

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

**November 23, 2013  
Louis Riel Room  
8:30 a.m.**

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**Present:** Ms S. Armstrong, Ms J. Biggs, Mr. G. Boyd, Dr. D. Brown, Dr. R. Gasse, Ms B. Jolly, Ms L. McDougald-Williams, Dr. F. Nichols, 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:** Mr. M. May, Mr. M. Decter

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 8:38 a.m.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of November 23, 2013

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

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

**120 Nov13  
CARRIED**

2.2 Move to Closed Session

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

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

**CARRIED**

2.3 Approval of Minutes of September 28, 2013

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

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

122 Nov13  
CARRIED

### 3.0 CONTINUING BUSINESS

The results of the Board's annual self-evaluation were discussed as were the recommendations of the ad hoc committee. The new Board of Governors Handbook was circulated to members for information.

### 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 (J. Biggs)

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 and revised scholarships and bursaries were reviewed as proposed by the Senate. The Statement of Intent for an Academic Success Program was also discussed. This is an access-type program that will provide an individualized transition into University. This program is designed primarily for our Aboriginal student population, but will benefit all at-risk students. The University is pleased to partner with Assiniboine Community College on this initiative.

The Academic Operations Committee passed the following motions in Open Session:

**BE IT RESOLVED THAT the Academic Operations Committee recommend to the Board of Governors, for approval, the Statement of Intent for the Academic Success Program.**

**BE IT RESOLVED THAT the Academic Operations Committee recommend to the Board of Governors, for approval, the Terms of Reference for the following new awards:**

**Caroline Kennedy Scholarship in Education  
Connor, Clark & Lunn Financial Group Scholarship-Bursary in Business Administration  
Heathbridge Capital Management Ltd. Scholarship in Jazz Studies  
Manitoba Society of Artists: Barbara Cook Endres Award  
Michael Czuboka Quill Editor Scholarship**

**Shahna Bronwen Rice Memorial Scholarship in Physics and Astronomy**  
**St. Andrews Presbyterian Church Centennial Piano Bursary**

**BE IT RESOLVED THAT the Academic Operations Committee recommend to the Board of Governors, for approval, the revised Terms of Reference for the following awards:**

**Louis Riel Bursaries**  
**The Certified General Accountants of Manitoba Scholarship**  
**D. B. Stewart Scholarship in Zoology**  
**Dr. James A. McLeod Memorial Scholarship**  
**The Esuke Toke Memorial Scholarship**  
**H. Stewart Perdue Memorial Scholarship in Zoology**  
**Harold Vidal Memorial Scholarship in the Humanities**  
**Joy and Cam Finlay Bursary in Environmental Science**  
**Manitoba Innovation, Industry & Mines Bursary in Geology**  
**Peter D. and Una B. Cameron Memorial Scholarship**  
**R. H. Hannah Memorial Award in Zoology**  
**Robert James Lang Memorial Scholarship**  
**Zonta Club Scholarship**  
**The Nexen Chemicals Scholarship in Environmental Science**

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 Committee discussed a proposed amendment to the Brandon University Retirement Plan. The proposed amendment ensures that whether service has been earned within Brandon University or has been transferred into BU from another employer, it is treated the same for the purpose of accessing benefits from our Plan.

The following motion was passed:

**BE IT RESOLVED THAT the Finance and Audit Committee recommend to the Board of Governors, for approval, the amendment of the Brandon University Retirement Plan as follows:**

**Paragraph 6.2 (b) and 10.12 be changed to replace the word “service” with “qualified service” effective June 6, 2013.**

The Committee received the semi-annual reports on Contacts/Agreements, Insurance Policies, International Agreements and Telephone/Computers and Maintenance/Warranty Agreements. In addition, the Committee received the following reports:

- Financial summary by Object as at October 31, 2013
- Financial summary by Function as at October 31, 2013
- Research and Special Purpose Funds as at September 30, 2013
- Transactions of \$25,000 or More from September 1, 2013 to October 31, 2013

5.3 Executive Committee (L. McDougald-Williams)

a) Report from the Executive Committee

The Executive Committee met on Friday at 5:45 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.

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:

- For the past three years, the University has hosted the YWCA's Power of Being a Girl Conference. Opportunities to bring young people and activities such as this onto our campus are great community-building and recruitment initiatives;
- Opportunity to meet with the Consulate General of China to discuss possible student and faculty exchange programs;
- Counsellor's Day programming includes meetings with our Registrar, advisors, faculty members, administrators and whoever else may be available as well as a campus tour. This is an annual event developed to provide a thorough orientation to the University.

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:

- Minister of Education and Advanced Learning, Dr. James, Allum, was on campus for the announcement of the first Master of Science program within the Faculty of Science (Environmental and Life Science);
- The framework for the University's Academic Plan received the approval of the Senate at its most recent meeting on November 19,

2013. This will allow for the development of the Plan to be initiated. A proposal pertaining to the composition of the Steering Committee, which will facilitate the development of the Plan, will return to Senate for approval.

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:

- Within the Sports Medicine Centre, contractors are being added to increase services such as massage therapy and fitness training;
- Met with Brandon School Division to discuss ways in which we may be able to share services and facilities. More information will be exchanged and options will be explored;
- The integrated design team has been formed to continue to advance the mature student family housing project. We are very early in the process and are currently at the Class D estimate stage.

Mr. Lamont provided an overview of a local, sustainable, food procurement food initiative which is being piloted by Food Matters Manitoba.

A discussion took place regarding student satisfaction with the cafeteria. Ms Taylor questioned how much, on average, the University collects from unused funds on residence food cards at the end of the year. Mr. Lamont was unable to provide an exact figure but noted that it is relatively small.

5.7 Brandon University Foundation (D. Brown/G. Boyd/C. Taylor)

Mr. Boyd and Ms Taylor provided a report on the Management Committee meeting held on October 2, 2013 and the Annual General Meeting on October 11, 2013. A number of reports were provided to both the Management Committee and the Foundation and a number of items were presented for discussion including the Foundation's 2<sup>nd</sup> quarter financial statements, the 2014 administrative budget, the 2013/2014 disbursement rate and the election of new Foundation members.

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

Ms Armstrong reported that the effective use of the building levy was discussed and the direction for its use was reaffirmed. A budget update was provided and it was reported that the Dantep electronics charging station is set to be placed in the Mingling Area.

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

Mr. Lamont reported that the meeting was held on November 21, 2013. The investment manager attended and presented on high-yield bonds. These are bonds which have a lower rating but have a higher return.

A discussion took place regarding the annual pension valuation. It was noted that there are a few changes which may affect our annual valuation. These changes are: long term interest rates are expected to increase; life expectancy figures are expected to increase; and our investments are performing well. Approximately three years ago, the University increased the life expectancy figures within our Plan so this change is not expected to have an impact on our Plan.

5.10 Brandon University Senate (B. Jolly)

Ms Jolly reported on the October 15<sup>th</sup> Senate meeting. A number of new and revised scholarships were reviewed and recommended to the Board for approval and several Senate policies were reviewed and revised.

Dr. Gasse noted that the 2014 - 2015 calendar dates were approved and a number of course changes were also received and approved.

5.11 Review Committee on the Status of Women (C. Taylor)

Ms Taylor reported that the SWRC typically organizes an event in recognition of International Women's Day (March 8<sup>th</sup>) which celebrates members of our female student population who have been nominated for their academic accomplishments and plans are underway for the 2014 celebration.

In five-year intervals, the Review Committee must conduct a major review of actions taken to improve the status of women at the University. The next major review will be undertaken in 2014 and a student will be hired to help conduct the necessary research.

5.12 Brandon University Alumni Association (D. Stewart)

Mr. Stewart reported that a meeting was scheduled for November 18, 2013, but was cancelled as they were unable to satisfy quorum. Mr. Stewart noted that the next meeting will be held in January.

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

Ms Bachewich reported that BUSU by-election voter turnout was lower than expected but the annual Halloween food drive was very successful, collecting approximately 4,000 pounds of food.

Ms Bachewich noted that the BUSU Executive has been reaching out to students at the satellite campuses in Portage la Prairie and Winnipeg. Funding was provided

to students from the Portage campus to travel to visit the Brandon campus and participate in activities at the Indigenous Peoples' Centre. The students greatly appreciated this opportunity. Finally, in partnership with the BU Political Society, a debate was hosted for Brandon-Souris Member of Parliament candidates.

## 6.0 NEW BUSINESS

### 6.1 Motion: Statement of Intent – Academic Success Program

Motion: Moved and seconded (C. Taylor/J. Biggs)

**BE IT RESOLVED THAT the Board of Governors approve the Statement of Intent for the Academic Success Program and that it be forwarded to the Council on Post-Secondary Education (COPSE) for consideration.**

078 Nov13

Dr. Fearon stated that the primary aim of this initiative is to increase accessibility to Brandon University for Aboriginal students and students of Assiniboine Community College. With this Program, there will be a number of targeted fields but the proposal calls for funding for seats in nursing, business administration and education in particular. Dr. Fearon stated that there is a sense of commitment among faculty and staff and the proposal includes target enrolment figures which consider labour market results.

Two minor revisions were requested as follows:

1. Program Description – insert the word “to” as follows: “...and it is devoted [to] increasing amount...”
2. Provide a brief response to the following question, as required “Are similar programs offered in Manitoba or other jurisdictions? If YES, indicate why this program is needed (e.g., area of specialization).

**CARRIED**

### 6.2 Motion: Scholarships/Bursaries – New Terms of Reference

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

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

#### **Caroline Kennedy Scholarship in Education**

**To be awarded on the recommendation of the Faculty of Education to an Early Years Education Student entering his or her certification year who has obtained a high standing in 04.255 Child Development and Learning (or its equivalent) and**

successfully completed a practicum in an Early Years Classroom. This award may not be divided.

Value: 1 X \$3,000

**Connor, Clark & Lunn Financial Group Scholarship-Bursary in Business Administration**

To be awarded on the basis of academic merit and financial need to a full-time returning student in any year of the Bachelor of Business Administration Program or in any year of a Business Administration major.

Value: Use income allocation, approximately \$900 initially, then up to \$4,500.

**Heathbridge Capital Management Ltd. Scholarship in Jazz Studies**

To be awarded on the recommendation of the School of Music Scholarship Committee to an entering or returning student with outstanding promise in the area of jazz performance. This award may not be divided.

Value: Annual income allocation, initially approximately \$1,000.

**Manitoba Society of Artists: Barbara Cook Endres Award**

This scholarship is provided by The Manitoba Society of Artists. It is awarded on the recommendation of the Department of Visual and Aboriginal Art to a third or fourth year student in a Bachelor of Fine Arts Degree program who has the intention of becoming an art professional (studio artist, curator or historian). Preference will be given to a student who graduated from a Manitoba high school outside of Winnipeg and/or Brandon. This award will be given out for the first time in 2014 and every second year thereafter.

Value: To be based on the annual gift from The Manitoba Society of Artists, which will be based on fund earnings and therefore may vary from year to year. The approximate value based on projected earnings is expected to be \$300 - \$375.

**Michael Czuboka Quill Editor Scholarship**

To be awarded to an editor of The Quill on the recommendation of The Quill Board of Directors. The recipient must have a minimum c.g.p.a. of 3.0. Preference will be given to the Editor-in-Chief. This award may not be divided.

Value: 1 X \$500

**Shahna Bronwen Rice Memorial Scholarship in Physics and Astronomy**

To be awarded on the recommendation of the Department, to an outstanding student who is majoring or minoring in Physics and entering the third or fourth year. Preference will be given to a student who has shown leadership in public relations and student social activities in the Department of Physics and Astronomy. Normally this scholarship is awarded to one student.

Value: Use income allocation, approximately \$2,700.

St. Andrews Presbyterian Church Centennial Piano Bursary

To be awarded based on financial need to a student in any year of the piano program with preference to a pianist in the collaborative stream. This award may not be divided.

Value: Use income allocation, approximately \$450.

123 Nov13

It was noted that a number of these scholarships are the result of our fundraising efforts.

CARRIED

6.3 Motion: Scholarships/Bursaries – Revised Terms of Reference

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

**BE IT RESOLVED THAT the Board of Governors approve the revised Terms of Reference for the following awards:**

Louis Riel Bursaries

These bursaries will be awarded to entering or returning students of Brandon University who are Manitoba residents of Metis status and who demonstrate financial need, ~~and strong academic potential. Applicants must provide a letter of support from the Louis Riel Institute.~~ Applicants who are offered a full bursary must register in a minimum of 18 credit hours at Brandon University. ~~Students may defer taking up the award for up to 12 months upon written request to the Senate Scholarship Committee. Students may apply and be considered for this award more than once. \*PLEASE NOTE: A supplemental application is required to qualify for this award. You may request this form from the Scholarship Office.~~ Students may apply and be considered for this award more than once. Bursaries may also be available to part time students on a pro-rated basis.

Value: ~~25-35~~ X \$3000

The Certified General Accountants of Manitoba Scholarship

To be awarded ~~to a Bachelor of Arts student who is majoring in~~ on the recommendation of the Department of Business Administration to the graduating student with a minimum of 24 credit hours in accounting courses at Brandon University who achieved the highest cumulative grade point average. ~~The student must complete the Intermediate Financial Accounting-Assets and the Intermediate Equities courses. This Scholarship will be awarded to the student with the highest overall gpa who has fulfilled the above requirements. If the recipient continues~~ chooses to enroll in courses with the Certified General Accountants Association, ~~he or she then the Brandon University recipient~~ will receive an additional \$500 credit

toward fees ~~upon providing proof of registration in the C.G.A. program from the~~  
Certified General Accountants Association.

Value: 1 X \$500

D. B. Stewart Scholarship in Zoology

~~D. B. Stewart Scholarship in Human Anatomy and Physiology – Funded by donations from friends, students and staff of Brandon University to honour Dr. Stewart's contributions as a teacher and scholar. The scholarship is awarded on the recommendation of the Biology Department to the student with highest academic standing in Zoology 94:132 Biology 15:132 – Human Anatomy and Physiology or equivalent.~~

Value: Use income allocation, approximately \$115

Dr. James A. McLeod Memorial Scholarship

To be awarded annually on the recommendation of the Department of Biology to a student who is completing the third year of ~~a Zoology~~ any Biology major who is proceeding to a fourth year ~~program in Zoology~~ at Brandon University. ~~If no suitable candidates apply then students who are proceeding to graduate studies in Zoology at a recognized university, or who have been accepted for degree courses in Medicine, Dentistry, or Veterinary Medicine will be considered. Selection will be based on a candidate's academic record and contributions to academic and student activities in the Department of Zoology. Preference will be given to the student whose program of study focuses on zoological subjects.~~

Value: Use income allocation, approximately \$350

The Esuke Toke Memorial Scholarship

To be awarded to an international student based on academic merit after his/her first year of studies at Brandon University. This award is not to be shared.

Value: Use income allocation, approximately ~~1 X~~ \$3,000

H. Stewart Perdue Memorial Scholarship in Zoology

H. Stewart Perdue Memorial Scholarship – Funded by donations from friends, students, staff, and the Grand Masonic Lodge of Manitoba to honour Dr. Perdue for his services to Brandon University. The scholarship is awarded ~~to a Zoology~~ on the recommendation of the Biology Department to a Biology major with a high academic standing in ~~Zoology 94:392, and who does not qualify for an additional award within the Department. 15:466 Conservation Biology.~~ Should no student qualify, the ~~Zoology~~ Biology Department will may recommend a candidate having completed other senior ecology courses (9415:373, 9415:494, or the equivalent) during the year.

Value: Use income allocation, approximately \$350

Harold Vidal Memorial Scholarship in the Humanities

To be awarded on departmental recommendation to students entering their fourth year who have achieved high academic standing (at least 3.0 g.p.a.) in their majors. One of the scholarships will be reserved for students entering the fourth year in English. One of the scholarships will be reserved for a student entering the fourth year in Languages. The remaining scholarship will be given to a student entering the fourth year in either History, Native Studies (~~Native Languages stream, Native Humanities stream or Native Fine Arts stream~~), Philosophy or Religion. In the event that there are no eligible students in English or Languages, the scholarships reserved for these areas will be given to eligible students in other designated areas. These scholarships may not be shared.

Value: 3 X \$1,500

Joy and Cam Finlay Bursary in Environmental Science

~~Joy and Cam Finlay Scholarship-Bursary in Environmental Science – To be awarded on the recommendation of the Environmental Science program, on the basis of financial need and academic merit to an aspiring student who has completed their first, second or third year of the Environmental Science program at Brandon University and is enrolled in the required coursework for the second, third or fourth year of the Environmental Science streams of Biodiversity, Resource Management, or Physical Science. Students in the Land and Water stream will be eligible if they are proceeding into the fourth year of that stream. –with a minimum GPAG.P.A. of 3.0 is required for all applicants. Applicants must submit a minimum 100-word essay and biography which outlines their visions and goals for entering the Environmental Science field of study. Preference will be given to a student who has not previously received this award.~~

Value: Use income allocation, approximately \$1,400

Manitoba Innovation, Industry & Mines Bursary in Geology

~~Manitoba Innovation, Energy & Mines (MIEM) Scholarship in Geology – To be awarded on the recommendation of the Department of Geology, based on academic merit, to full-time students with financial need, entering the Geology program at Brandon University and registered in 6 credit hours of first year Geology (who have completed 42:160 & and 42:161, (or their equivalent). Awards will be released upon confirmation of registration as a major in who are entering the second year of the Geology program. Preference will be given to Aboriginal students. as Geology majors at Brandon University.~~

Value: 3 X \$1,000

Peter D. and Una B. Cameron Memorial Scholarship

To be awarded on the basis of academic record and professional promise to a graduating student proceeding to further full-time studies in professional or graduate work in an approved institution. Whenever feasible, the award should be alternated between Arts, Science, Education, Music and ~~General Health~~ Studies.

Value: Use income allocation, approximately \$1,575

R. H. Hannah Memorial Award in Zoology

R.H. Hannah Memorial Scholarship in Zoology - Funded by donations from friends, students, and staff, to honour R.H. Hannah for his service to Brandon University. This award is given on the recommendation of the Biology Department to a Zoology Biology major who has demonstrated academic excellence in any one of the following courses taken in the pre-award year: 15:267 Animal Diversity, 9415:280 (Comparative Vertebrate Anatomy), 15:363 Animal Physiology I, 15:364 Animal Physiology II, 15:375 Animal Behaviour, or their equivalent, and has contributed to student activities within the Department or within intermural sports. Selection will be made by the Zoology faculty.

Value: Use income allocation, approximately \$365

Robert James Lang Memorial Scholarship

Provided from a bequest by Dr. E.S. Lang for the best grade in to a student in Botany, Biology I and Biology II (1415:162 and 1415:163 (or their equivalent(s)). Awarded by departmental recommendation, with the highest marks and who shows academic excellence.

Value: Use income allocation, approximately \$365

Zonta Club Scholarship

Provided by Dr. V.L. Lobodowsky and awarded on the recommendation of the Department of Chemistry to a female student achieving high academic standing in any year of Chemistry. In the event there is no eligible candidate available, the scholarship may be awarded by departmental recommendation to a female student with high academic standing in a cognate department such as Zoology, Biology, Mathematics, or Physics, Mathematics, or Botany.

Value: Use income allocation, approximately 1 X \$475

The Nexen Chemicals Scholarship in Environmental Science

Revise name to: The Canexus Chemicals Scholarship in Environmental Science

124 Nov13

It was noted that some of these terms of reference have been broadened to increase accessibility; others are the result of the merger of the departments of Botany and Zoology into the Department of Biology.

**CARRIED**

6.4 Motion: Amendment No. 13/02 to the Brandon University Retirement Plan

Motion: Moved and seconded (J. Biggs/D. Stewart)

**BE IT RESOLVED THAT the Board of Governors approve the amendment of the Brandon University Retirement Plan as follows:**

**Paragraph 6.2 (b) and 10.12 be changed to replace the word “service” with “qualifying service” effective June 6, 2013.**

**125 Nov13**

Mr. Lamont stated that the definition of the word service does not mean accrued service can be transferred in. The law in Manitoba says that whether it is accrued or transferred in, it must be recognized as being the same for the purpose of accessing benefits from our Plan.

It was noted that any change to the Plan requires the approval of both the Brandon University Faculty Association and the Board of Governors.

**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, 2013 to October 31, 2013
- 8.2 Report of Staff Changes – September 2013
- 8.3 Report of Staff Changes – October 2013
- 8.4 Final List of October 15, 2013 Graduates
- 8.5 Contracts/Agreements Report – November 2013
- 8.6 Insurance Policies Report – November 2013
- 8.7 International Agreements Report – November 2013
- 8.8 Telephones/Computers and Warranty/Maintenance Agreements Report – November 2013

Items 8.1 through 8.8 were received for information.

**9.0 ADJOURNMENT**

Moved (C. Taylor)

BE IT RESOLVED THAT the meeting adjourn at 11:23 a.m.

**CARRIED**