

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

**November 22, 2014
Louis Riel Room
8:30 a.m.**

Present: Ms S. Armstrong, Ms J. Biggs, Mr. G. Boyd, Mr. N. Brown, Mr. M. Cain, Mr. S. Chambers, Mr. M. Decter (via telephone), Mr. L. Evans, Dr. R. Gasse, Dr. G. Fearon, Ms B. Jolly, Ms K. Phillips, Mr. B. Schaffer, Mr. J. Springer, Mr. D. Stewart (Chair)

Resource: Dr. H. Duncan, Mr. S. Lamont, Ms K. Fisher (Recorder)

1.0 CALL TO ORDER

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

The Chair welcomed two new members, Mr. Shawn Chambers and Mr. Nicholas Brown, to the meeting and asked that the members of the Board introduce themselves.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of November 22, 2014

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

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

6.6 Appointment of Faculty Representative on Knowles-Douglas Commission

The Chair noted that this item will be deferred to the next meeting.

**109 Nov14
CARRIED AS
AMENDED**

2.2 Approval of Minutes of September 27, 2014

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

BE IT RESOLVED THAT the minutes of the September 27, 2014, Board of Governors meeting (Open Session) be approved.

**110 Nov14
CARRIED**

3.0 DELEGATION

- 3.1 Mrs. Kathleen Nichol, Chair, Status of Women Review Committee
Re: A Review of the Status of Women at Brandon University 2009 – 2014

The Chair welcomed Mrs. Kathleen Nichol, Chair of the Status of Women Review Committee to the meeting.

Ms Nichol presented the results of the five-year review of the Status of Women at Brandon University. The following highlights were discussed:

- Equity in higher education is improving but some gaps remain;
- In terms of hiring, there are no statistically significant differences but women are typically hired in lower ranks;
- Men and women have had similar promotion application success;
- Women are less likely to be tenured and more likely to be continuing.

The report concluded that Brandon University is progressing towards gender equity but some barriers remain. A number of recommendations form a part of the report and include:

- Increase professional development funds;
- Increase workshops and supports;
- Consider workload and family responsibilities;
- Formalized mentorship program;
- Recognition of mentorship as a service activity;
- Increase flexibility in teaching schedules;
- Increase number of daycare placements for faculty;
- Implement 39 hour term rather than 36; and
- Stagger lunch hours of faculty office staff.

Dr. Fearon expressed his thanks to Ms Nichol and the members of the Review Committee for their work. He noted that progress has been made but there is certainly a need to continue our collective efforts.

4.0 CORRESPONDENCE

- 4.1 Letter dated November 6, 2014, from Dr. David Barnard on behalf of COPUM (Council of Presidents of Universities in Manitoba) re Canadians for a New Partnership

This item was received for information.

5.0 REPORTS

5.1 Academic Operations Committee (J. Biggs)

a) Report from the Academic Operations Committee

The Academic Operations Committee met on Friday, November 21st.

Dr. Heather Duncan reported that Brandon University's Academic Plan – Looking Ahead 2015 – 2020 was approved by the Senate on October 14th. Dr. Duncan provided an overview of the consultation and planning process and spoke to the six (6) key strategic priorities which include:

1. To distinguish Brandon University as a leading student-centred institution of choice for students;
2. To establish and promote Brandon University as an institution engaged in innovative research, scholarly, and creative activity;
3. To conduct community engagement and university service activities;
4. To promote diversity and inclusive post-secondary educational opportunities;
5. To foster academic program excellence, renewal, and development; and
6. To foster sustainable growth and development in academic programs and services.

In addition, Dr. Fearon provided an overview of the institutional planning process.

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.

The Committee received the bi-annual reports on Contracts/Agreements, Insurance Policies, International Agreements and Telephones/Computers and Maintenance/Warranty Agreements.

Also received for information were the following reports:

- o Financial Summary as at October 31, 2014
- o Financial Summary by Object as at October 31, 2014
- o Research and Special Purpose Funds for the period April 1, 2014 to September 30, 2014
- o Transactions of \$25,000 or More from September 1, 2014 to October 31, 2014

5.3 Executive Committee (D. Stewart)

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 (G. Fearon)

a) Report from the President

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

- The Council of Presidents of Universities in Manitoba (COPUM) has been meeting more regularly and has been discussing a number of key themes including:
 - Post-secondary systems coordination – including discussions on how our institutions are distinguishing and differentiating ourselves;
 - Institutional collaboration, joint programming, etc.;
 - Aboriginal initiatives – as indicated in the correspondence shared with the Board regarding the collective signing of the Declaration for Canadians for a New Partnership, COPUM continues discussions on how our institutions may collaboratively support Aboriginal initiatives within the Province.
- Rural Development Institute's 25th Anniversary and Rural Policy Think Tank – the Minister of Agriculture, Food, and Rural Initiatives was in attendance and presented the University with a cheque representing the government's contribution to RDI.
- ACC and BU Memorandum of Understanding – the leadership teams from both institutions will be meeting next week to further discuss the implementation and prioritization of priorities.
- Throne Speech – attended the Throne Speech and was pleased to hear the reference to the education strategy for post-secondary education as well as the announcement of interest-free student loans. This is the first jurisdiction in western Canada to have this provision and we believe that this will be welcome news to our students.

Mr. Boyd expressed his appreciation to those who were a part of the organizing committee of Homecoming. Dr. Fearon echoed Mr. Boyd's comments and shared that a wooden bench constructed from materials salvaged during the renovation of Clark Hall was presented by the Class of 1964.

Dr. Gasse questioned if there are any plans in the immediate future to move forward with hiring on a permanent basis a Vice-President (Academic and Provost) and Associate Vice-President (External). Dr. Fearon noted that, with respect to Intuitional Advancement, there is a significant gap between the leadership and operational levels and we are more likely to address this first. Dr. Fearon expressed his intent to return to the Board with recommendations to address a number of positions that are currently filled in an acting capacity.

5.5 Vice-President (Academic and Provost) (H. Duncan)

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

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

- Attended an event hosted by the Business Council of Manitoba at which two students of Brandon University were recognized as recipients of the Aboriginal Education Award.
- The Academic Plan has now been approved by Senate and is currently with a designer who is developing the final publication version. Dr. Duncan noted that copies of the Plan will be distributed to the members of the Board as soon as it is in its final form.

Dr. Duncan noted that a meeting with all of the Vice-President Academics in the province was held last week. Work is advancing on a process for program submissions and approvals and we should soon have a mechanism in place with the Ministry of Education and Advanced Learning.

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:

- Fleming School property - met with Hon. Peter Bjornson when he was the Minister of Housing and a letter has recently been sent to Hon. Kerri-Irvin-Ross, now the Minister of Housing, to provide an update. A meeting was held with Harvey Douglas of the Seniors Co-op to discuss possible partnership opportunities. They have a strong business model but do not have any land. In addition to the opportunity to partner with the Seniors Co-op, it may also be possible to partner with Assiniboine Community College. Discussions are also on-going with Marianne Thiessen, the Director of the Bran-U Daycare, to ensure their needs are also addressed.

- Walk-in Clinic – the clinic opened in late October. Demand was slow initially but it has been increasing. A flu shot clinic was held in mid-November and it was very well attended.
- Food Services – a food industry consultant was on campus to review our Food Service options and made a number of recommendations in the areas of physical space, menu, staffing, servery, etc.

Mr. Cain noted that, following the security breach, there is a requirement that our passwords be reset on a monthly basis. Through informal discussions with IT staff, it seems that a great deal of time is required to assist people with this requirement. The negatives seem to out-weight the positives and Mr. Cain questioned if this policy could be or should be revisited.

Mr. Lamont noted that a Request for Proposal has been issued to undertake a review of our security and vulnerability audit of our entire IT system. Through this process, we will receive information on why we had a breach and also whether or not the fixes implemented following the breach are effective. Rather than dealing with it as a password issue, it was noted that this will be dealt with as part of a broader review.

5.7 Brandon University Foundation (G. Boyd/M. Cain)

Mr. Boyd provided the following report:

The Foundation Semi Annual meeting was held October 10th, 2014

The Foundation Financial Statement as of June 30, 2014

- Total Assets \$57.2 million
- Total Liabilities \$286 thousand
- Total Net Assets \$56.9 million

Heathbridge Capital Management gave a quarterly analysis report for the period ending September 30, 2014.

- The long rate of return has been 10% per year
- These have been a mix of investments: Cash 29%, Bonds 10%, Equities 61%
- Our balanced funds have been above average on their returns
- Overall our portfolio has outperformed our Policy index

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

Ms Armstrong noted that the Knowles-Douglas Commission met on November 15th. A number of items of new business were discussed including:

- Audit – BDO has finished the audit for 2013-2014 and the draft statements were approved. BDO was also approved as the Auditor for the 2014-2015 fiscal year.
- Building Management Fee - a discussion took place on whether or not to increase this fee.
- Renovations – renovations to bathrooms and water stations were discussed.

Mr. Evans asked for clarification regarding the ownership and management of the building.

Mr. Lamont noted that the Students' Union owns the building, the University owns the land, and the Knowles Douglas Commission manages the operation. The KDC is primarily comprised of students but includes representatives from the Board, administration, faculty, and alumni as well.

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

Mr. Lamont noted that the Board of Trustees met on November 21st. The investment managers presented and reported that our investments continue to perform well (returns are 8.5% on an annual basis).

Campus presentations for employees and spouses were facilitated by Eckler Ltd., Brandon University's actuary and pension consultant. A number of topics were covered including deferring your pension, budgeting for retirement, and Canada Pension Plan. Attendees have provided positive feedback from these sessions.

5.10 Brandon University Senate (B. Jolly)

Ms Jolly noted that Senate has reviewed and approved the Academic Plan. As the Board's representative on the Integrated Strategic Planning Steering Committee, Ms Jolly extended thanks to Drs. Fearon and Duncan for their leadership and work in bringing this document to completion.

Ms Jolly provided highlights from each of the faculties as submitted by the Deans.

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

It was noted that the composition of the Committee is established within the Collective Agreement.

5.12 Brandon University Alumni Association (D. Stewart)

It was reported that exam relief will be offered once again. It was noted that collaborations with Healthy Campus and the Library's Long Night Against Procrastination may also be possible.

5.13 Brandon University Students' Union (J. Springer/N. Brown)

Mr. Springer reported that BUSU held a barbeque in conjunction with Homecoming weekend and raised a few hundred dollars for the Student Food Bank. In addition, the annual Halloween food drive took place and volunteers collected 5,300 pounds of food for the Food Bank.

Additional activities include:

- By-election was held at the end of October and a number of vacant positions were filled;
- Planning is underway for the annual Christmas potluck for those students who do not return home for the holidays; and
- Planning is also underway for a second term orientation for new students.

6.0 NEW BUSINESS

6.1 Brandon University: Looking Ahead – Academic Plan 2015 – 2020

Dr. Duncan gave a brief overview of the academic planning process which was initiated late in 2013 and provided a summary of the work of the 20 member Committee.

The Committee undertook a self-assessment and reviewed a wide-array of data including graduation rates, retention rates, and student success measures. A wide-ranging environmental scan considered trends in higher education across Canada as well as internationally. A survey was made available to the entire University community as well as a wide-variety of external stakeholders and there were a total of 417 respondents. Eight (8) focus groups were conducted, including one for Aboriginal leaders and community representatives. All of the data was collated, analyzed and separated into broad themes which formed the key priorities. The six (6) key strategic priorities include:

1. To distinguish Brandon University as a leading student-centred institution of choice for students;
2. To establish and promote Brandon University as an institution engaged in innovative research, scholarly, and creative activity;
3. To conduct community engagement and university service activities;
4. To promote diversity and inclusive post-secondary educational opportunities;
5. To foster academic program excellence, renewal, and development; and
6. To foster sustainable growth and development in academic programs and services.

The discussion paper was presented to Senate in September for consideration. A condensed version of the Plan was approved by Senate in October with minor revisions incorporated. The final report will be developed into a print-ready publication for broad distribution in January.

A discussion took place regarding Brandon University's standings in recent surveys. At a broad level, the purpose of the Academic Plan was essentially to look at all of the academic units and to come to a consensus on our priorities and to

build a sense of vision across the University. The achievement is really the process of people from across the university and beyond coming together to move the University forward.

Survey results provide historical context. There are different surveys and there are different constructs that provide baseline. The Academic Plan provides the construct to bridge any gaps.

6.2 Institutional Planning Process

Dr. Fearon provided an overview of the broader institutional planning framework. With the recent approval of the Academic Plan, work will begin within the faculties to develop unit-level plans that will be integrated into the overarching Plan. Components of the broader planning process will include an institutional plan and master plan. The Institutional Plan will encapsulate a number of broader items such as the size and type of the university in five years, ten years, etc.; the direction of our academic program offerings, our brand and reputation, and financial stability and the Master Plan will consider our impact on the city, the state of our facilities, space allocation, etc.

Members agreed that it would be beneficial to receive an overview of the environmental scan.

6.3 Motion: Policy Revision – Clean Air Policy

Motion: Moved and seconded (J. Springer/N. Brown)

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

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Mr. Lamont noted that the revisions pertain primarily to e-cigarettes. Although there is still much unknown about e-cigarettes, there is general agreement that they are as undesirable in one's environment as cigarettes are. Mr. Brown added that nicotine juice, which is used in vaporizers, is also illegal for sale in Canada.

CARRIED

6.4 Motion: Award for Excellence in Community Service

Motion: Moved and seconded (R. Gasse/S. Armstrong)

BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Award for Excellence in Community Service.

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Dr. Fearon noted that the changes are minor and relate solely to the deadline for nominations.

CARRIED

6.5 Appointment of Student Representative on Brandon University Foundation Board of Directors

Motion: Moved and seconded (J. Springer/M. Cain)

BE IT RESOLVED THAT Mr. Nicholas Brown be appointed as the Student Representative on the Brandon University Foundation Board of Directors.

CARRIED

7.0 MOVE TO CLOSED SESSION

7.1 Move to Closed Session

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

BE IT RESOLVED THAT the meeting move to Closed Session.

CARRIED

7.2 Motion(s) Raised from Closed Session

The following motions were raised from Closed Session:

BE IT RESOLVED THAT the Board of Governors approve the sale of the house owned by Brandon University located at 463 – 13th Street;

AND THAT (a) one half of the proceeds be used to support the Centre for Learning and Technology and a Learning Commons, and (b) the other half of the proceeds to be used to create a fund for a new Science Building.

BE IT RESOLVED THAT the Board of Governors approve the naming of the Student Lounge/Study Space located on the main floor of the Education Building, after Dr. W. W. McCutcheon in recognition of his service to Brandon University and the Faculty of Education.

8.0 INFORMATION

- 8.1 Transactions of \$25,000 or More – September 1, 2014 to October 31, 2014
- 8.2 Research Highlights – 2013-2014
- 8.3 Contract/Agreements Report – November 2014
- 8.4 Insurance Policies Report – November 2014

- 8.5 International Agreements Report – November 2014
- 8.6 Telephones/Computers and Maintenance/Warranty Agreements – November 2014

Items 8.1 through 8.6 were received for information.

9.0 ADJOURNMENT

Moved (S. Armstrong)

BE IT RESOLVED THAT the meeting adjourn at 12:44 p.m.

CARRIED

Chair, Board of Governors

Secretary, Board of Governors