

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

**April 20, 2013  
Room 104 Clark Hall  
8:30 a.m.**

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

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**1.0 CALL TO ORDER**

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

The Chair announced that this will

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of April 20, 2013

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

**BE IT RESOLVED THAT the agenda of the April 20, 2013, Board of Governors meeting (Open Session) be approved.**

**034 Apr13  
CARRIED**

2.2 Move to Closed Session

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

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

**CARRIED**

2.3 Approval of Minutes of February 23, 2013

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

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

**035 Apr13  
CARRIED**

2.4 Motion(s) Raised from Closed Session

The following motions were raised from Closed Session:

**BE IT RESOLVED THAT Dr. Michael Kim, Dean, School of Music, be granted an administrative leave from August 1, 2013 to December 1, 2013 at 100% of base salary plus administrative stipend.**

**BE IT RESOLVED THAT Mr. David Rowland, Dean, Student Services, be granted an administrative leave from August 1, 2013 to December 1, 2013 at 100% of base salary plus administrative stipend.**

**BE IT RESOLVED THAT the Board of Governors approve the naming of the Brandon University Sports Wall of Fame, located on the second floor of the Healthy Living Centre, after Mr. Richard (Dick) McDonald and Mrs. Verda McDonald in recognition of their long-standing commitment to Brandon University.**

**BE IT RESOLVED THAT the Board of Governors approve the appointment of Dr. Heather Duncan as Dean, Faculty of Education, for a five-year term from July 1, 2013 to June 30, 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.

Three 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 Metis Studies. This proposal was discussed at

length, comments were provided for consideration and the Proposal was tabled until the May Academic Operations Committee meeting.

In addition, two policies were reviewed and recommended to the Board for approval. One was a new policy and the other was a complete re-write of the Overhead Policy for BU Contracts.

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.

The topic of pension indexing was discussed as there is a clause in the Brandon University Retirement Plan document that provides for an automatic pension indexing when the actuarial rates of return on investments exceeds 6%.

In addition, the Committee received the following reports:

- Financial Summary by Function as at February 28, 2013
- Financial Summary by Object as at February 28, 2013
- Transactions of \$25,000 or More for the period of January 1, 2013 – March 31, 2013

5.3 Executive Committee (L. McDougald-Williams)

a) Report from the Executive Committee

The Executive Committee met on Friday at 5:30 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 and motions were passed recommending the 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:

- Master of Science funding was announced in the budget letter;

- Scholarship Reception was quite successful and very well attended by both student recipients and donors;
- Alumni Reception in Winnipeg was a tremendous success and Dr. Michael Kim gave a lovely performance.

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:

- Search for the next University Librarian is underway – we have now reached the advertisement stage;
- Preliminary 3-year international recruitment plan has been received from Mr. Rowland and will be vetted internally.

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 is in the process of being rezoned into the residential and commercial portions. Mr. Brugger hopes to be in a position to transfer a portion of the land to the University in May or June;
- Work on the Healthy Living Centre continues and we are hoping to receive occupancy within a couple of weeks;
- Discussions regarding the Healthy Campus initiative continue. Ideas are being investigated and we hope to implement some changes in September to improve the environment and offerings of our Food Services operations.

Mr. Boyd stated that he is a member of the City of Brandon's Planning Commission and abstained from the vote on the zoning of the Fleming property so that there was no perceived conflict of interest moving forward.

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

Mr. Knight reported that a Management Committee meeting was held in March at which the agenda for the May 25<sup>th</sup> Annual General Meeting was set. The AGM will be followed by the Order of the Sheaf Luncheon.

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

Ms Taylor reported that an electronic vote was held to approve \$300,000 in roof repairs.

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

Mr. Lamont reported that notice was received on Friday that an amendment that was brought before the Board of Governors in July 2011 was approved by the Faculty Association on April 11, 2013. Mr. Lamont stated that this will have an impact on the Plan valuation that will be done in May.

Mr. Lamont stated that the rate of return on investments was doing very well at the time of the last meeting.

5.10 Brandon University Senate (B. Jolly)

Ms Jolly reported that the Senate, at their meeting of March 19, 2013, approved the appointment of Mr. Michael Decter as Brandon University's seventh Chancellor. Mr. Decter will be officially installed at the morning Convocation ceremony on Friday, May 31, 2013.

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

Ms Jolly reported that a Research Enhancement Conference will be held on Tuesday, April 30<sup>th</sup>. Dr. Geoffrey McCafferty of the University of Calgary will provide the keynote address entitled "More Bucks for Your Bang: Successful Research Grants in a Teaching-Rich Environment". This will be followed by three panel sessions entitled "Getting it Going: Funding sources and grant applications", "Getting it Done: Maintaining research/work/life balance and research collaborations" and "Getting it Out: Publications, journals and intellectual property".

In addition, a workshop on creating promotion and tenure dossiers will be held in early May.

5.12 Brandon University Alumni Association (D. Stewart)

Ms Taylor reported on the first ever Grad Blast event that was held in the Mingling Area of the Knowles Douglas Building. Grad information was available, frames were on display and staff was on hand to answer any questions.

The Alumni Association once again provided exam relief in the form of free ice cream. Other initiatives include the establishment of national alumni directors to assist with campaign and alumni functions and a potential mentorship program which will pair alumni with current students.

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

Ms Taylor highlighted the following:

- Work Study applications have been reviewed and funds have been allocated;
- Negotiations regarding the University's soft drink contract are nearing completion;
- A barbeque is being planned to welcome PENT students to campus;
- The new BUSU Executive will transition into their roles as of May 1, 2013. This includes Ms Stephanie Bachewich as President, Mr. Matt May as Vice-President Internal and Ms Jenna Clinton as Vice-President External.

## 6.0 NEW BUSINESS

### 6.1 Motion: Policy Approval – Research Contract and Overhead Policy

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

**BE IT RESOLVED THAT the Board of Governors approve the Research Contract and Overhead Policy.**

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Dr. Care stated that this proposed policy represents a substantial revision of the current Overhead Policy which was last updated in 2006. The current policy is very limited in scope and breadth and the lack of details has led to some confusion with regards to the rights and responsibilities of each party. The re-write elaborates on the rights and responsibilities of each party as well as includes information on the allocation of funds.

**CARRIED**

### 6.2 Motion: Policy Approval – Residual Balances in Research Accounts Policy

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

**BE IT RESOLVED THAT the Board of Governors approve the Residual Balances in Research Accounts Policy.**

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Dr. Care stated that this is a new policy that will define what will happen to any residual balance remaining in a research account at the end of the contact. The policy incorporates the direction of the various funding agencies and outlines the process should the University be permitted to keep the balances.

**CARRIED**

6.3 Motion: Pension Indexing

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

**BE IT RESOLVED THAT the excess interest increase of 0.59% be applied as an increase to pensioners in July 2013 in accordance with article 7.3 (e) of the Brandon University Retirement Plan.**

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Mr. Lamont stated that there is a clause in the Pension Plan that provides for an automatic pension indexing, up to the cost of living increase, when the actuarial rate of return on investments exceeds 6%.

The calculation method used was a smoothed rate; however, the Faculty Association recently approved a change to the Pension Plan, which had previously been approved by the Board of Governors in July 2011, which changes the method of calculation from a smoothed method to a geometric method. Using the original method, the amount of excess earnings was 0.59%. Using the new geometric method, the amount of excess earnings is 1.65%. In 2012, the cost of living increase was 0.8%. This amount will automatically go to our pensioners.

Mr. Lamont stated that we are faced with the challenge of trying to balance the interests of our pensioners, the Pension Plan and the University Operating Budget. In the past, the Pension has not been in a deficit position and special payments have not been required. He noted that when we do an indexation, it increases the liabilities going forward. Applying the 0.59% increase to pensions will increase the unfunded pension liability by approximately \$360,000 and will increase the annual special payments by approximately \$37,000. Applying the 1.65% increase would increase the unfunded pension liability by approximately \$1 million and will increase the annual special payments to over \$100,000. Mr. Lamont noted that if the 0.59% was applied, the remaining 1.06% could be held in abeyance to be allocated in a future year when the pension situation has improved.

Mr. Lamont noted that the Board of Trustees of the Pension Plan has recommended that the Board make an allocation but has left the amount of the allocation to be determined by the Board. It was agreed that, given the present circumstance of our Pension Plan, the 0.59% increase, which is on top of the non-discretionary 0.8% increase, is a reasonable compromise and would be manageable within our current budget situation.

**CARRIED**

6.4 Review of BUILD (Brandon University: Innovation, Leadership and Development) Mid-Term Report

The report was received for information and it was agreed that a more thorough review and discussion would occur at the next meeting.

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

**BE IT RESOLVED THAT the Review of BUILD (Brandon University: Innovation, Leadership and Development) Mid-Term Report be tabled until the May meeting.**

**CARRIED**

**7.0 ANY OTHER BUSINESS**

No items of other business were discussed.

**8.0 INFORMATION**

- 8.1 Transactions of \$25,000 or More – January 1, 2013 to March 31, 2013
- 8.2 Report of Staff Changes – February 2013
- 8.3 Report of Staff Changes – March 2013
- 8.4 List of February 19, 2013 Graduates
- 8.5 BUSU Work Study Report

Items 8.1 through 8.5 were received for information.

Ms Taylor spoke to the BUSU Work Study Report. She noted that the Work Study Program is a joint initiative between BUSU and the University with each party contributing \$15,000. This year, 14 applications were received and 13 were approved for funding.

A discussion took place regarding the Board of Governors policy review process. It was noted that the Board does not have a committee with the specific mandate of policy review. Current practice is for policies to be reviewed by the user groups as well as by any applicable internal committees (e.g. President's Administrative Council, President's Executive Council, Long Service Recognition Committee, Vice-President's Academic Council, etc.). In addition, revisions are vetted by the applicable Board Committee (i.e. Academic Operations, Finance and Audit or Executive). It was agreed that the review process/path will be included as part of the rationale when policy revisions are brought forward for the Board's consideration. It was also suggested that policy development be considered as a topic for our next professional development session.



**9.0 ADJOURNMENT**

Moved (C. Taylor)

BE IT RESOLVED THAT the meeting adjourn at 10:04 a.m.

**CARRIED**

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Chair, Board of Governors

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Secretary, Board of Governors