

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

**January 24, 2015
Louis Riel Room
8:30 a.m.**

Present: Ms S. Armstrong, Ms J. Biggs, Mr. G. Boyd, Mr. M. Cain, Mr. S. Chambers, 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)

Regrets: Mr. N. Brown, Mr. M. Decter

1.0 CALL TO ORDER

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

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of January 24, 2015

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

BE IT RESOLVED THAT the agenda of the January 24, 2015, Board of Governors meeting (Open Session) be approved.

**011 Jan15
CARRIED**

2.2 Move to Closed Session

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

BE IT RESOLVED THAT the meeting move to Closed Session.

CARRIED

2.3 Approval of Minutes of November 22, 2014

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

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

**012 Jan15
CARRIED**

2.4 Motion(s) Raised from Closed Session

The following motions were raised from Closed Session:

BE IT RESOLVED THAT the Board of Governors approve the granting of the designation “Professor Emeritus” to Dr. Gerald Dueck of the Department of Mathematics and Computer Science, Faculty of Science.

BE IT RESOLVED THAT the Board of Governors approve the granting of the designation “Professor Emerita” to Dr. Barbara Gfellner of the Department of Psychology, Faculty of Science.

3.0 CORRESPONDENCE

There were no items of correspondence.

4.0 REPORTS

4.1 Academic Operations Committee (J. Biggs)

a) Report from the Academic Operations Committee

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

Dr. Duncan reported that the final Academic Plan publication has been completed and will be distributed to the Board tomorrow. Faculty units are now developing their plans that will align with the overarching University Plan.

New terms of reference for two awards were reviewed as proposed by the Senate as were the revised terms of reference for two awards.

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:

The Prospector’s Bursary in Economic Geology
Brandon University Psychology Club Students Helping Students 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:

Terry & Irene Penton Memorial Entrance Scholarship
The Mel & Ruth Turnbull Scholarship Bursary

4.2 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.

Two items of new business were on the agenda for discussion including the approval of the acceptance of \$150,000 in Proposal Development Funding from Manitoba Housing and the annual endowment earnings disbursement rate as recommended for approval by the Brandon University Foundation at their Semi-Annual meeting on October 10, 2014.

The Finance and Audit Committee passed the following motions:

BE IT RESOLVED THAT the Finance and Audit Committee recommend to the Board of Governors, for approval, the acceptance of up to \$150,000 in Proposal Development Funding (PDF) loan monies from Manitoba Housing;

AND THAT the appropriate signing officers be authorized to execute both copies of the promissory note.

BE IT RESOLVED THAT the Finance and Audit Committee recommend to the Board of Governors, for approval, the endowment earnings disbursement rate of 5.0% as recommended by the Brandon University Foundation.

Also received for information were the following reports:

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

4.3 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.

4.4 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:

- Established regular meetings with student associations (BUSU and BUASC) to ensure that they have the opportunity to carry their message and desires to the President;
- Regular meetings with the Chamber of Commerce to look at ways in which we can work together;
- Second General Faculty Council (GFC) was held in mid-January. A third will be scheduled later this term. A welcome-back New Year's celebration was also held and general comradery among faculty and staff was enjoyed.

Dr. Fearon noted that he had the opportunity to meet with the Premier during one of his visits to Brandon during which the future directions of Government formed part of the general theme of discussions.

Mr. Boyd spoke to the increased awareness around domestic violence. Dr. Fearon referenced the work of the Workplace Wellness Taskforce as well as the accessibility of an Employee Assistance Program.

4.5 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:

- Copies of the Academic Plan were distributed. Individual faculties and units are now in the process of developing their unit-level plans that will align with the overarching Academic Plan. The unit-level plans will include a set of priorities as well as indicators for success which will allow us to better track our progress.
- A significant number of applications for BURC (Brandon University Research Committee) grants were received. Not all applications received funding but feedback was provided to those who did not

receive funding so that they are able to strengthen any future grant applications.

- Welcomed Dr. Demetres Tryphonopoulos as Dean of the Faculty of Arts earlier this month.

Dr. Gasse asked that teaching and writing be added to the list of initiatives to be discussed as part of the on-going dialogue with Assiniboine Community College.

Dr. Duncan noted that the program approval protocol is in draft form and the Post-Secondary Academic Coordination Advisory Group (comprised of the Vice-Presidents Academic) hopes to see it released in its final form in the coming months. All program approvals continue to be on hold until the protocol has been established.

4.6 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:

- Administrative leaders at BU and ACC have been meeting to discuss and explore opportunities for collaboration in terms of shared resources, processes, experiences, etc.
- Gender neutral and accessible washrooms are being identified across campus and, where necessary, renovations will be undertaken to improve safety, security, and accessibility.

4.7 Brandon University Foundation (G. Boyd/M. Cain/N. Brown)

Mr. Boyd reported that 186 seats were sold as part of the Score-A-Seat Campaign and a donor recognition evening will be held on January 31st.

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

Ms Armstrong reported that the last meeting was held on December 3rd, 2014. Key items for discussion included an update on term deposits, gender neutral and accessible washroom renovations and the use of security cameras.

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

There was no meeting to report on.

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

Dr. Gasse reported that Senate has met twice since the last meeting of the Board – December 16, 2014 and January 13, 2015. At the December 16, 2014, meeting, a significant number of new and revised courses were presented and approved. This is typical of the December Senate as the University prepares for the new graduate and undergraduate calendars. Terms of reference for two new awards and revised terms of reference for two additional awards were presented and recommended to the Board of Governors for approval. In addition, Senate elected representatives to serve on various Review Committees for academic units. The following external reviews are expected to occur: the Department of History (Arts); Gender and Women's Studies Program (Arts); the Faculty of Education, the School of Music; and the Library.

At the January 13, 2015, meeting, additional new and revised course and calendar changes were presented, particularly at the graduate level (Master of Environmental and Life Sciences, Master of Rural Development, Music and Master of Education degrees). A slightly revised procedure for appointment of faculty members to the Faculty of Graduate Studies was also approved.

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

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

Ms Jolly reported that the Women's Research Network has started a new program called *Writing Days* where researchers come and work on their research for as long as they wish. Following the first session, researchers met with Diane Novak, Director of the Centre for Teaching, Learning and Technology, and benefited from tips on using technology to save time for research and teaching. Four additional *Writing Days* have been scheduled in the months of January, February, March and April.

The Committee has begun preparations for International Women's Day on March 8th. Faculty members have been invited to nominate exceptional female students who will be featured on the BU website from March 4th – 8th. A reception in honour of these students will be held on Thursday, March 5th at 4:30 p.m. in the Gathering Space in the Library and all are welcome to attend.

4.12 Brandon University Alumni Association (D. Stewart)

There has been no meeting to report on.

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

Mr. Springer reported the following:

- BUSU's Annual Campus Christmas event, held on December 22nd, was very well attended.
- A number of events were coordinated as part of *Snowientation*, an orientation held during the first week of term two.

- Preparations are well under way for Mental Health Week and include a *Drums Alive* event in the Evan's Theatre, a community walk to be followed by the signing of a City of Brandon Proclamation by Mayor Rick Chrest, and a special guest speaker, Mr. Allan Kehler, whose talk on Thursday, January 29th is free and open to the public.

5.0 NEW BUSINESS

5.1 Motion: Scholarships/Bursaries – New Terms of Reference

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

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

The Prospector's Bursary in Economic Geology

To be awarded on the basis of financial need to a major in Geology planning a career in economic geology. Applications must be accompanied by a letter of support from a faculty member in Geology. This award may not be divided.

Award Value: 1 x \$2,000.00

Brandon University Psychology Club Students Helping Students Bursary

To be awarded on the basis of financial need to a major or minor in Psychology. Preference will be given to full or part-time majors in Psychology, but Psychology minors will also be considered. This award may not be divided.

Award Value: Use income allocation, approximately \$450.00*

***Award value is subject to change based on market values and the BU Foundation's distribution rate in any given fiscal year.**

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Dr. Gasse was pleased to see that one of these awards is a pure bursary.

CARRIED

5.2 Motion: Scholarships/Bursaries – Revised Terms of Reference

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

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

Terry & Irene Penton Memorial Entrance Scholarship

Terms of Reference: Donated by the friends of Terry and Irene Penton, to be awarded to a Senior 4 southwestern Manitoba high school graduate. A letter of recommendation from the student's principal testifying to the student's exemplary community service and proven ability (not less than a "B" average or its equivalent) must accompany each Entrance Scholarship application.

Award Value: Use Income allocation, approximately \$2,100.00*

The Mel & Ruth Turnbull Scholarship Bursary

*Revised name only.

**016 Jan15
CARRIED**

5.3 Motion: Proposed Revisions – By-Law No. 11 – Committees of the Board

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

BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to By-Law No. 11 – Committees of the Board.

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Dr. Fearon noted that the revisions will streamline the scholarship and bursary process. All new and revised awards requiring funds from the operating budget will still require Board approval but those that are funded through other means will not.

CARRIED

5.4 Motion: Proposal Development Funding & Promissory Note – Manitoba Housing

Motion: Moved and seconded (G. Fearon/G. Boyd)

BE IT RESOLVED THAT the Board of Governors approve the acceptance of up to \$150,000 in Proposal Development Funding (PDF) loan monies from Manitoba Housing;

AND THAT the appropriate signing officers be authorized to execute both copies of the promissory note.

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Mr. Lamont stated that the project was approved at a Class D level and the project has now been approved to move forward to the next stage of development (Class

C). For the first phase of development, \$60,000 was provided and now an additional \$90,000 is being provided to move the project forward. Manitoba Housing has asked that both allocations be dealt with through one promissory note, noting that only \$90,000 is new monies.

CARRIED

5.5 Motion: Annual Distribution Rate

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

BE IT RESOLVED THAT the Board of Governors approve the endowment earnings disbursement rate of 5.0% as recommended by the Brandon University Foundation.

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Mr. Lamont noted that the proposed rate of 5.0% remains unchanged from last year. Of the 5.0%, 4.5% of the endowment will go towards the purpose the endowment was established (e.g. scholarship) and 0.5% will go towards the administrative costs.

CARRIED

5.6 Bill 63 – Advanced Education Advisory Committee

Dr. Fearon noted that Bill 63 was introduced as part of the budget and repealed the Council on Post-Secondary Education. The Bill also includes the establishment of the Advanced Education Advisory Committee. During the November 20, 2014, Throne Speech, reference was made to the development of a new post-secondary education strategy, and it is anticipated that the Advisory Committee will have a role in the development of this strategy.

5.7 University House

Motion: Moved and seconded (J. Springer/J. Biggs)

BE IT RESOLVED THAT the Board of Governors approve the sale of the house owned by Brandon University located at 463 – 13th Street with proceeds to be directed as follows:

- (a) One half to be used to support the Centre for Teaching, Learning and Technology and a Learning Commons, and
- (b) The other half to be used to create a fund for a new Science building.

CARRIED

6.0 ANY OTHER BUSINESS

No items of other business were discussed.

7.0 INFORMATION

7.1 Transactions of \$25,000 or More – November 1, 2014 to December 31, 2014

Items 8.1 was received for information.

8.0 ADJOURNMENT

Moved (R. Gasse)

BE IT RESOLVED THAT the meeting adjourn at 11:02 a.m.

CARRIED

Chair, Board of Governors

Secretary, Board of Governors