

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

**February 22, 2014  
Convergys Lab, John E. Robbins Library  
9:00 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, Mr. M. May, 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. Decter, Ms S. Bachewich

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 8:58 a.m.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of February 22, 2014

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

**BE IT RESOLVED THAT the agenda of the February 22, 2014, Board of Governors meeting (Open Session) be approved as amended:**

**Strike item 6.3 – Motion: Policy Revision – Criminal Record and Provincial Child Abuse Registry Checks (Security Checks)**

**011 Feb14  
CARRIED AS  
AMENDED**

2.2 Move to Closed Session

Motion: Moved and seconded (S. Armstrong/D. Stewart)

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

**CARRIED**

2.3 Approval of Minutes of November 23, 2013

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

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

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CARRIED**

2.4 Approval of Minutes of January 23, 2014

Motion: Moved and seconded (B. Schaffer/R. Gasse)

**BE IT RESOLVED THAT the minutes of the January 23, 2014, Board of Governors teleconference (Open Session) be approved.**

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CARRIED**

2.5 Motions Raised from Closed Session

The following motions were raised from Closed Session:

**BE IT RESOLVED THAT the Board of Governors approve the renewal of Dr. W. Dean Care as Dean, Faculty of Health Studies for a five-year term from August 1, 2014 to July 31, 2019.**

**BE IT RESOLVED THAT Dr. W. Dean Care, Dean, Faculty of Health Studies, be granted a six month administrative leave from January 1, 2015 to March 3, 2015 and January 1, 2016 to March 31, 2016, at 100% of base salary.**

**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 (J. Biggs)

a) Report from the Academic Operations Committee

The Academic Operations Committee met on Friday at 4:45 p.m.

New and revised terms of reference for a number of scholarships and bursaries were reviewed as proposed by the Senate.

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 Terms of Reference for the following new awards:

Department of English and Creative Writing Bursary  
Education Students Society Scholarship-Bursary  
Manitoba Conservation Districts Association Scholarship-Bursary  
Mary Jo Carrabre Piano Award  
Investor's Group Scholarship in Business Administration

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:

Dr. Henry Heard Marshall Scholarship in Botany  
Dr. Peter Letkeman Endowed Scholarship in Chemistry  
Friends of the Conservatory Scholarship

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.

Ms Jeanne Millis from BDO Canada was in attendance to present the Audit Plan for the March 31, 2014 year end. The Audit Plan being presented includes the Schedule of Public Sector Compensation, the U.S. Department of Education William D. Ford Loan Program and the Brandon University Financial Statements. It also speaks to the annual audit process as well as the responsibilities of the Auditor, Management, the Board of Governors and the Finance and Audit Committee. The approach for key risk areas is outlined and materiality of \$910,000 has been established. There are no new accounting developments that apply to this year.

In addition, the Committee received the following reports:

- Financial Summary by Function as at January 31, 2014
- Financial Summary by Object as at January 31, 2014
- Research and Special Purpose Funds for the Period of April 1, 2013 to December 31, 2013

- Transactions of \$25,000 or More for the period of November 1, 2013 to January 31, 2014

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 two policy revisions. 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 3<sup>rd</sup> annual Winterlude open house was held on February 8, 2014. This event seems to be gaining momentum and attendance at the brunch and faculty sessions increased over last year. Dr. Poff thanked Dr. Gasse and Ms Jolly for attending and assisting with the faculty sessions and brunch respectively.
- The University is working on a plan to implement the guidelines contained in the Mental Health Strategy which was issued by the Mental Health Commission of Canada. A series of workplace psychological health and safety sessions were held on campus earlier this month.

Dr. Poff noted that we are in the process of having a professional assess the value of University House. This information will be presented to the Board of Governors for discussion purposes.

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:

- The Academic Planning Framework and Steering Committee structure have been approved and the Steering Committee is now being populated. Ms Jolly has been named to this Committee.
- We are working to finalize a Memorandum of Understanding with Assiniboine Community College. The key objectives of this MOU are to strengthen and renew existing articulation agreements, facilitate the expansion and establishment of articulation agreements and collaborative academic programs, and determine real deliverables and ways to collaborate on other service offerings. We anticipate a signing event with Dr. Poff and Mr. Frison within the next month or so.
- The search continues for the Dean of the Faculty of Arts. Dr. Fearon noted that Arts faculty members are engaging in the process and the Committee is hopeful that we will have someone in place this summer.
- A Canada Research Chair search is coming to a closed and the University is looking forward to an announcement being made in the near future.

A discussion took place regarding the workload of professors whose classes may be cancelled due to low enrolment. It was noted that this is a reality of a small university and is not uncommon at other institutions. Workload must be assigned by a particular date. Faculty members are not required to modify their workload after this date but many do to accommodate the needs of the students. This is an anomalous situation but we are looking at ways to improve our enrolment management structure through our academic planning process.

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:

- Mr. Lamont noted that the Healthy Living Centre Partnership Celebration will be held on Friday, February 28<sup>th</sup> at 1:00 p.m. All Board members are welcome to attend.
- Usage of the HLC continues to exceed our expectations. As part of the Community Access Agreement, the University will provide an update to Brandon City Council in March. New services are now being offered in the HLC including athletic therapy, massage therapy and fitness training. The facility continues to look at ways to expand services on a contract basis.
- The University is preparing to submit its full listing of fees and accompanying rationale to the Council. Mr. Lamont noted that some fees are driven by cost and some are driven by cost of living. Until recently, fees have largely been set within the University. Fees will

now require government approval and will be controlled in a much more systematic way.

- The mature student housing project is still in the early planning phase. A Class D estimate, which is a very high level costing of the project, is underway.

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

There was no report.

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

There was no report.

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

Mr. Lamont reported that the Board of Trustees met last week. The plan actuary was in attendance to discuss preparations for the annual valuation of the Pension Plan. The Annual Audit Plan was also reviewed. Mr. Lamont noted that last year our investments earned 16.8% and it is expected that they will continue to improve. It is also expected that the required special payments into the Plan will decrease next year.

Following the last round of collective bargaining, a special committee had been formed to determine if there were ways to improve the sustainability of the Pension Plan and to improve the benefits available to members. Information from this Committee will come forward to the Board at a future meeting.

5.10 Brandon University Senate (B. Jolly/R. Gasse/D. Brown)

Dr. Gasse reported that, since the last Board meeting, the Senate has met three times: December 17<sup>th</sup>, January 14<sup>th</sup>, and February 18<sup>th</sup>. Senate also met five days before the November Board meeting, on November 19<sup>th</sup>. The following highlights were provided:

November 19, 2013:

- Senate elected its representative in preparation for the Master of Education External Review scheduled for winter 2014;
- Approved new and revised courses in Faculty of Arts and course changes in Faculty of Science, especially in the Department of Psychology as part of their major overhaul of that program;
- Approved Terms of Reference for a one-off scholarship in Business Administration.

December 17, 2013:

- Senate approved Honorary Degree candidates for Convocation;
- Established the composition of the Integrated Strategic Planning Committee;
- Made some changes to the calendar requirements for graduation in Arts and Science (defining which calendar students use);
- Approved many new and revised courses in Education, Arts and Science;
- Approved Terms of Reference for new and revised scholarships and bursaries.

January 14, 2014:

- Senate elected its representative to the Integrated Strategic Planning Steering Committee;
- Approved new and revised courses in the Department of Geography and the Department of Physical Education;
- Approved the calendar listing for the reinvigorated programs in the Department of Psychology;
- Approved course changes in Master of Education program;
- Approved the BU Strategic Research Plan.

February 18, 2014:

- Senate approved the calendar listing and new courses for the Master of Environmental and Life Sciences program;
- Formally articulated a final date for the closure of the Indigenous Health and Human Services program.

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

Ms Taylor reported that the Review Committee continues to prepare for its review which takes place every five years. In addition, a reception in recognition of International Women's Day will be held on Thursday, March 6<sup>th</sup> from 4:30 p.m. – 5:30 p.m. in the Gathering Space in the Library. This year, 21 women have been nominated for their outstanding achievements. Ms Taylor invited members to attend.

5.12 Brandon University Alumni Association (D. Stewart)

Mr. Stewart noted that the last meeting was held on February 10<sup>th</sup>. He was unable to attend the meeting but will report on the activities at the next meeting.

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

Mr. May reported the following:

- the Annual General Meeting was held in January;

- BUSU elections will take place in April;
- applications for Work Study grants are currently being accepted;
- BUSU's Vice-Presidential positions have now been made part-time. An additional staff person will be hired to assist with some of the general business items (e.g. administration of health and dental plan) that are currently part of the Vice-Presidents' portfolios.

## 6.0 NEW BUSINESS

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

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

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

#### **Department of English and Creative Writing Bursary**

**To be awarded on the basis of financial need to majors and minors in the Department of English and Creative Writing. This award may not be divided.**

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

#### **Education Students Society Scholarship-Bursary**

**To be awarded based on financial need and academic merit to students in the first or second year of the Bachelor of Education After Degree Program or students in year four or five of the concurrent Music/Education Degree Program.**

**Value: 2 x \$500.**

#### **Manitoba Conservation Districts Association Scholarship-Bursary**

**To be awarded, based on financial need and academic merit, to a student conducting a Topics or Honours Undergraduate Research project on water stewardship for a Major in Biology, Chemistry, Geology, Geography, or a Bachelor of Science in Environmental Science. Applicants will include a letter of support from their topics or research project supervisor.**

**Value: 1 X \$1,000**

#### **Mary Jo Carrarbré Piano Award**

**To be awarded in memory of pianist Marek Jablonski to new or returning deserving piano students in the Eckhardt-Gramatté Conservatory of Music. Members must apply annually by completing an Eckhardt-Gramatté**



Conservatory of Music Application for award consideration which must be submitted to the Director of the Conservatory in the spring of each year. Awards will be made on the recommendation of the School of Music Scholarship Committee in consultation with the Director of the Eckhardt-Gramatté Conservatory of Music. This award may be shared.

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

**Investor's Group Scholarship in Business Administration**

To be awarded on departmental recommendation to an outstanding student in Business Administration. This scholarship will be offered on a one-time basis only during the 2013-2014 academic year.

Value: 1 X Approximately \$2,300

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CARRIED

6.2 Motion: Scholarships/Bursaries – Revised Terms of Reference

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

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

**Dr. Henry Heard Marshall Scholarship in Botany**

~~To be a~~Awarded on the recommendation of the Biology Department ~~of Botany~~, to a student demonstrating high standard of academic achievement in courses related to the study of plants the field of Botany and entering either the ~~Third~~ Third or ~~Fourth~~ Fourth year. ~~While qualified students must demonstrate a high standard of academic achievement, other factors such as financial need may be considered.~~

Value: Use income allocation, approximately \$550

**Dr. Peter Letkeman Endowed Scholarship in Chemistry**

To be awarded on the recommendation of the Department to a Chemistry major who is proceeding to graduate school.

Value: ~~1 X~~Use income allocation, approximately \$2,000

**Friends of the Conservatory Scholarship**

~~Conservatory scholarships in varying amounts awarded to promising students~~  
To be awarded on the recommendation of the Scholarship Committee of the

School of Music to promising students in The Eckhardt-Gramatté Conservatory of Music. This award may be shared.

Value: Use income allocation, approximately \$600

\*This award is also being changed from annually funded to an endowment\*

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CARRIED

6.3 Motion: Policy Revision – Long Service Recognition

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

**BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Long Service Recognition Policy.**

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Ms Fisher reported that no issues were raised by members of the University community following last year's policy revision which removed the recognition of those who chose to terminate their employment or whose employment was terminated by the University. The Long Service Recognition Committee is capable of assisting retirees with their gift selection therefore, the removal of the gift option table has been proposed.

Dr. Gasse questioned when the last time the gift values were reviewed and how often the policy will be reviewed. Ms Fisher reported that gift values were increased within the past three or four years and that the policy will continue to be reviewed as part of our three-year policy review commitment.

CARRIED

**7.0 ANY OTHER BUSINESS**

7.1 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.

**8.0 INFORMATION**

- 8.1 Transactions of \$25,000 or More – November 1, 2013 to January 31, 2014
- 8.2 Report of Staff Changes – November 2013
- 8.3 Report of Staff Changes – December 2013

Items 8.1 through 8.3 were received for information.

**9.0 ADJOURNMENT**

Moved (C. Taylor)

BE IT RESOLVED THAT the meeting adjourn at 10:45 a.m.

**CARRIED**

**10.0 TOUR AND GATHERING IN THE JOHN E. ROBBINS LIBRARY**

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Chair, Board of Governors

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Secretary, Board of Governors