to raise awareness. A number of events were held for the first time on campus.

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. The following highlights were discussed:

- Fleming School Property – a submission for phase 2 of the housing proposal is due to Manitoba Housing by December 3. The Office of the President and the Office of the Vice-President have been working their way through the requirements and will ensure that the proposal is submitted by the deadline.
- COWFLOP (Consortium of Western Financial Logistical Operations Personnel) – this is a group of western Vice-Presidents who meet to exchange information and network. UNBC hosted the meetings on October 25 and 26.
- Faculty Bargaining Services – a national meeting was held to provide university administrators involved in collective agreement negotiations and administration with the opportunity to work with colleagues on strategies to improve labour relations. Sharon Hooper, Chief Human Resources Officer was also in attendance.
- Operating Budget – the 2013/2014 budget process is well underway. By starting this process earlier we hope to be able to advertise positions earlier. The members of the President's Administrative Council (PAC) have been meeting on a regular basis to work through the budget constraints.

Dr. Poff noted that all members of PAC have a copy of all of the unit submissions. Each member is then asked to present their bottom line and the implications if their particular unit was held to the 5% cut. This transparency encourages a more open dialogue.

5.7 Brandon University Foundation (R. Enns/B. Knight/R. Thomson)

Dr. Enns noted that the Semi-Annual Meeting was held on October 12, 2012. A recommendation regarding the annual distribution rate of endowment funds was made and appears before the Board on today's agenda.

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

Ms Armstrong reported that two meetings have been held since the last meeting of the Board of Governors. At the October 10<sup>th</sup> meeting, a presentation about the potential building expansion was made. Discussions surrounding fencing for the building and a fundraising gala also took place. At the November 14<sup>th</sup> meeting, a problem with a pipe in SUDS was addressed. Ms Armstrong circulated copies of the minutes from both of these meetings.

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

Dr. Carrabré reported that the Board of Trustees met last week. He stated that the investment portfolio is performing better than the benchmark for the past six months and he is hopeful that the pension evaluation will not go down substantially this year.

Mr. Lamont stated that he doesn't expect the situation to improve significantly until long-term interest rates start to rise as the lower interest rates keep the pressure on the pension.

5.10 Brandon University Senate (B. Jolly)

Dr. Carrabré noted that the Senate has primarily dealt with program revisions and policy changes.

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

Ms Jolly stated that the Review Committee on the Status of Women met yesterday at 2:30 p.m. Celebrations for International Women's Day and Research Success are in the planning phase.

5.12 Brandon University Alumni Association (D. Stewart)

Mr. Stewart noted that there was no report as the last meeting was rescheduled.

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

Ms Taylor reported that the BUSU bi-elections and Semi-Annual Meeting were held recently. In addition, she travelled to Ottawa at the end of October to attend national lobby week. BUSU has hired a new full-time staff member to serve in the role of General Coordinator. On October 31<sup>st</sup> the annual Halloween Food Drive took place. A friendly challenge was once again held with the ACC Student

Council. A variety of events were held throughout Mental Health Awareness week (November 13 – 16). BUSU worked with a number of internal and external stakeholders. This was the first year for such an event and the organizers were pleased with the result.

## 6.0 NEW BUSINESS

### 6.1 Motion: Formal Program Proposal – Bachelor of Arts (4-Year Honours) Major in Native Studies (Clinical Specialization)

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

**BE IT RESOLVED THAT the Board of Governors approve the Formal Program Proposal for the Bachelor of Arts (4-Year Honours) Major in Native Studies (Clinical Specialization) and that said proposal be forwarded to the Council on Post-Secondary Education (COPSE) for consideration.**

143 Nov12

Dr. Care noted that this Proposal involves the transition of the existing Indigenous Health and Human Services program from the Faculty of Health Studies to the Faculty of Arts. This Proposal does not require any new funding and it will help to better serve the needs of our Aboriginal students.

**CARRIED**

### 6.2 Motion: Compliance Audit

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

**BE IT RESOLVED THAT the Board of Governors approve the compliance audit as at September 30, 2012, with the Brandon University Healthy Living Centre Federal Contribution Agreement.**

147 Nov12

Mr. Lamont noted that the municipal, provincial and federal governments have all made contributions to the construction of the Healthy Living Centre. The Contribution Agreement between the University and the federal government requires that a compliance audit is completed. This audit ensures that the University has complied with all of the requirements set out in the Agreement.

A discussion took place regarding ineligible costs. Mr. Lamont noted that the ineligible costs relate to timing as these necessary expenses were incurred before the Agreement was in place. These costs are not of concern for the University because a fundraising campaign has been established to address these shortfalls.

**CARRIED**

6.3 Motion: Annual Distribution Rate – Endowment Funds

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

**BE IT RESOLVED THAT the Board of Governors approve the endowment earnings disbursement rate of 5.0% as recommended by the Brandon University Foundation.**

154 Nov12

Dr. Poff noted that this recommendation was brought forward by the Board of Directors of the BU Foundation. They have recommended the same rate that has been in place for the past few years. The distribution rate for awards will be 4.5% and 0.5% will go to fund the activities of the Department of Institutional Advancement.

Dr. Carrabré stated that there seems to be some confusion about the actual value of some awards. Mr. Lamont stated that some awards have set amounts and others are approximate. Dr. Carrabré and Mr. Lamont agreed to follow-up on this process to ensure that those awarding scholarships are properly informed.

**CARRIED**

6.4 Motion: Proposed Revision – Policy on Academic Integrity and the Responsible Conduct of Research, Scholarship and Creative Work

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

**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Policy on Academic Integrity and the Responsible Conduct of Research, Scholarship and Creative Work.**

146 Nov12

Dr. Poff noted that this policy was originally approved by the Senate and the Board in June as required by the Tri-Council Federal Granting Agencies. In a recent Senate discussion, it was revised to be more inclusive for all potential circumstances. More specifically, section 7 has been revised to include the process should the President and Vice-Chancellor or the Vice-President (Academic and Provost) be the claimant.

**CARRIED**

6.5 Motion: Proposed Revision – Trust and Endowment Fund Expenditures Policy

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



**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Trust and Endowment Fund Expenditures Policy.**

**148 Nov12**

Mr. Lamont stated that these revisions have been made to ensure that the policy is reflective of our current practices. We previously handled our endowments as though they would always exist in perpetuity. This now states that they will exist as long as possible. Other revisions include an update in personnel titles and a change in the distribution of work between Financial and Registration Services and the Department of Institutional Advancement.

**CARRIED**

6.6 Motion: Proposed Revision – Title of President Emeritus Policy

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

**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Title of President Emeritus Policy.**

**150 Nov12**

Dr. Poff stated that a number of the policies before the Board today have been reviewed as part of our commitment to a three-year Board policy review cycle.

This policy was a bit ambiguous as to when you can receive this title so this language has been made clearer. The other changes are not substantive.

**CARRIED**

6.7 Motion: Proposed Revision – Title of Dean Emeritus Policy

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

**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Title of Dean Emeritus Policy.**

**151 Nov12**

As noted above, this too was ambiguous as to when individuals could receive this title. This language has been made clearer and other housekeeping changes were made.

**CARRIED**

6.8 Motion: Proposed Revision – Appointment of Acting Administrators Policy

Motion: Moved and seconded (S. Armstrong/J. Biggs)

**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Appointment of Acting Administrators Policy.**

**152 Nov12**

Dr. Poff noted that this policy has been updated to reflect our current practices.

**CARRIED**

6.9 Motion: Proposed Revision – Appointment and Review of Academic Administrators Policy

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

**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Appointment and Review of Academic Administrators Policy.**

**153 Nov12**

Dr. Poff stated that, as discussed at the September meeting, two positions (the Dean of Students and the University Registrar) have been combined to form the position of Associate Vice-President (Student Services and Enrolment Management) and University Registrar. This policy has been updated to reflect this new position as well as the membership for both its selection and review committees.

**CARRIED**

Given that the current Dean of Students will complete his term in the summer of 2013, a selection committee will be established to begin the search in the very near future. One OIC representative from the Board of Governors will be required to serve on this Committee. A call for nominations and/or volunteers was made. Ms Armstrong volunteered.

Motion: Moved and seconded (C. Taylor/R. Thomson)

**BE IT RESOLVED THAT Ms Sandra Armstrong serve as the Board of Governors OIC Representative on the Associate Vice-President (Student Services and Enrolment Management) and University Registrar Search Committee.**

**CARRIED**

**7.0 ANY OTHER BUSINESS**

No items of other business were discussed.

**8.0 INFORMATION**

- 8.1 Transactions of \$25,000 or More – September 1, 2012 – October 31, 2012
- 8.2 Report of Staff Changes – September 2012
- 8.3 Final List of October 16, 2012 Graduates
- 8.4 Contracts/Agreements Report – November 2012
- 8.5 Insurance Policies Report – November 2012
- 8.6 International Agreements Report – November 2012
- 8.7 Telephones/Computers and Maintenance/Warranty Agreements Report –  
November 2012
- 8.8 Enterprise Car Rental Rates

Items 8.1 through 8.8 were received for information.

**9.0 ADJOURNMENT**

Motion: Moved (B. Jolly)

**BE IT RESOLVED THAT the meeting adjourn at 10:15 a.m.**

**CARRIED**

---

Chair, Board of Governors

---

Secretary, Board of Governors