

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

**Saturday, September 28, 2013  
Room 104 Clark Hall  
8:30 a.m.**

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**Present:** Ms S. Armstrong, Ms J. Biggs, Mr. G. Boyd, Dr. D. Brown, Mr. M. Decter, Dr. R. Gasse, Ms B. Jolly, Mr. M. May, Ms L. McDougald-Williams, Ms K. Phillips, Dr. D. Poff, Mr. B. Schaffer, Mr. D. Stewart, Ms C. Taylor

**Resource:** Dr. G. Fearon, Mr. S. Lamont, Ms K. Fisher (Recorder)

**Regrets:** Ms S. Bachewich, Dr. F. Nichols

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 8:30 a.m.

The Chair welcomed new members to the Board and asked that everyone introduce themselves.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of September 28, 2013

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

**BE IT RESOLVED THAT the agenda of the September 28, 2013, Board of Governors meeting (Open Session) be approved.**

**093 Sept13  
CARRIED**

2.2 Move to Closed Session

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

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

**CARRIED**

2.3 Approval of Minutes of June 22, 2013

Motion: Moved and seconded (D. Stewart/B. Schaffer)

**BE IT RESOLVED THAT the minutes of the June 22, 2013, Board of Governors meeting (Open Session) be approved.**

**094 Sept13  
CARRIED**

2.4 Motion(s) Raised from Closed Session

The following motion was raised from Closed Session:

**BE IT RESOLVED THAT the Board of Governors approve the following application for Sabbatical Leave as recommended by the President:**

**FACULTY OF HEALTH STUDIES**

**Doty-Sweetnam, Karen ..... July 1, 2014 to June 30, 2015 at 80%**

**BE IT RESOLVED THAT the Board of Governors approve the appointment of Dr. Bruce Strang as Acting Dean of Graduate Studies for a one-year term from July 1, 2013 to June 30, 2014.**

**3.0 CONTINUING BUSINESS**

There was no continuing business.

**4.0 CORRESPONDENCE**

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

**5.0 REPORTS**

5.1 Academic Operations Committee (K. Phillips)

a) Report from the Academic Operations Committee

Ms Biggs provided the following report on behalf of the Academic Operations Committee:

The Academic Operations Committee met on Friday, September 27, 2013 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.

5.2 Finance and Audit Committee (B. Schaffer)

a) Report from the Finance and Audit Committee

Mr. Schaffer provided the following report on behalf of the Finance and Audit Committee:

The Finance and Audit Committee met on Friday, September 27, 2013, at 5:00 p.m.

Several items of new business were on the agenda for discussion, including the proposed 2013-2014 Budget Estimates and the proposed Major Capital Infrastructure Projects. The Committee reviewed these documents and key components were highlighted. The Estimates document was previously discussed at the Board Budget Committee at their meeting on September 20, 2013, at which time the BBC approved a motion recommending the Estimates document to the Board of Governors for approval.

The Committee also discussed the proposed update to the Borrowing Resolution and agreed to recommend a renewal for five years at the current level of \$2 million.

The Committee also reviewed its terms of reference and membership as outlined in By-Law No. 11. In addition, the Committee received the following reports:

- Financial Summary by Object as at August 31, 2013
- Financial Summary by Function as at August 31, 2013
- Research and Special Purpose Funds for the period of April 1, 2013 to June 30, 2013
- Transactions of \$25,000 or More from June 1, 2013 to August 31, 2013

5.3 Executive Committee (L. McDougald-Williams)

a) Report from the Executive Committee

The Chair provided the following report on behalf of the Executive Committee:

The Executive Committee met on Friday, September 27, 2013 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.

Four items of new business were on the agenda for discussion, including three policy reviews, one by-law review and the 2014 Board and Committee meeting schedule. Motions were passed recommending the Executive business to the Board for approval.

The Executive Committee also reviewed its Terms of Reference and Membership out 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. The following highlights were discussed:

- The University has welcomed a number of new senior administrators over the summer months. These individuals, as well as the rest of the President's Administrative Council, have been invited to attend this afternoon's Service Recognition Event. This will provide the members of the Board with the opportunity to meet and get to know these individuals.
- BU and Manitoba Housing have struck an integrated design team to move forward on the Family Student Housing Project. We are very optimistic that this project will move forward.
- We have recently launched our internal family campaign. Copies of six brochures targeted to faculty and staff were circulated for information. Dr. Poff noted that it would be significant for her to be able to tell prospective donors that 100% of our Board have donated and support the campaign.

5.5 Vice-President (Academic and Provost) (G. Fearon)

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

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

- Moving forward with two Canada Research Chairs from the Faculty of Science and the Faculty of Arts.
- Two academic program reviews have recently been completed and three additional reviews are scheduled to take place this academic year.
- A multi-year strategic academic plan will be developed. As recommended by the Council, programs that meet labour-market needs

will be considered. We will also be working to protect core academic programs and ensure that the integrity of the liberal arts/education history of the University is protected.

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:

- Members of the Faculty of Science are working to articulate their ideas and requirements for a new building.
- The certificate of substantial completion for the Healthy Living Centre was received yesterday. Approximately 900 of our 3,000 students have activated their memberships and we have issued well over 1,000 memberships to the community. Mr. Lamont and Dr. Poff met yesterday with Manitoba Hydro. We will be receiving incentive funds from the Power Smart program for meeting certain standards.

A discussion regarding the Food Services operations of the University took place. We have received good feedback from the campus community regarding the recently introduced \$5 lunches and \$7 suppers.

A discussion regarding the condition of the floor in the Healthy Living Centre took place. With the high humidity over the summer, the floor has buckled in some places. The University is currently working with the architect and the floor manufacturer to resolve the issue. Solutions such as humidifiers are being looked into.

5.7 Brandon University Foundation (Vacant)

Dr. Poff noted that the Management Committee will meet on October 2<sup>nd</sup>. The Semi-Annual Meeting will be held on October 11<sup>th</sup>.

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

Mr. Lamont noted that the audited financial statements were reviewed and approved. A significant roof repair was completed over the summer and issues with the brick work and down spouts are also being addressed.

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

There has been no meeting to report on.

5.10 Brandon University Senate (B. Jolly)

Ms Jolly stated that there were no major issues to report on.

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

There was no report.

Dr. Poff stated that, for the first time, Brandon University will celebrate Person's Day on October 18<sup>th</sup>. Homecoming starts on this day so we are working on tying the two events together.

5.12 Brandon University Alumni Association (D. Stewart)

Mr. Stewart reported that the Alumni Association is looking to create a mentorship program that would see BU alumni help to guide students and recent grads in their careers.

At the Commencement Ceremony, the Alumni Association raffled off an iPad and 1<sup>st</sup> term tuition. Plans for Homecoming, which will be held October 18 – 20, are being finalized. All are welcome to attend.

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

Mr. May reported that a number of orientation events were held throughout September. Rock the Block was successful once again this year and there were no major issues to report. SUDS will be extending their hours to include now lunch. BUSU also had the opportunity to present their budget estimates to the Council on Post-Secondary Education.

**6.0 NEW BUSINESS**

6.1 Motion: 2014-2015 Budget Estimates Draft Submission

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

**BE IT RESOLVED THAT the Board of Governors approve the 2014-2015 Budget Estimates as recommended by the Board Budget Committee.**

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Dr. Poff, Dr. Fearon and Mr. Lamont spoke to the PowerPoint presentation that was prepared for the Council on Post-Secondary Education.

A discussion regarding the level of unappropriated and appropriated surplus took place. It was noted that we have used surplus funds in each of the past three years to help balance the budget.

Ms Taylor noted that applications were up this year but enrolment was still down. Dr. Poff stated that we hope to get more empirical evidence moving forward with an evidence-based leader now in the role. With a number of changes to recruitment and retention, we are present at career fairs and are going to schools and areas that we have never been before. We now need to understand why we did not get the yield.

The responsibility of the Knowles-Douglas Building was discussed. Mr. Lamont noted that this building is owned by Brandon University as is rented by the Knowles-Douglas Commission (KDC). Ms Taylor noted that the KDC paid for the repair to the roof out of its own budget. Mr. Lamont stated that the \$77,000 major capital approved repair relates to the additional repairs that were necessary (i.e. build-up of roof around skylight, improvements to downspouts, repair to bricks, etc.).

**CARRIED**

6.2 Motion: Major Capital Infrastructure Projects

Motion: Moved and seconded (K. Phillips/M. Decter)

**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 stated that this proposal was prepared in response to the Council on Post-Secondary Education's request. This submission attempts to capture any repair or new construction project that the University is in need of or may be in need of moving forward. The projects have been categorized and prioritized and a description of each project, including an updated project value representative of current construction rates, is included. This year, the Council has also asked that we indicate how we would manage the cash-flow over a three to five year time horizon. Mr. Lamont noted that that is difficult for us to do because one of our highest priorities are the repairs required in McMaster Hall which is a multi-million, multi-year project.

The ownership and maintenance of University House was discussed. It was noted that this does not represent a commitment to invest in a complete renovation of the house but rather an estimate of what it would cost to make the significant updates and repairs that are necessary. We are required to consider all University owned property in this submission. With there being a presidential transition in 2014, it was noted that the Board may want to consider the future of the house and any other options, such as a housing allowance.

A discussion regarding the status of McMaster Hall took place. Mr. Lamont noted that the basic structure of the building is in good shape; however, there are major

issues with the plumbing, windows, etc. It was noted that the current design also does not meet the needs of our students. A number of design avenues are possible but we must strike a balance between making the necessary infrastructure changes and making it more desirable to improve occupancy rates.

**CARRIED**

6.3 Motion: Borrowing Resolution

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

**BE IT RESOLVED THAT the Board of Governors approve the attached borrowing resolution.**

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Mr. Lamont stated that this is a standing line of credit of \$2,000,000. It was noted that we have not, in over 20 years, drawn on these funds and we do not expect to do so; however, the funds are available and we have the ability to draw on them should the need arise.

**CARRIED**

6.4 Motion: 2014 Board of Governors Meeting Dates

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

**BE IT RESOLVED THAT the Board of Governors approve the 2014 meeting schedule for the Board of Governors and Board Committees as follows:**

| <b>Board Committees</b>           | <b>Board of Governors</b>           |
|-----------------------------------|-------------------------------------|
| <b>Friday, November 22, 2013</b>  | <b>Saturday, November 23, 2013</b>  |
| <b>Friday, February 21, 2014</b>  | <b>Saturday, February 22, 2014</b>  |
| <b>Friday, April 25, 2014</b>     | <b>Saturday, April 26, 2014</b>     |
| <b>Friday, May 23, 2014</b>       | <b>Saturday, May 24, 2014</b>       |
| <b>Friday, June 20, 2014</b>      | <b>Saturday, June 21, 2014</b>      |
| <b>Friday, September 26, 2014</b> | <b>Saturday, September 27, 2014</b> |
| <b>Friday, November 21, 2014</b>  | <b>Saturday, November 22, 2014</b>  |

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**CARRIED**

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

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

**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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Dr. Poff stated that it is standard practice for each of the standing committees to review their terms of reference and membership each year. The proposed revisions have been endorsed by the standing committees.

Dr. Poff highlighted the proposed revisions to the by-law and noted that the two key changes were the addition of the Chancellor to the Executive Committee and the extension of the executive officer terms from one year to two years.

**CARRIED**

6.6 Nominations and Elections of Executive Officers and Executive Committee Representatives

Prior to discussion on each of the following motions, the individuals nominated for the position left the room. The Chair called for additional nominations prior to the election of each officer.

The Chancellor presided over the meeting in the Chair's absence.

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

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

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**CARRIED**

Ms McDougald-Williams returned to the meeting as Chair.

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

**BE IT RESOLVED THAT Mr. Derrick Stewart be nominated for the position of Vice-Chair of the Board of Governors.**

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**CARRIED**

Motion: Moved and seconded (B. Jolly/B. Schaffer)

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

102 Sept13  
**CARRIED**

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

**BE IT RESOLVED THAT Mr. Bill Schaffer be nominated for the position of Treasurer of the Board of Governors.**

**103 Sept13  
CARRIED**

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

**BE IT RESOLVED THAT Dr. Derek Brown be nominated for the position of Senate Representative on the Board of Governors Executive Committee.**

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CARRIED**

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

**BE IT RESOLVED THAT Ms Stephanie Bachewich be nominated for the position of Student Representative on the Board of Governors Executive Committee.**

**105 Sept13  
CARRIED**

6.7 Nominations and Elections of Board Committee Representatives

Motion: Moved and seconded (K. Phillips/M. Decter)

**BE IT RESOLVED THAT the Board of Governors appoint the following individuals to the indicated committee(s) for the 2013-2014 period:**

**Foundation Management Committee  
Garnet Boyd (OIC Representative)**

**Board of Directors of Foundation  
Derek Brown (Senate Representative)  
Carissa Taylor (Student Representative)  
Garnet Boyd (OIC Representative)**

**Knowles-Douglas Commission  
Sandra Armstrong (Board of Governors Representative)  
Scott Lamont (Administration Representative)**

**Board of Trustees of the BU Retirement Plan  
Scott Lamont  
T. Patrick Carrabr **

**Brandon University Senate**  
**Bea Jolly**

**Review Committee of the Status of Women**  
**Carissa Taylor**

**Academic Operations Committee**  
**Deborah Poff (President and Vice-Chancellor)**  
**Joanne Biggs (OIC Non-Student) (as Chair)**  
**Rosanne Gasse (Faculty Senator)**  
**Carissa Taylor (Student Representative)**  
**Bea Jolly (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)**  
**Rosanne Gasse (Faculty Senator)**  
**Matthew May (Student Representative)**  
**Sandra Armstrong (OIC Member-at-Large)**

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**CARRIED**

6.8 **Motion: Policy Review – Clean Air Policy**

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

**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Clean Air Policy.**

**109 Sept13**

Dr. Poff stated that the Board is committed to a three-year policy review cycle. One additional sentence pertaining to the advertisement and sale of tobacco products on campus has been added.

**CARRIED**

6.9 **Motion: Policy Review – Poster Policy**

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

**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Poster Policy.**

**110 Sept13**

The Executive Committee removed one sentence pertaining to the support of an individual candidate for public office or political parties. Members of the Board discussed the Executive's decision and endorsed it.

**CARRIED**

6.10 Motion: Policy Review – Academic Administrators Excluded from BUFA

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

**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Academic Administrators Excluded from BUFA Policy.**

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Dr. Poff reviewed the proposed changes. The application date was made more general to accommodate Academic Administrators who may be in the process of review/renewal. The requirement to apply four months prior to the proposed leave allows enough time for the application to be processed.

A discussion regarding the specificity of Academic Administrators having tenure took place. It was noted that the leadership of an Academic Administrator is somewhat predicated on the fact that they understand tenure and promotion, have gone through the process, and have earned it for themselves. If a situation should arise requiring us to deal with someone through exceptionality, the appointment would come to the Board and would be addressed at that time.

**CARRIED**

**7.0 ANY OTHER BUSINESS**

No items of other business were discussed.

7.1 Move to Closed Session

Motion: Moved and seconded (C. Taylor/M. Decter)

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

**CARRIED**

**8.0 INFORMATION**

- 8.1 2012-2013 Research Highlights
- 8.2 Transactions of \$25,000 or More – June 1, 2013 to August 30, 2013
- 8.3 Report of Staff Changes – May 2013
- 8.4 Report of Staff Changes – June 2013
- 8.5 Report of Staff Changes – July 2013

8.6 Report of Staff Changes – August 2013

Items 8.1 through 8.6 were received for information.

**9.0 ADJOURNMENT**

Moved (C. Taylor)

BE IT RESOLVED THAT the meeting adjourn at 11:32 a.m.

**CARRIED**

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Chair, Board of Governors

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Secretary, Board of Governors