

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

**May 25, 2013
Room 043 Health Studies
12:30 p.m.**

Present: Ms S. Armstrong, Ms S. Bachewich, Ms J. Biggs, Dr. P. Carrabré, Dr. R. Enns, Ms B. Jolly, Mr. B. Knight, Mr. M. May, Ms L. McDougald-Williams, Ms K. Phillips, Dr. D. Poff, Mr. B. Schaffer

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

Regrets: Mr. G. Boyd, Ms S. Duff, Mr. D. Stewart, Dr. F. Nichols

1.0 CALL TO ORDER

The Chair called the meeting to order at 12:40 p.m.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of May 25, 2013

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

BE IT RESOLVED THAT the agenda of the May 25, 2013, Board of Governors meeting (Open Session) be approved.

**052 May13
CARRIED**

2.2 Move to Closed Session

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

BE IT RESOLVED THAT the meeting moves to Closed Session.

CARRIED

2.3 Approval of Minutes of April 20, 2013

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

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

**053 May13
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 following applications for Sabbatical Leave as recommended by the President:

FACULTY OF ARTS:

**Combet, Denis..... January 1, 2015 to June 30, 2015 &
..... January 1, 2016 to June 30, 2016 at 80%
Bessant, Kenneth July 1, 2014 to December 31, 2014 at 80%
Klonowski, Darek January 1, 2015 to June 30, 2015 at 80%
Robson, Lisa..... July 1, 2014 to December 31, 2014 at 100%
Noll, Kurt January 1, 2015 to June 30, 2015 at 100%**

STUDENT SERVICES:

Di Muro, Paola..... January 1, 2015 to June 30, 2015 at 80%

FACULTY OF SCIENCE:

**Fugleberg, Todd..... January 1, 2015 to June 30, 2015 at 80%
Carrington, Margaret July 1, 2014 to December 31, 2014 &
..... January 1, 2016 to June 30, 2016 at 80%
Gulliver, Austin July 1, 2015 to December 31, 2015 at 100%
Eberts, Derrek January 1, 2015 to June 30, 2015 at 80%
Olsen, Daniel July 1, 2014 to December 31, 2014 at 100%
Paton, William July 1, 2014 to December 31, 2014 at 80%
Untereiner, Wendy January 1, 2015 to June 30, 2015 at 80%
Lindsay, John..... January 1, 2015 to June 30, 2015 at 80%
McKenzie, Tammy July 1, 2014 to December 31, 2014 at 100%**

FACULTY OF EDUCATION:

Forsyth, Donna July 1, 2014 to December 31, 2014 at 100%

SCHOOL OF MUSIC:

**Chadwick, Sheelagh January 1, 2015 to December 31, 2015 at 80%
Zacharias, Leanne July 1, 2014 to December 31, 2014 at 100%
Scott, Sheila..... January 1, 2015 to June 30, 2015 at 80%**

FACULTY OF HEALTH STUDIES:

Smith, Fiona July 1, 2014 to December 31, 2014 at 80%
Ryan-Nicholls, Kim January 1, 2015 to December 31, 2015 at 80%

3.0 CONTINUING BUSINESS

There was no continuing business.

4.0 CORRESPONDENCE

4.1 Thank You Letters – Brandon University Board of Governors’ Advanced Early Admission 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 4:45 p.m.

The Formal Program Proposal for a Bachelor of Arts (4-Year Honours) Major in Métis Studies, which was tabled by the AOC at the April meeting, returned with the suggested revisions incorporated. Dr. Bruce Strang, Dean of Arts, attended the meeting via telephone to review the revised proposal with the Committee. This program will offer all students an opportunity to study Métis culture, literature, history, and political issues. As well, this program compliments the University’s vision and mission.

The motion appears on today’s agenda for approval.

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.

A motion regarding the allocation of unrestricted endowment funds for the 2013/2014 fiscal year was discussed. A total of \$87,427.00 has been made available for these awards which will be awarded in accordance with the established five-tier structure.

At March 31, 2013, 100% of the 2012-2013 budget year was complete. Ms Berkan provided a financial update by object, by function and for research and special purpose funds as of this date. In addition, the Committee received the bi-annual reports on Contracts/Agreements, Insurance

Policies, International Agreements and Telephones/Computers and Maintenance/Warranty Agreements.

The motion appears on today's agenda for approval as do the agreements, for information purposes.

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 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:

- A number of fundraising asks have taken place in Vancouver, Toronto and Winnipeg. Additional meetings will take place in Calgary next week. We are hopeful that we will hear some positive results in the coming weeks. These meetings have reaffirmed the importance of relationship building with our alumni and our friends.

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:

- It has been an active year filling positions; the search for the University Librarian has reached the short-list stage and the search for the Associate Vice-President (Student Services and Enrolment Management) and University Registrar is also underway.

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:

- Working with Food Services to implement changes to improve their operations beginning this fall. A committee is looking a number of ideas and the students have undertaken a number of surveys on the offerings at other institutions in the country.

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

Dr. Enns noted that the Annual General Meeting was held on Friday, May 24, 2013. Heathbridge, the Foundation's investment management firm, was in attendance and presented on the status of our portfolio. The AGM was followed by the annual Order of the Sheaf Luncheon which recognizes the contributions of our donors and volunteers.

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

There has been no meeting to report on.

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

There has been no meeting to report on.

5.10 Brandon University Senate (B. Jolly)

There has been no meeting to report on.

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

A research enhancement conference was held on April 30, 2013. Dr. Geoffrey McCafferty of the University of Calgary was the keynote speaker. His presentation was followed by panel discussions.

A spring workshop on creating your dossier for promotion, tenure and reclassification was held on May 3rd. Six faculty members took advantage of this workshop.

Plans are underway for the 2014 review of the Status of Women Committee. In addition, a new faculty orientation and a promotion/tenure/reclassification workshop are being planned for this fall.

5.12 Brandon University Alumni Association (D. Stewart)

There was no report.

5.13 Brandon University Students' Union (S. Bachewich/M. May)

Ms Bachewich reported that the new BUSU Council took office on May 1, 2013, and an orientation was held for council members. BUSU is in the process of hiring a new General Manager and the planning for this year's Rock the Block have begun.

6.0 NEW BUSINESS

6.1 Motion: Formal Program Proposal – Bachelor of Arts Major in Métis Studies

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

BE IT RESOLVED THAT the Board of Governors approve the Formal Program Proposal for the Bachelor of Arts (4-Year Honours) Major in Métis Studies, Bachelor of Arts (4-Year Combined Honours) Major in Métis Studies, Bachelor of Arts (4-Year) Major in Métis Studies, Bachelor of Arts (3-Year) in Métis Studies, 4-Year Minor in Métis Studies and 3-Year Minor in Métis Studies;

AND THAT said proposal be forwarded to the Council on Post-Secondary Education (COPSE) for appropriate action.

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Dr. Care stated that this proposal has received the support of the Arts Faculty Council and the Senate as well as from the Métis community and the Manitoba Métis Federation. The budget included in the proposal will see three additional faculty positions phased in over a three year period.

Ms Phillips noted that the proposal was amended to reflect the intended inclusivity for all students who have an interest in studying Métis culture, language and history and not just those who identify as Métis.

CARRIED

6.2 Motion: Board of Governors Entrance Scholarships and Bursaries

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

BE IT RESOLVED THAT the Board of Governors approve the allocation of unrestricted endowment funds for the 2013/2014 fiscal year as follows:

Faculty Research (BURC)	48,988.00
General Proficiency Scholarships	5,400.00
Entrance Scholarships:	

Tier I	Average greater than or equal to 95%	2,000.00
Tier II	Average greater than or equal to 92.5%	1,700.00
Tier III	Average greater than or equal to 90%	1,400.00
Tier IV	Average greater than or equal to 87.5%	1,100.00
Tier V	Average greater than or equal to 85%	800.00

Total available from endowment funds for Entrance Scholarships **33,039.00**

TOTAL **\$87,427.00**

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Mr. Lamont noted that these scholarships are automatically awarded to students based on their entrance grades. Tiers II and IV have been added in recent years. It was noted that scholarships are awarded to every student who qualifies and any funds required in excess of \$87,427 come out of the University's operating budget.

CARRIED

6.3 Election of OIC Representative to the Associate Vice-President (Student Services and Enrolment Management) and University Registrar Search Committee

Ms Armstrong was originally appointed to this Search Committee; however, the process has taken longer than originally anticipated and a replacement is needed for Ms Armstrong.

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

BE IT RESOLVED THAT the Board of Governors appoint Ms Bea Jolly to the Associate Vice-President (Student Services and Enrolment Management) and University Registrar Search Committee.

CARRIED

6.4 Motion: Amendment to the Appointment and Review of Vice-Presidents Policy

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

BE IT RESOLVED THAT the Board of Governors approve the following amendments to the Appointment and Review of Vice-Presidents Policy:

Composition of Appointment Committee:

For the Associate Vice-President (External)

- Vice-President (Administration & Finance);
- ~~1 Dean elected by and from the Dean's Council;~~
- 1 member of the Alumni Association elected by the Alumni Association;
- 1 member of the Foundation elected by the Foundation Management Committee;
- 1 member of the Department of Institutional Advancement;
- 1 member of the Board of Governors elected by the Board;
- 1 faculty member elected by and from the Senate Board;
- 1 student elected by and from the Senate Board;
- ~~Director, Human Resources~~ Chief Human Resources Officer; and
- President and Vice-Chancellor (Chair).

Normally, all members of a Search Committee, including, but not limited to, elected members and ex-officio members, will have continued membership on the Committee until it is discharged. In the event of a member's term of office ending (elected members), or position being vacated (ex officio members), the Chair may decide whether the member is to continue on the Committee, or be suitably replaced, taking into account the stage of the search. In all cases, the Chair's ruling will be final.

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With the impending retirement of our current Associate Vice-President (External), the proposed amendments are necessary for the search to get underway; however, a more thorough review of the policy as a whole must still be completed.

The decanal representative has been eliminated to add a representative from the Alumni Association due to the nature of the role. This was done in an effort to not expand the size of the Committee. A paragraph was also added to outline the appropriate course of action when a member of a Committee reaches the end of the term of office of their position is vacated while the search or the review is underway.

CARRIED

BE IT RESOLVED THAT the Board of Governors appoint the following individuals to the Association Vice-President (External) Search Committee:

1. Board of Governors Representative – Ms Kristen Phillips
2. Student Representative – Ms Stephanie Bachewich
3. Faculty Representative – Dr. Patrick Carrabré

CARRIED

6.5 Motion: 2013/2014 Operating Budget

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

BE IT RESOLVED THAT the Board of Governors approve the 2013-2014 Operating Budget (including the 2013-2014 Fee Schedule and budget relating to Renovations & Equipment, Eckhardt-Grammate Conservatory of Music, Ancillary Services and Campus Manitoba), as recommended by the President.

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Mr. Lamont noted that on May 15, 2013, the President's Administrative Council met to consider position vacancies. A complete listing was circulated. It was noted that the normal time to recruit for a tenure-track position is in the fall.

It was noted that we currently have a deficit of roughly \$50,000, but we are aware of some additional position changes that will occur throughout the year (e.g. expecting a retirement in December, etc.). As long as we are within a very small amount, we believe that it will be manageable and that we will achieve a balance by year end.

Applications were up 20% this February when compared to last February. While there is no guarantee that all of these students will come here and register, we are hopeful that our changes to Student Services will start to show an impact.

A discussion took place regarding the proposed change to the refund policy. Members raised concern about the negative impact that this may have on our students. It was noted that there is an appeal process for those who must withdraw for personal, family or health reasons; however, the decision was made to fill more positions to maintain our commitment to the quality of education and services offered.

Concern regarding the timing of this year's Board Budget Committee meetings was raised. Dr. Poff noted that this is the first time that the President's Administrative Council has implemented a policy of reviewing staffing plans and positions in May. Previously, staffing plans were reviewed once per year; however, the implications of reviewing same in May and September weren't fully recognized until this year. Dr. Poff acknowledged the concern and will work towards an earlier review next year.

Members discussed alternatives to the change in the refund policy and a compromise was reached.

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

BE IT RESOLVED THAT the refund policy for the 2013/2014 fiscal year be changed such that a 100% refund will be provided in week one, a 100%

refund will be provided in week two, a 50% refund will be provided in week three and no refund will be provided in week 4;

AND THAT re-evaluation of the policy will occur prior to the next fiscal year.

AMENDMENT CARRIED

Mr. Lamont clarified that the changes to the budget as proposed are as follows:

- Additional cost of \$26,000 for positions to be filled;
- Additional cost of \$54,000 representing ½ of the funds realized in the change to the refund policy;

These amounts, in addition to the \$26,000 deficit already presented in the budget, amount to a total budget deficit of \$106,000. As the University is unable to approve a deficit budget, these funds will come from the University surplus.

CARRIED

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

Copies of the BUILD Mid-Term Report were circulated to members of the Board.

Dr. Poff gave a sense of how to read and understand the publication and noted that this is a record of where we are and what we have accomplished. Dr. Poff highlighted a number of areas within the report and members noted their satisfaction with the progress being made.

Dr. Poff noted that the planning process was inclusive stating that those who served on the four committees felt a sense of ownership and commitment in the process and have a vested interest in the Plan's success.

7.0 ANY OTHER BUSINESS

No items of other business were discussed.

8.0 INFORMATION

- 8.1 Transactions of \$25,000 or More – April 1, 2013 to April 30, 2013
- 8.2 Report of Staff Changes – April 2013
- 8.3 Library Acquisitions Report for 2012-2013 Fiscal Year
- 8.4 Contracts/Agreements Report – May 2013
- 8.5 Insurance Policies Report – May 2013
- 8.6 International Agreements Report – May 2013
- 8.7 Telephones/Computers and Maintenance/Warranty Agreements – May 2013
- 8.8 10 Fundamental Good Practices

Items 8.1 through 8.8 were received for information.

9.0 ADJOURNMENT

Moved (K. Phillips)

BE IT RESOLVED THAT the meeting adjourn at 2:30 p.m.

CARRIED

Chair, Board of Governors

Secretary, Board of Governors