

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

**Saturday, March 28, 2015
Room 104 Clark Hall
8:30 a.m.**

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

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

1.0 CALL TO ORDER

The Chair called the meeting to order at 8:45 a.m.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of March 28, 2015

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

BE IT RESOLVED THAT the agenda of the March 28, 2015, Board of Governors meeting (Open Session) be approved.

**026 Mar15
CARRIED**

2.2 Move to Closed Session

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

BE IT RESOLVED THAT the meeting move to Closed Session.

CARRIED

2.3 Approval of Minutes of January 24, 2015

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

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

027 Mar15
CARRIED

2.4 Motion(s) Raised from Closed Session

The following motions were raised from Closed Session:

BE IT RESOLVED THAT BE IT RESOLVED THAT the Board of Governors approve the naming of Room 4-25 in the Brodie Building as the Dr. Peter Letkeman Laboratory for Analytical & Inorganic Chemistry.

BE IT RESOLVED THAT the Board of Governors approve the naming of Room 4-25 in the Brodie Building as the Dr. Peter Letkeman Laboratory for Analytical & Inorganic Chemistry.

BE IT RESOLVED THAT the Board of Governors confer the title Dean Emeritus upon Dr. Robin Enns of the Faculty of Education.

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

There was no report as the Academic Operations Committee meeting was cancelled.

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 5:00 p.m.

Mr. Todd Birkhan from BDO Canada was in attendance in person and Mr. Brenden Thiessen from the Office of the Auditor General participated via telephone to present and discuss the Audit Plan for the March 31, 2015 year-end. The Audit Plan includes the Brandon University Financial Statements, Schedule of Public Sector Compensation, and the U.S. Department of Education William D. Ford Loan Program. The Audit Plan outlines 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 was outlined and materiality of \$910,000 (the same level as 2014) has been established.

The Committee also discussed proposed amendments to the Brandon University Retirement Plan and passed the following motion:

BE IT RESOLVED THAT the Finance and Audit Committee recommend to the Board of Governors, for approval, the attached Amendment No. 15/01 to the Brandon University Retirement Plan, conditional on receiving the approval of the Brandon University Faculty Association, in accordance with Article F.7.4(a) of the Collective Agreement with BUFA.

If approved, these amendments will clarify the interest rate credited to members' lump sum transfers into the Plan as well as making the mandatory form of pension for a member with an eligible spouse who is not eligible for a joint and survivor normal form pension the same as the normal form for a member with an eligible spouse who is eligible for joint and survivor as the normal form of pension.

Also received for information were the following reports:

- Financial Summary as at February 28, 2015
- Financial Summary by Object as at February 28, 2015
- Transactions of \$25,000 or More from January 1, 2015 to March 12, 2015

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 Finance and Audit Committee, the President, and the Vice-Presidents. The Academic Operations Committee did not meet, therefore no report was provided. The 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 and presented. The following additional highlights were discussed:

- I Love to Read Week – invited by two schools and very much enjoyed participating. The schools seemed to appreciate the engagement with the University and would welcome further engagement from our faculty.

- Bobcat Athletics Appreciation Events – Dr. Fearon and his partner Kathy Moscou hosted the members of the Bobcat volleyball, basketball and soccer teams, as well as their coaches, at their home in recognition and celebration of our teams’ performance, perseverance and commitment.

Dr. Gasse asked for comments on the Brandon Urban Aboriginal Peoples’ Council strategic planning meeting. Dr. Fearon noted that he is a member of the Council and, through the planning process, they are looking at ways that the University and ACC can support and work collaboratively in areas such as education and employment.

A discussion regarding the University’s ability to engage with the K-12 education system took place. Drs. Fearon and Duncan referred to a number of initiatives including participation in the Brandon Career Symposium as well as recent dialogue with the Brandon School Division. Dr. Fearon noted that he was also recently the guest speaker for the Manitoba Federation of Independent Schools annual dinner. Mr. Schaffer noted that it is very timely that the University increase emphasis on collaboration with K-12 schools as students are becoming more attracted to trades and technology.

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

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

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

- Three proposals to the Western Economic Diversification Fund were prepared and submitted by faculty in February. The proposal entitled *Aboriginal Education and Employment Initiative in Manitoba* brought together representatives from the City, the Urban Aboriginal Peoples’ Council, the College and the University.
- YWCA Women of Distinction Awards Gala – Dr. Duncan recognized Dr. Kathryn Hyndman and Ms Kathleen Nichol who received Excellence in Education awards, Dr. Lorraine Mayer who received the Arts and Culture award, and Ms Jillian Dalby, a pre-nursing student who was recognized in the Young Women category.
- The Post-Secondary Academic Coordination Advisory Group has submitted its draft Program of Study Regulation to the Minister for consideration and approval. All previously submitted proposals are now in process and we will hopefully have both an approval process and a response on our submissions by June.
- President’s Administrative Council Retreat was held in late January and included a roundtable discussion with representatives from the Chamber of Commerce. Key areas of focus included: planning (e.g.

what distinguishes and differentiates us); supporting academic success and transition including the development of a transition year program; and the development of a student engagement and success action plan, including the development of a strategic enrolment plan.

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:

- Mature Student Housing Project –Class C estimates and drawings are being prepared and initial discussions about the operating protocols are underway.
- University House – the tender closed last week and there was a successful bid; provided all goes as planned, the sale should close by the end of April.
- LGBTTQ Awareness and Positive Space – two seminars were conducted by members of the Sexuality Education Resource Centre in Brandon and the Rainbow Resource Centre in Winnipeg. These seminars were very well attended and participants seemed very appreciative of the supports provided.

Mr. Lamont noted that the Board has historically received monthly reports on staff changes as prepared and presented by Human Resources and initiated a discussion regarding the value of these reports, questioning whether or not the Board wishes to continue receiving them. Following a thorough discussion, there was general consensus that an annual (or semi-annual) report focusing more on the statistical analysis of categories such as hires, retirements, departures, trends, etc. would be appreciated.

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

There was no meeting to report on.

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

There was no meeting to report on.

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

The Board of Trustees met in February and discussed investment performance and the annual valuation. The University is still required to undertake an annual valuation and a preliminary review indicates that our special payments for 2015 will be approximately the same as they were for 2014.

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

Dr. Gasse reported that Senate last met on March 17, 2015. The following matters were addressed at the meeting:

- Ms Kathleen Nichol, Chair, Review Committee on the Status of Women, presented the quinquennial report that was presented to the Board in November;
- The Academics Plans of the Faculties of Science and Health Studies were presented for information;
- The recipient for the Senate Award for Excellence in Research was approved and will be announced following notification of the recipient;
- Changes were approved to the language in the Undergraduate Calendar around mandatory attendance during periods when the academic calendar indicates “no classes scheduled” (e.g. reading week in February);
- Calendar wording around mandatory advising for all students in their first year of studies was approved;
- Two graduate courses in the School of Music were approved;
- Terms of reference for three new scholarships and revised terms of reference and/or name changes for six other awards were approved;
- A revision to the Brandon University Research Ethics Committee (BUREC) policies and procedures document was approved;
- There was discussion around the University developing a policy on allergies. This discussion was initiated by a recommendation by the Canadian Council on Animal Care to the Animal Care Committee. Although potentially very problematic, attempts will be made to develop a policy on allergies;
- Also on the recommendation of the Canadian Council on Animal Care, Senate approved the development of institutional health and safety standards for field research. This is aimed at ensuring persons who are supervising and working in the field can manage risks safely and effectively.

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

Ms Jolly noted that the Committee is wrapping up their activities for the year. This year they launched a new program (Writing Days) which provides faculty members with a time and place to work on their own research. The Committee was also very pleased with the outcome of the YWCA Women of Distinction Awards Gala, noting that Ms Kathleen Nichol, an award recipient in the Excellence in Education category, is the Chair of the Committee.

4.12 Brandon University Alumni Association (D. Stewart)

The Chair provided the following update on the Alumni Association’s activities:

- Career Fair – March 25th
 - Set-up a booth at the BU Career Fair to promote the benefits and services of the Alumni Association to current students.

- Long Night of Procrastination – March 26th
 - Served free pizza at midnight to students in the Library studying for exams.
- Spring Exam Relief – April 8th
 - The annual spring Exam Relief Ice-Cream Day will be held on April 8th in the Mingling Area.
- Fruit Drive – April 8th – 12th
 - Fresh fruit will be provided to students in the library.
- Winnipeg Alumni Event – June 4th
 - A reception will be held at the Canadian Human Rights Museum
- Calgary Alumni Event – June 24th
 - A reception will be held at the Petroleum Club in Calgary.

The next meeting of the Alumni Association Board is scheduled for Monday, April 13th.

Members of the Board requested the details of Alumni events in advance so that they can participate if available. The Chair and Recording Secretary made note of the request.

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

Mr. Springer reported on the following activities:

- Mental health week was held at the end of January and was very well received and attended;
- Council elections are complete and the new executive team is as follows:
President – Aaron Thompson
Vice-President (Internal) – Nick Brown
Vice-President (External) – Rhoni Mohanraj
- U-Pass referendum passed and will be in place for the next five (5) years allowing students unlimited access to city transit for \$20 per year.
- Long night against procrastination – BUSU provided a pancake breakfast for those who survived the night.

5.0 NEW BUSINESS

5.1 Motion: Amendments to the Brandon University Retirement Plan

Motion: Moved and seconded (J. Springer/G. Boyd)

BE IT RESOLVED THAT the Board of Governors approve the attached Amendment No. 15/01 to the Brandon University Retirement Plan, conditional on receiving the approval of the Brandon University Faculty Association, in accordance with Article F.7.4(a) of the Collective Agreement with BUFA.

Mr. Lamont provided an overview of the proposed amendments.

The purpose of the amendments is to clarify the interest rate credited to members' lump sum transfers into the Plan pursuant to the changes in the Pension Benefits Act of Manitoba that took effect May 31, 2010. The interest rate to be credited to additional voluntary contributions will be equal to the investment return on the Fund net of all expenses paid from the Fund. Previously, additional voluntary contributions were aligned with bank term-deposit interest rates.

The amendments also make the mandatory form of pension for a member with an eligible spouse who is not eligible for a joint and survivor normal form pension the same as the normal form for a member with an eligible spouse who is eligible for joint and survivor as the normal form of pension.

Mr. Lamont noted that any amendments to the Brandon University Retirement Plan require the approval of both the Board of Governors and the Brandon University Faculty Association (BUFA). BUFA will meet on April 6th to consider these amendments.

CARRIED

6.0 ANY OTHER BUSINESS

No items of other business were discussed.

7.0 INFORMATION

- 7.1 Transactions of \$25,000 or More – January 1, 2015 to March 12, 2015
- 7.2 Final List of Graduates – February 2015

Items 7.1 through 7.2 were received for information.

8.0 ADJOURNMENT

Moved (K. Phillips)

BE IT RESOLVED THAT the meeting adjourn at 10:50 a.m.

CARRIED

Chair, Board of Governors

Secretary, Board of Governors