

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

**May 24, 2014
Room 043 Health Studies
8:30 a.m.**

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- Present:** Ms S. Armstrong, Ms J. Biggs, Mr. G. Boyd, Mr. J. Cockerill, Mr. M. Decter (via telephone), Dr. R. Gasse, Ms B. Jolly, Ms L. McDougald-Williams, Ms K. Phillips, Dr. D. Poff, Mr. B. Schaffer, Mr. J. Springer, Mr. D. Stewart, Ms C. Taylor
- Resource:** Dr. G. Fearon, Mr. S. Lamont, Ms K. Fisher (Recorder)
- Regrets:** Ms S. Mutasa, Dr. F. Nichols
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1.0 CALL TO ORDER

The Chair called the meeting to order at 8:34 a.m.

The Chair welcomed Mr. Joel Springer, BUSU President, to the Board of Governors.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of May 24, 2014

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

BE IT RESOLVED THAT the agenda of the May 24, 2014, Board of Governors meeting (Open Session) be approved.

**055 May14
CARRIED**

2.2 Move to Closed Session

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

BE IT RESOLVED THAT the meeting move to Closed Session.

CARRIED

2.3 Approval of Minutes of April 26, 2014

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

BE IT RESOLVED THAT the minutes of the April 26, 2014, Board of Governors meeting (Open Session) be approved as amended:

Item 6.4 Application of Excess Interest to Pensioners

The rate of CPI shall be corrected to read “1.2%” rather than “1.25”. The remaining amount available to be allocated to pensioners is “1.25” rather than “1.2%”.

**056 May14
CARRIED AS
AMENDED**

3.0 DELEGATIONS

3.1 Brandon University Brand Identity
Mr. Alex Beshara, Communications Officer (Social Media)

Dr. Poff introduced Mr. Alex Beshara, Communications Officer (Social Media). Mr. Beshara has undertaken a comprehensive review of our logo and our wordmark and, as a result of his work, we plan to bring forward, to the Board, a recommendation for a revised logo and wordmark at the June meeting for consideration.

Mr. Beshara reviewed a series of survey results pertaining to perception (both external and internal), desire for change, taglines, etc., as well as proposed next steps (to create a visual identity that supports the perception of BU as a welcoming and innovative academic institution).

Mr. Beshara reviewed the University’s current logo, crest, and wordmark. Dr. Poff noted that our crest and not been registered with the Heraldic Authority of Canada. Given that it has not been registered, we do have the ability to change it but, moving forward, we should consider registering it officially. Mr. Beshara provided alternative approaches to our crest and wordmark and asked the members of the Board to share their feedback.

Dr. Poff commended Mr. Beshara for the efforts and leadership that he has put into this project.

Dr. Gasse asked if there has been any consideration to changing the actual name of Brandon University. Dr. Fearon noted that this can cause significant confusion among alumni and suggested that we not put a lot of intellectual consideration into this but rather into changing how we are perceived by our community.

Mr. Beshara noted that our faculties and school do not currently have a formal method to identify themselves. We intend to adapt our wordmark to allow for this

identification. Mr. Beshara noted that there is visual identity overhaul that is in progress and we hope to modify our standards to enable faculties and schools to produce higher quality publications for a cohesive University look.

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 on Friday at 4:45 p.m.

Revised terms of reference for three awards were reviewed as proposed by the Senate.

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

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

Senior Botany Scholarship in Biology
Peter Dobson Memorial Scholarship
The Tire Stewardship Manitoba Scholarship-Bursary in Environmental Science

5.2 Finance and Audit Committee (L. McDougald-Williams)

a) Report from the Finance and Audit Committee

The Finance and Audit Committee met on Friday at 5:00 p.m.

A motion regarding the allocation of unrestricted endowment funds for the 2014/2015 fiscal year was discussed. A total of \$97,087.00 has been made available for these awards which will be awarded in accordance with the established five-tier structure.

At March 31, 2014, 100% of the 2013-2014 budget year was complete. Ms Berkan provided a year-end financial update and the Committee received the following reports:

- Financial Summary by Function as at March 31, 2014
- Financial Summary by Object as at March 31, 2014

- Research and Special Purpose Funds for the Period of April 1, 2013 to March 31, 2014
- Transactions of \$25,000 or More for the period of April 1, 2014 to April 30, 2014

In addition, the Finance and Audit Committee passed the following motion:

BE IT RESOLVED THAT the Finance and Audit Committee recommend to the Board of Governors, for approval, the allocation of unrestricted endowment funds for the 2014/2015 fiscal year as outlined.

5.3 Executive Committee (L. McDougald-Williams)

a) Report from the Executive Committee

The Executive Committee met on Friday at 5:30 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.

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 Annual General Meeting of the Brandon University Foundation was held on Friday. Following the meeting, a luncheon was held at which the members of the Order of the Sheaf were recognized as were some of our long-serving volunteers and donors.
- The University still has the support and commitment of the provincial government for the mature student housing project which has been rather slow moving. Scott and I will be attending a follow-up meeting with the Premier within the next few weeks.
- A meeting was held with COPSE leadership to review and discuss a draft administrative agreement with respect to Campus Manitoba.

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:

- An update on the consultations held with respect to the Academic planning process was provided. All of the faculties and academic service units have been actively engaged in the

Dr. Fearon clarified that there were multiple methods of engaging with students with respect to the Academic planning process, including in-person consultations, a survey, meetings with representatives of the Students' Union as well as having a student representative serving on the Committee itself.

Dr. Gasse requested an update on the status of our proposals currently before the Council on Post-Secondary Education. Dr. Fearon noted that there are currently three proposals presently before the Council and they are hoping to wrap-up all pending proposals before they merge into the Ministry which is expected sometime in 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:

- A decision to change from being an interruptible natural gas supply customer to a High Volume Firm has been made due to a significant increase in cost and interruption of service this past year.

Ms Biggs asked, with respect to the proposed walk-in clinic, if there would be any connection with our Health Studies faculty and staff. Mr. Lamont noted that they are supportive of this initiative but the services themselves would be offered by the existing clinic employees. Dr. Gasse asked if the clinic would be open to the public or just Healthy Living Centre membership holders. Mr. Lamont noted that this is not expected to be the case.

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

The Foundation held its Annual General Meeting on Friday, May 23, 2014. A copy of the 2013 Annual Report of the Foundation was circulated to the members of the Board for information.

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

There has been no meeting to report on.

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 (R. Gasse/B. Jolly)

Ms Jolly provided the following report on the May 13, 2014, Senate meeting:

- The list of graduates for the May 30, 2014 Convocation was approved;
- A motion, originated by the Students' Union, regarding the development of a standardized course outline across all faculties was approved;
- This year's recipient of the Senate Award for Excellence in Research is Dr. Darek Klonowski of the Department of Business Administration. The Board acknowledged Dr. Klonowski's accomplishments.

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

There has been no meeting to report on.

5.12 Brandon University Alumni Association (D. Stewart)

There has been no meeting to report on.

5.13 Brandon University Students' Union (J. Springer/S. Mutasa)

Mr. Springer reported that BUSU is currently in the process of filling vacant council positions, including that of Vice-President Internal. In collaboration with Student Services, preparations are also beginning for this year's orientation activities.

6.0 NEW BUSINESS

6.1 Motion: Scholarships/Bursaries – Revised Terms of Reference

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

BE IT RESOLVED THAT the Board of Governors approve the revised Terms of Reference and/or Names of the following awards:

Senior Botany Scholarship in Biology

This scholarship is ~~To be~~ provided by an anonymous donor and is awarded on the recommendation of the Biology Department. –Awarded to a student proceeding from second to third year in the Ecology and Evolution stream. This award may not be divided.

Value: Annual award of \$500

Peter Dobson Memorial Scholarship

Provided by the Manitoba ~~Association of~~ Physical Education Supervisors' ~~Association~~, to be awarded to a student in the Bachelor of Physical Education Studies degree, for outstanding performance and active involvement in the field of Physical Education, on the recommendation of the Department of Physical Education. Award may not be divided.

Value: ~~award~~ X Use income allocation, approximately \$125

The Tire Stewardship Manitoba Scholarship-Bursary in Environmental Science

The Tire Stewardship Manitoba – Moe Tresoor Scholarship-Bursary in Environmental Science

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CARRIED

6.2 Motion: Board of Governors Entrance Scholarships and Bursaries

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

BE IT RESOLVED THAT the Board of Governors approve the allocation of unrestricted endowment funds for the 2014/2015 fiscal year as follows:

| | | |
|---|---|--------------------|
| Faculty Research (BURC) | | 50,865.00 |
| 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 | | 46,222.00 |
| TOTAL | | \$97,087.00 |

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Mr. Lamont noted that all funds allocated for research must go towards research only and other commitments, such as library acquisitions, are funded through the endowment funds. All remaining funds are made available for the Board of Governors' Entrance Scholarships which are automatically awarded to all students who qualify as per the five-tier structure noted above.

CARRIED

6.3 Motion: 2014 – 2015 Operating Budget

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

BE IT RESOLVED THAT the Board of Governors approve the 2014-2015 Operating Budget (including the 2014-2015 Fee Schedule and budget relating to Renovations & Equipment, Eckhardt-Gramatte Conservatory of Music, Ancillary Service and Campus Manitoba), as recommended by the President.

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Dr. Poff, Dr. Fearon and Mr. Lamont spoke to a PowerPoint presentation that highlighted the approach of this year's budget as well as assumptions and additional considerations and challenges such as the unfunded pension liability, faculty and program renewal, surplus and carryforward funds.

Mr. Lamont noted that our applications are up by approximately 21% when compared to this time last year. Our admissions are up by a similar figure; this is a positive indication that our recruitment and retention efforts are beginning to generate results. He further noted that budget unit heads have been prudent in this year's budget planning process but approximately 25% of surplus funds will be used to bring us to a balance position.

In the current Collective Agreement with the Faculty Association, it was agreed that, should the unfunded liability special payments drop below \$3.126 million, one-third of the savings below the \$3.126 million are to be paid as a one-time payment to all BUFA members contributing to the Plan. One-third of the savings will be paid into a pool for student bursaries and one-third will remain in the operating budget for general purposes.

Proposed Adjustments to Draft Base Budget – Page 52

Prior to any adjustments, and after factoring in grants and tuition fees, the budget is \$3.579 million from balance. Adjustments of \$3.572 million result in a net budget position of (\$7,000), which, for all intents and purpose, is balanced. Approximately 60% of the unappropriated surplus, 50% of the faculties' carry-forward funds, and 70% of the administrative offices' carry-forward funds will be used. Inflationary increases were either pulled back or reduced (e.g. on consumables) and the 50% tuition refund date has been eliminated.

Funds will be reinvested in the areas that support our mission and institutional priorities (e.g. Student Services, IT Services (for development, a firewall, and a degree audit), Athletics (introduction of Manitoba Colleges Athletic Conference (MCAC)), the Academic Plan and the Library. Adjustments to the expected revenues of the Library and the English for Academic Purposes (EAP) program have been made to reflect current circumstances.

Ancillary Services – Page 126

Significant changes have been implemented in this area and there is an expectation that the Ancillary Services' budget position will improve. Until their budget position improves, they will not have the capacity to contribute to the operating budget of the University as they have in past years. One new component is the introduction of a second-tier meal plan for those who have smaller appetites or who wish to occasionally eat off campus. With the larger of the two plans, up to \$300 can be used in SUDS and a refund down to the level of the second-tier plan will be available. The University is also working to drive the non-board business; the number of people eating in the main dining room has increased slightly. Mr. Lamont noted that the Charley Biggs operation will be closed and all services will operate out of the main dining room which will remain open from early in the morning until late in the evening (between 9:00 p.m. and 11:00 p.m.).

Another new initiative is the introduction of new student awards for those who stay in residence their first year and maintain a GPA of 3.0 and return to residence in their second year and so on. There will also be an opportunity for returning students to mentor other students living in residence.

Mr. Lamont noted that if we are able to increase the number of students living in residence, we will be able to bring our Ancillary and Food Service operations into a healthier fiscal position.

Dr. Gasse questioned if the 2% of the budget that is allocated for scholarships and bursaries includes the funds that are provided by the Foundation. Mr. Lamont noted that the 2% only represents the awards that are funded out of the operating budget (e.g. entrance scholarships) and does not include the awards that are funded out of the Foundation.

Ms Taylor questioned whether there has been any consideration of alternative ways to raise funds to support the operating budget. Mr. Lamont noted that new initiatives aimed at increasing student attraction and retention are started to show positive returns; however, the expenditure side of value-added services and core programs must be considered. Should the Ancillary Services operations improve, they will also be in a position to contribute to the operating budget. Dr. Fearon noted that work is being done to broaden the scope in the areas of recruitment and retention. Other areas such as adult education, continuing education, etc. may also be possible because we have capacity to grow.

A discussion regarding the introduction of MCAC soccer took place. Dr. Fearon noted that the \$30,000 commitment is for both a men's and women's team. With the growing population of immigrant families in the City of Brandon, this was considered, in part, to be community engagement. It is expected that this program will be cost neutral.

With respect to the University's attempts at recruitment and retention, Mr. Schaffer noted that all parties must recognize that internal relationships must improve. Dr.

Fearon noted that the academic planning process has exposed a shared spirit across the University and there is an understanding of how important this is.

Ms Taylor asked for rationale behind the two new positions in the Executive Offices (AVP Research and Institutional Research). Mr. Lamont noted that these positions were included in the base budget but were not funded in this budget year. The amounts allocated now represent a savings.

Dr. Gasse questioned what the new amount of \$47,269 in line 5401-416 (General CW Expenses) in the athletics budget is. Mr. Lamont noted that this amount was formally reported in line 5401-415. For 2013-14, 5401-415 was budgeted at \$54,225. For this budget year, the Canada West expenses were separated from the Canadian Intersport (CIS) expenses which resulted in \$8,194 in 5401-415 and \$47,269 in 5401-416 for a total of \$55,463. Splitting the expenses makes it easier to monitor those of each league.

Specifically, the \$8,194 is for membership fees to CIS. The Canada West amount is made up of \$17,615 for operating fees (essentially membership fees), \$3,000 in webcast fees, and the bulk of the remainder is for sport specific fees (volleyball and basketball). The total amount of the fees payable to Canada West is dependent on how many of our teams advance to playoffs and, likewise, at the end of the year we receive a cheque for travel subsidy and other expenses. In 2013-2014, the reimbursement was \$26,000 which was coded against travel expenses and not against CW expenses.

CARRIED

7.0 ANY OTHER BUSINESS

There were no items of new business.

8.0 INFORMATION

- 8.1 Transactions of \$25,000 or More – April 1, 2014 to April 30, 2014
- 8.2 Report of Staff Changes – April 2014
- 8.3 Library Acquisitions Report for 2013 – 2014 Fiscal Year

Items 8.1 through 8.3 were received for information.

9.0 ADJOURNMENT

Moved (K. Phillips)

BE IT RESOLVED THAT the meeting adjourn at 12:33 p.m.

CARRIED