

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

**February 23, 2013  
Room 043 Health Studies  
8:30 a.m.**

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**Present:** Ms S. Armstrong, Mr. G. Boyd, Ms S. Duff, Dr. R. Enns, Mr. B. Knight,  
Ms L. McDougald-Williams, Dr. F. Nichols, Ms K. Phillips, Dr. D. Poff,  
Mr. B. Schaffer, Ms C. Taylor

**Resource:** Dr. D. Care, Ms C. Magee (Recorder)

**Regrets:** Ms J. Biggs, Dr. P. Carrabré, Ms B. Jolly, Mr. D. Stewart, Mr. S. Lamont,  
Mr. R. Thomson

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 8:34 a.m.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of February 23, 2013

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

**BE IT RESOLVED THAT the agenda of the February 23, 2013, Board of  
Governors meeting (Open Session) be approved.**

**015 Feb13  
CARRIED**

2.2 Move to Closed Session

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

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

2.3 Approval of Minutes of November 24, 2012

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

**BE IT RESOLVED THAT the minutes of the November 24, 2012, Board of Governors meeting (Open Session) be approved.**

**015 Feb13  
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 Emeritus” to Dr. Beverley Nicholson of the Department of Anthropology, Faculty of Arts.**

**BE IT RESOLVED THAT the Board of Governors approve the renewal of Dr. Michael Kim as Dean, School of Music for a five-year term from August 1, 2013 to July 31, 2018.**

**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 at 4:30 p.m.

A number of terms of reference for new scholarships and bursaries were reviewed as proposed by the Senate.

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 5:00 p.m.

Ms Jeanne Millis from BDO Canada was in attendance to present the Audit Plan for the March 31, 2013 year end. Ms Susan Hay of the Office of the Auditor General also participated by telephone. The basis of accounting is in the process of transitioning to new Canadian accounting standards and Brandon University has adopted Canadian public sector accounting standards. The Audit Plan not only outlines the extensive changes associated with this transition but also speaks to the annual audit process, the responsibilities of the Auditor, Management, the Board of Governors and the Finance and Audit Committee, and the level of materiality.

In addition, the Committee received the following reports:

- Financial Summary by Function as at January 31, 2013
- Financial Summary by Object as at January 31, 2013
- Research and Special Purpose Funds for the period of April 1, 2012 to December 31, 2012
- Transactions of \$25,000 or More for the period of November 1, 2012 to December 31, 2012

5.3 Executive Committee (L. McDougald-Williams)

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 five policy revisions and one by-law revision. 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:

- The University hosted its second annual Winterlude this February. It was reported that 432 people attended the free public brunch. This year there were more activities and exhibits and the students won the hockey game against the faculty. Mature student recruiting coffee break sessions will be planned.
- Met with the Premier, Minister of Advanced Education and Literacy, the Deputy Minister and spoke recently with the Minister of Housing.

The NSSE and CUSC survey results as included in the *Maclean's* February 18, 2013 issue were distributed and reviewed.

Dr. Enns inquired about the Brandon Urban Aboriginal Peoples' Council membership. Dr. Poff stated that she would send the Council membership listing to Dr. Enns for information.

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:

- Three searches ongoing.
  - Education Dean – next meeting March 5<sup>th</sup>. Caldwell is helping us.
  - University Librarian in early stages, developing profile and stakeholder consultations.
  - CRC has met and interviewed two qualified candidates. This is a long process. Could take a year after we select our person. Our recommendation the first week in April.
- Four academic reviews ongoing:
  - Business Administration
  - Nursing and Psychology was completed in the fall.
  - Chemistry and Environmental Science pending.
  - Normally 4-5 a year.
- We are coordinating a meeting of the Deans and VP Academics at ACC to confirm our mutual commitments to transfer credits and articulation agreements.

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. Dr. Poff offered to answer any questions. No questions were received.

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

Dr. Enns stated that there hasn't been a meeting since the last Board meeting.

Dr. Poff shared that the local campaign committee met recently and that Drs. Corbett and Bales recently donated \$100,000 to the HLC. Also, plans are underway for the following fund-raising and friend-raising events:

- Get Healthy for the Healthy Living Centre – internal BU Community event on March 26<sup>th</sup> from 11:30 a.m. - 1:30 p.m.;
- Get Healthy for the Healthy Living Centre – external BU community at large;
- All About Girlfriends women's party.

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

S. Armstrong reported that at the Thursday, January 17, 2013, meeting it was reported that the work within SUDS had been completed during the University closure and that the lease extension for Forbidden Flavors was tabled. Also, that at the meeting of December 5, 2012, agenda items discussed included the Knowles Douglas Centre roof replacement and the Forbidden Flavors renovations.

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

The following report was submitted by Mr. Lamont:

The last meeting was February 14, 2013. Connor, Clark & Lunn presented the investment performance of the fund. The fund earned 10% which is about 2.5% more than the benchmark, and more than the Plan valuation anticipated for investment returns in 2012.

Jeanne Millis of BDO Canada and Deb Berkan went over the audit plan with the Trustees. This included a new question, which is whether any Trustees are aware of any fraud related to the Pension Plan. All said no.

Andrew Kulyk from Eckler reviewed the plans and assumptions for the evaluation of the Pension Plan required for December 31, 2012. The discount rate was increased from 5.0% to 5.2%. That coupled with the good investment performance means that special payments will decrease for 2013. The final valuation report and payments required is expected in May 2013.

A Plan amendment will be coming to the Board that corrects a discrepancy between assurances made in Reciprocal Transfer Agreements and the current wording of the BU Plan. Specifically, the Transfer Agreement allows employees to move service and funds earned in the pension plan of a previous employer into the BU Plan and to have that service count, along with service at BU, toward availability of pension benefits from the BU Plan. We can discuss it further when the amendment is brought to the Board for approval.

A new contract was approved for Actuarial and Consulting services with Eckler Ltd. It is the first increase in three years and amounted to approximately 9%. That rate will remain fixed through 2015.

5.10 Brandon University Senate (B. Jolly)

Dr. Poff stated it was a very short meeting with only the scholarship terms of reference on the agenda.

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

The following report was submitted by B. Jolly:

A memorial service was held on campus, December 6<sup>th</sup>, in memory of the 14 women who were murdered at the École Polytechnique in Montreal. There were 14 empty chairs with t-shirts with their names and a rose for each, 14 lit candles and a powerpoint presentation. The points were made that violence against women is still an issue, especially for young women. Misty Street performed, the speakers were very good and a light lunch was served.

Michelle Magnusson was nominated by the committee for the YWCA Women of Distinction Award. She is involved in Skate Canada, boy's competitive baseball and is an advocate for learners with disabilities. Michelle serves on the Disabilities Board of Manitoba.

International Women's Day is on March 8<sup>th</sup>. On March 7<sup>th</sup> in the Gathering Space on the Main Floor of the Library exceptionally talented students will be recognized. Twenty, plus a class of twelve senior female students, were nominated.

5.12 Brandon University Alumni Association (D. Stewart)

C. Taylor shared that plans are underway for an Alumni lift-off event to occur on Tuesday, March 5<sup>th</sup> at 11 p.m.

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

C. Taylor reported on the following activities:

- December 6 2012 - meeting with COPSE.
- December 24, 2012 - hosted a Christmas Eve Potluck.
- January 11, 2013 – HLC celebration night.
- January 14 – 18, 2013 – Spirit Week orientation activities included a Karaoke night, BBQ and free pizza.
- January 28, 2013 – visited the Psychiatric Nursing site in Winnipeg
- February 1, 2013 – met with Minister Selby and her Deputy Minister.

- February 9, 2013 – hosted the photo booth for Winterlude.
- Election period will begin on Monday, February 25<sup>th</sup>.
- Plans are underway for BU to video tape a “Harlem Shake.”

## 6.0 NEW BUSINESS

### 6.1 Motion: New Scholarship and Bursary Terms of Reference

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

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

**Craig Thomas Memorial Scholarship-Bursary** - To be awarded on the basis of financial need and academic performance in 2nd year Geology courses, on the recommendation of the Department of Geology to a Geology major entering his or her 3rd year of studies. This award may not be divided.

**Value:** Use income allocation, approximately \$1,125.

**The Atsede Hobbs Memorial Special Awards** - To be awarded on the basis of financial need to new or returning members of the Brandon University Conservatory Chorale, with preference to students registering for the first time. Members must apply by completing an Eckhardt-Gramatté Conservatory of Music Application for Special Awards which must be submitted to the Director of the Conservatory no later than September 1st of each year. Awards will be made on the recommendation of the Music Scholarship Committee in consultation with the Director of the Eckhardt-Gramatté Conservatory of Music and the Director of the Brandon University Conservatory Chorale.

**Value:** Amounts will vary according to financial need, amount of tuition, amount of funds available, and number of applications received.

**Rural Development Institute Annual Scholarship** - To be awarded on the recommendation of the Department of Rural Development to a full-time entering student in the Master of Rural Development program who has both scholastic capabilities and applied research interests in rural economic development, be it in North America or OECD (Organization for Economic Cooperation and Development) countries. This award is not to be divided.

**Value:** \$3,000.

**Rural Research & Policy Graduation Award** - To be awarded, on the recommendation of the Department of Rural Development, to a deserving Master of Rural Development graduate. This award may not be divided.

**Value:** \$500.

**Dr. Michael J. Samuels Memorial Nursing Award** - To be awarded, on the recommendation of the Department of Nursing, to a student who has completed Year 2 or Year 3 of the Bachelor of Nursing program and who has demonstrated clinical excellence in the area of surgical nursing.

**Value:** Use income allocation, approximately \$450.

**The León and Rachel Serfaty Scholarship in Political Science** - To be granted on the recommendation of the department to an outstanding major or minor in Political Science. Preference will be given to a student who has excelled in service to the University or broader community.

**Value:** Use income allocation, approximately \$600.

**The Margaret B. Bruce Scholarship/Bursary** – To be awarded on the basis of academic performance and financial need, to a Manitoba student who has completed at least 30 credit hours towards the Bachelor of Nursing (BN) at Brandon University. Preference will be given to a rural Manitoba student. This award may not be divided.

**Value:** \$300

**Centennial Scholarship in Gender and Women’s Studies** – To be awarded upon the recommendation of the Coordinator of Gender and Women’s Studies to the student with the highest standing in the Gender and Women’s Studies major or minor degree program. Normally, the recipient will have completed at least 6 credit hours in this area and have obtained a g.p.a. of no less than 3.50. Under normal circumstances, a student may receive this award only once.

**Value:** Use income allocation, approximately \$600

**The Margaret McCurdy Memorial Special Awards** – Established by the Eckhardt-Gramatté Conservatory of Music for deserving choristers in financial need. Members of the Brandon University Conservatory Chorale must apply by completing an Eckhardt-Gramatté Conservatory of Music Application for Special Awards. Applications must be submitted to the Director of the Conservatory no later than May 31st of each year. Amounts awarded will vary according to financial need, amount of tuition, amount of money available and the number of applications received. Awards will be made by the Senate Scholarship Committee based on the recommendation of the Conservatory Director and the Conservatory Chorale Director.

**Value:** Use income allocation, approximately \$450 - \$550

**Neil F. McMillan Scholarship in Native Studies** – To be awarded to a student in Native Studies who is judged by the Department of Native Studies to be the best over-all student in the discipline and who is proceeding into third or fourth year in Native Studies. In appreciation of education received by the Neil and Mary McMillan family in Manitoba.

**Value:** Use income allocation, approximately \$1,400 - \$1,750

**Brandon University Board of Governors High School Physics Examination**

**Excellence Scholarship** – Full entrance tuition scholarships (for a maximum of 30 credit hours) will be awarded to the three students who achieve the highest rankings in the Canadian Association of Physicists (CAP) High School Prize Exam and who enter a degree program at Brandon University. Should none of the top three students choose to attend Brandon University then the highest-ranking student from the top ten who enrolls at Brandon University will be awarded a scholarship. The scholarship will cover all tuition and compulsory fees for up to 30 credit hours of course work taken during the Regular Session of the student’s first year at Brandon University.

Dr. Poff stated that some of the scholarships are new and some of these are slight amendments.



**CARRIED**

6.2 Motion: Policy Revision – Appointment and Review of Academic Administrators Policy

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

These proposed revisions balance the representation by adding the Director of Admissions, the Associate Registrar, and the Chief Human Resources Officer.

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

**019 Feb13  
CARRIED**

6.3 Motion: Policy Revision – Safety and Health Policy

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

**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Safety and Health Policy.**

This revision comes forward as a result of our three-year review cycle. These revisions bring the policy up-to-date and clarify language and responsibilities.

G. Boyd pointed out that one of the changes was not accepted and reflected in the final version as received. Item one should list as a) and b) not a) and c).

**020 Feb13  
CARRIED**

6.4 Motion: Policy Revision – Use of the University’s Name and Marks

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

**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Use of the University’s Name and Marks Policy.**

Dr. Enns questioned the spelling of the word “marks” as possibly needing to be shown as “marque.” The policy revisions were approved provided the wording is researched and corrected if appropriate.

**021 Feb13  
CARRIED**

6.5 Motion: Policy Revision – Brandon University Student Fee Policy

Motion: Moved and seconded (K. Phillips/F. Nichols)

**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Brandon University Student Fee Policy.**

**022 Feb13  
CARRIED**

6.6 Motion: Policy Revision – Carry-Forward Funds Policy

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

**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Carry-Forward Funds Policy.**

**023 Feb13  
CARRIED**

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

Motion: Moved and seconded (K. Phillips/F. Nichols)

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

This proposal revisits the composition of the Board Budget Committee and the process by which individuals become members. There are those on campus who feel that the Board has no jurisdiction to select members from the Senate to sit on a Board Committee. This proposal would have all budget unit heads appointed to the Committee as well as representatives from BUSU. In addition, each Faculty or School would have the opportunity to appoint one representative.

**024 Feb13  
CARRIED**

6.8 Motion: Position Description – Academic Deans and Associate Vice-President (Student Services and Enrolment Management) and University Registrar

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

**BE IT RESOLVED THAT the Board of Governors approve the position descriptions for the Academic Deans and the Associate Vice-President (Student Services and Enrolment Management) and University Registrar.**

Dr. Poff noted that minor changes were made to the position descriptions for the Academic Deans. The positions of Dean of Students and University Registrar have recently been merged into the position of Associate Vice-President (Student Services and Enrolment Management) and University Registrar. This position description was drafted following a review of similar positions at other institutions.

**025 Feb13  
CARRIED**

## **7.0 ANY OTHER BUSINESS**

### **7.1 Report from the Board of Governors Ad Hoc Committee on Student Fees**

A written report summarizing the activity of the Ad Hoc Committee on Student Fees was included in the meeting materials.

C. Taylor provided background information and stated that the Ad Hoc Committee met. It was decided at this meeting that it would be beneficial to share this information with the students. Information sessions occurred but few students attended.

### **7.2 Annual Signing of the Confidentiality and Conflict of Interest Agreement**

Copies of the Confidentiality and Conflict of Interest Agreement were circulated and members were asked to review and sign them.

## **DELEGATION**

Dr. Poff introduced Mr. Adams who arrived to the meeting at 10:00 a.m.

Mr. Adams thanked the members for their time and explained that he is seeking support for the BUILD Campaign. Mr. Adams stated that donations can be submitted monthly over a five-year period and credit cards are accepted and he advised that those who wish to make a donation to the campaign should contact the Department of Institutional Advancement through Vicki Klassen.

## **8.0 INFORMATION**

- 8.1 Transactions of \$25,000 or More – November 1, 2012 to December 31, 2012
- 8.2 Report of Staff Changes – October 2012
- 8.3 Report of Staff Changes – November 2012
- 8.4 Report of Staff Changes – December 2012
- 8.5 Report of Staff Changes – January 2012
- 8.6 Library Acquisitions Report

Items 8.1 through 8.6 were received for information.

**9.0 ADJOURNMENT**

Moved (K. Phillips/C. Taylor)

BE IT RESOLVED THAT the meeting adjourn at 10:03 a.m.

**CARRIED**

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Chair, Board of Governors

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Secretary, Board of Governors