

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

**Saturday, April 26, 2014
Clark Hall Room 104
8:30 a.m.**

Present: Ms S. Armstrong, Ms S. Bachewich (via telephone), Ms J. Biggs, Mr. G. Boyd, Mr. J. Cockerill, Mr. M. Decter (via telephone), Dr. R. Gasse, Ms B. Jolly, Mr. M. May (via telephone), 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)

1.0 CALL TO ORDER

The Chair called the meeting to order at 8:35 a.m.

The Chair welcomed Mr. Jordan Cockerill to the Board of Governors as an Order-in-Council (Student) appointment.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of April 26, 2014

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

BE IT RESOLVED THAT the agenda of the April 26, 2015, Board of Governors meeting (Open Session) be approved.

**034 Apr14
CARRIED**

2.2 Approval of Minutes of February 22, 2014

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

BE IT RESOLVED THAT the minutes of the February 22, 2014, Board of Governors meeting (Open Session) be approved.

**035 Apr14
CARRIED**

2.3 Approval of Minutes of March 21, 2014

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

BE IT RESOLVED THAT the minutes of the March 21, 2014, Board of Governors meeting (Closed Session) be approved.

**036 Apr14
CARRIED**

3.0 CONTINUING BUSINESS

There was no continuing business.

4.0 CORRESPONDENCE

There were no items of correspondence.

5.0 REPORTS

5.1 Academic Operations Committee (J. Biggs)

a) Report from the Academic Operations Committee

The Academic Operations Committee met today at 4:30 p.m.

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

Dr. Heather Duncan, Dean of the Faculty of Education was in attendance to discuss the proposed department structure. She reported that the Faculty has engaged in a collaborative process of restructuring the departments and has passed the following motions:

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:

**Bachelor of Education Scholarship-Bursary for Aboriginal Students
Seven Generation Scholarship
Prairie Ford Dealers Associations Scholarship-Bursary
Pallister Women's Athletic Award
TD Bank Group Bursary in Environmental Science**

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:

R.C.M.P. Veterans Association Manitoba Division Bursary

BE IT RESOLVED THAT the Academic Operations Committee recommend to the Board of Governors, the acceptance of the proposed Faculty of Education department structure.

5.2 Finance and Audit Committee (B. Schaffer)

a) Report from the Finance and Audit Committee

The Committee reviewed and discussed the Pension Review Committee Report. Following the last round of Collective Bargaining, a Committee was struck to examine all relevant issues relating to the provision changes required in the Plan, the cost of making the changes, the method by which the changes would be financed, and the time and circumstances when the changes might become effective. The following motion was approved:

BE IT RESOLVED THAT the Finance and Audit Committee recommend to the Board of Governors, for approval in principle, the attached Pension Review Committee Report.

The topic of pension indexing was also 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%. Pensioners will automatically receive an increase of 1.2% which represents the increase in the Consumer Price Index over the past year. The Committee also approved the following motion:

BE IT RESOLVED THAT the Finance and Audit Committee recommend to the Board of Governors, for approval, the excess interest increase of 0.50% be applied as an increase to pensioners in July 2014 in accordance with article 7.3 (e) of the BU Retirement Plan.

In addition, the Committee received the following reports:

- Financial Summary by Function as at February 28, 2014
- Financial Summary by Object as at February 28, 2014
- Transactions of \$25,000 or More for the period of February 1, 2014 to March 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.

These reports and all other Executive business are included on the Board of Governors agenda for discussion and approval.

b) Proposed Change to June Committee Meeting Schedule

The Chair proposed that the Board Committee meetings scheduled for Friday, June 20, 2014, begin earlier in the afternoon to accommodate an evening farewell reception and dinner in recognition of Dr. Poff. This event would be hosted by the Board of Governors and would include the members of the Alumni Association and the Foundation.

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:

- Meetings to advance the BUILD Campaign continue to progress;
- Working to schedule meetings with the Ministers of Housing and Community Development and Family Services to further discuss the mature student housing and child care facility proposals.

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 process is well underway; consultations have begun and a survey has been issued to gather information pertaining to our current and future state as well as our strengths, weaknesses, opportunities, and challenges;
- Two new events were introduced to improve student engagement and experience. These were the Long Night Against Procrastination and the Declare Fair; both were well received and well attended.

Dr. Gasse questioned the current state of our proposals before the Council on Post-Secondary Education. Dr. Poff reported that the Minister of Education and Advanced Learning has assured us that the Council will be processing all proposals before them before the end of June.

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:

- Development of the operating budget is progressing. One consultation with students has been held and two are planned for faculty and staff in the coming weeks;
- Significant changes in the area of Ancillary Services continue to be implemented. A two-tiered meal plan has been developed and dovetailed with how much money can be expended in SUDS. We are also looking to establish academic awards for first-year residence students who are returning to residence and who maintain a GPA of 3.0 or higher;
- Working with Bran-U Early Learning Centre to discuss a potential expansion into the mature student housing site;
- Exploratory meeting next week with a consultant for the City of Brandon to discuss potential uses of vacant property in downtown Brandon.

A discussion took place regarding the order of priority for filling daycare positions. Mr. Lamont stated that the current structure is: 1. Children of students; 2. Children of employees; and 3. Children from the broader community. Should the expanded facility become a reality, one additional layer would likely be added making the first priority children of the housing development residents.

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

A Management Committee meeting was held on March 26th to review the financial statements. The investments performed well and nearly \$3 million was transferred to Brandon University in 2013 for scholarships, bursaries, the Healthy Living Centre, etc. A number of fundraising reports were provided as well.

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

The KDC last met on April 9th. A budget update was provided and a decision was made to increase the rental costs for each of the four tenants by 1.5% each year for the next two years.

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

A special meeting was held on March 24, 2014, to address the interest rate assumption that would be built into the Plan. The special payments required for the unfunded liability have again been reduced; it looks as though we will be required to pay approximately \$1.8 which is a significant relief.

Mr. Lamont noted that during the last round of collective bargaining, the parties agreed that should the unfunded special liability payments into the Plan drop

below \$3.1 million, 1/3 of the savings below the \$3.1 million would be paid as a one-time special payment to the members of the Faculty Association (including Sessionals).

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

Dr. Gasse provided the following report from the March 18th meeting of the Senate:

- Two individuals were selected to receive the Lifetime Achievement Award and one individual was selected to receive the Senate Award for Excellence in Research. Both of these awards will be presented at Convocation on May 30th;
- Changes to courses in Health Studies, program changes in the Department of Psychology in the Faculty of Science, program changes in Fine Arts in the Faculty of Arts, and new courses for the Department of Anthropology in the area of a recent hire were all approved;
- A new graduate-level course for the new interdisciplinary Master of Science was approved;
- New and revised terms of reference for a number of scholarships and bursaries were considered and recommended to the Board for approval; and
- The 2014 – 2015 meeting dates for the 47th Senate were set.

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

Ms Taylor reported that a celebration in recognition of International Women's Day was held on March 6th. Ms Jolly was in attendance and brought greetings on behalf of the Board.

The Review Committee is looking to hire a student to undertake an evaluation of data and has begun preparations for an end of term faculty party.

5.12 Brandon University Alumni Association (D. Stewart)

Mr. Stewart reported that the last meeting was held on April 7, 2014. Homecoming has been confirmed for October 17 – 19, 2014; the classes of 1944, 1954, 1964, 1974, 1984, and 1989 will be celebrated.

On Friday, May 9th, the Winnipeg Alumni Chapter is hosting a reception at the Manitoba Club. Dr. Michael Kim, Dean of the School of Music, and his wife will be performing at the event. Additional details will be circulated for consideration.

The Alumni Association once again provided exam relief in the form of ice cream in the mingling area. Members also participated in a Thank-A-Thon on March 4th, the purpose of which is to thank the donors who contributed approximately \$60,000 to our Annual Fund Campaign.

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

Ms Bachewich and Mr. May reported the following:

- New BUSU Council will take office on May 1st;
- Work Study Applications have been processed and 16 of 26 applications will receive funding;
- Multi-cultural week will be held at the end of March;
- A new Office Manager has been hired (Suz Duff);
- A fundraiser for the Biological Society was held on March 29th. \$2,200 was raised for the purchase of an Articulated Skeleton for the Anatomy and Physiology Labs. Ms Bachewich thanked Dr. Poff for providing matching funds.

6.0 NEW BUSINESS

6.1 Motion: Scholarships/Bursaries – New Terms of Reference

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

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

Bachelor of Education Scholarship-Bursary for Aboriginal Students

To be awarded based on financial need and academic merit to a full-time, unsponsored, non-status Aboriginal student in the final year of either the Education After-Degree Program, or the PENT (Program for the Education of Native Teachers) Program. Recipients must have a minimum gpa of 2.5. Preference will be given to applicants with demonstrated community involvement or leadership as outlined in a resume attached to their application. This award may not be divided.

Value: Use income allocation, approximately \$900.

Seven Generations Scholarship

To be awarded by departmental recommendation, based on academic merit, to hardworking, returning students in the Program for the Education of Native Teachers (PENT) who plan to teach in a northern community. This award may not be divided.

Value: 6 X \$1,000

Prairie Ford Dealers Association Scholarship-Bursary

To be awarded on the basis of financial need and academic merit to Aboriginal students who are enrolled in a minimum of 18 credit hours. Students may hold this

award more than once but must reapply to be eligible. These awards may not be divided.

Value: 4 x \$2,500

Pallister Women's Athletic Award

To be awarded on the recommendation of the Athletic Director on the basis of athletic promise to a member of any of the Women's Bobcat teams. This award may not be divided.

Value: Use income allocation, approximately \$900

TD Bank Group Bursary in Environmental Science

To be awarded, based on financial need, to a student who has been accepted into the interdisciplinary Master of Science in Environmental and Life Sciences graduate program. This award may not be divided.

Value: Use income allocation, approximately \$1,000

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CARRIED**

6.2 **Motion: Scholarships/Bursaries – Revised Terms of Reference**

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

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

R.C.M.P. Veterans Association Manitoba Division Bursary

To be awarded on the basis of financial need to a full or part-time student who has completed the first year of the 5-Year Concurrent B.G.S./B.Ed. program at Brandon University, currently enrolled in the three or four-year Sociology (Crime and Community) degree program and/or the Justice Studies certificate program. Preference will be given to students with a demonstrated interest in policing and/or police studies. This award may not be divided.

Value: Annual Award of \$1,000

Note: Normally this award is given out on a rotational basis every three years.

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The change was necessitated by the end of the Bachelor of General Students.

CARRIED

6.3 Motion: Faculty of Education Department Restructure

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

BE IT RESOLVED THAT the Board of Governors accept the proposed Faculty of Education department structure.

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It was noted that this proposal is a departmental restructuring with no impact on course delivery of degree requirements and therefore, per Article 12(2)(c) of the Brandon University Act, the Board may “determine the administrative and academic organization of the University”. Dr. Poff acknowledged the notation in Article 20(2)(e), under the Powers of Senate, that they may “recommend to the Board, the establishment of additional faculties, schools, departments, chairs and courses of instruction”. Given that this deals specifically with additions in these areas, and not organizational realignment, it was felt that this request fell within the purview of the Board.

Dr. Fearon reported that this proposal has been unanimously supported by the faculty. The previous structure, which consisted of five departments, was unbalanced and not all of the departments met the 3-person requirement outlined in the Collective Agreement. The new structure will contain six departments, two of which will remain unchanged.

CARRIED

6.4 Motion: Application of Excess Interest Increase to Pensioners

Motion: Moved and seconded (F. Nichols/K. Phillips)

BE IT RESOLVED THAT the excess interest increase of 0.50% be applied as an increase to pensioners in July 2014 in accordance with article 7.3 (e) of the BU 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 Consumer Price Index (CPI), when the actuarial rate of return on investments exceeds 6%. The amount of excess earnings is 2.45%. In 2013, the CPI was 1.25%. Pensioners will automatically receive an allocation in this amount. The difference, or the remaining amount available, is 1.25%. Mr. Lamont stated that the Board of Trustees of the Pension Plan have recommended that 0.5% of the 1.25% be applied for the year 2011 when there was no cost of living increase. Applying this increase to pensions will increase the annual special payments by approximately \$42,400.

Mr. Lamont noted that pensioners only receive an increase when the returns on investments allow for it. Considering the interests of the pensioners, the Pension Plan, and the University's operating budget, the Trustees felt that this increase was a healthy balance of all interests.

Concern was raised about the status of the unfunded pension liability. It was noted that we must remain cautious and we must be sure that any adjustments are manageable.

CARRIED

6.5 Motion: Pension Plan Review Committee Report

Motion: Moved and seconded (K. Phillips/G. Boyd)

BE IT RESOLVED THAT the attached Pension Review Committee Report be received and that the recommendations be approved in principle. Further, if the recommendations are also approved by the Brandon University Faculty Association, that a task force be formed to work with the Province of Manitoba, Plan members, and other interested parties to determine the feasibility of the recommendations and to develop an implementation strategy for final approval by the Brandon University Board of Governors.

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Following the last round of bargaining, a Committee was struck to review all relevant issues relating to provision changes required in the Plan, the cost of making changes, the method by which the changes would be financed, and the time and circumstances of when the changes might become effective. After reviewing different structures, the Committee has recommended that the University move from a defined benefit plan to a shared risk plan. With this structure, the parties would be equals; sharing administrative costs, reduced benefits or an increased cost. Mr. Lamont noted that our actuary believes that, because we are a multi-unit pension plan (i.e. members from different union groups all belong to the same plan), we may have the ability to move towards a shared risk model without changing the legislation.

Mr. Lamont noted that this report is being provided to the Board of Governors and to the Faculty Association for approval in principle. Should it receive support, a consultant would be hired and further discussions and consultations with all employee groups would be held. Mr. Lamont reminded members that no changes can be made to the Plan without the approval of the Board and the Faculty Association. As the employer, it is important to bear in mind the interests of the other employee groups who belong to the Plan (e.g. MGEU, IUOE).

CARRIED

7.0 INFORMATION

- 7.1 Transactions of \$25,000 or More – February 1, 2014 to March 31, 2014
- 7.2 Report of Staff Changes – January 2014
- 7.3 Report of Staff Changes – February 2014
- 7.4 Report of Staff Changes – March 2014
- 7.5 Final List of Graduates – February 18, 2014

Items 7.1 through 7.5 were received for information.

8.0 ANY OTHER BUSINESS

8.1 Move to Closed Session

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

BE IT RESOLVED THAT the meeting moves to Closed Session.

CARRIED

8.2 Motion(s) Raised from Closed Session

The following motions were raised from Closed Session:

BE IT RESOLVED THAT the Board of Governors approve the selection of Ms Tanya Joice as the 2014 recipient of the Board of Governors Award for Excellence in Community Service.

9.0 ADJOURNMENT

Moved (C. Taylor)

BE IT RESOLVED THAT the meeting adjourn at 11:17 a.m.

CARRIED

Chair, Board of Governors

Secretary, Board of Governors