

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

**Saturday, May 23, 2015  
Room 043 Health Studies  
8:30 a.m.**

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**Present:** Ms S. Armstrong, Ms J. Biggs, Mr. M. Cain (via telephone), Mr. S. Chambers, Ms B. Jolly, Ms K. Phillips, Mr. B. Schaffer, Mr. A. Thompson, Mr. D. Stewart (Chair), Mr. N. Brown, Mr. J. Kilpatrick, Dr. G. Fearon

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

**Regrets:** Mr. M. Decter, Mr. L. Evans, Dr. R. Gasse

**Absent:** Mr. G. Boyd

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 8:36 a.m.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of May 23, 2015

Motion: Moved and seconded (S. Armstrong/A. Thompson)

**BE IT RESOLVED THAT the agenda of the May 23, 2015, Board of Governors meeting (Open Session) be approved as amended:**

**Addition:**

**7.6 Final List of May Graduates**

**040 May15  
CARRIED AS  
AMENDED**

2.2 Move to Closed Session

Motion: Moved and seconded (K. Phillips/N. Brown)

**BE IT RESOLVED THAT the meeting move to Closed Session.**

**CARRIED**

2.3 Approval of Minutes of March 28, 2015

Motion: Moved and seconded (K. Phillips/N. Brown)

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

**41 Mar15  
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 terms of conditions of employment for Managers and Professional Officers (MPOs) and Academic Administrators (AAs) as amended to be consistent with the relevant articles of the 2015-2019 Collective Agreement with the Brandon University Faculty Association.**

**BE IT RESOLVED THAT the Board of Governors approve the following applications for Sabbatical Leave as recommended by the President:**

**FACULTY OF ARTS:**

Gasse, Rosanne ..... July 1, 2017 to June 30, 2018 at 80%  
Rose, Barbara ..... July 1, 2016 to June 30, 2017 at 80%  
Ramsey, Doug ..... January 1, 2017 to June 30, 2017 at 100%  
Saunders, Kelly ..... July 1, 2016 to December 31, 2016 at 80%  
Whitt, Laurelyn ..... July 1, 2016 to December 31, 2016 at 80%  
Venema, Henry ..... January 1, 2017 to June 30, 2017 at 100%  
Brown, Derek ..... July 1, 2016 to December 31, 2016 at 80%  
Abdou, Abdella ..... January 1, 2017 to June 30, 2017 at 100%  
MacKay, Lynn ..... July 1, 2016 to June 30, 2017 at 80%  
Grills, Scott ..... July 1, 2016 to December 31, 2016 at 80%

**STUDENT SERVICES:**

Grills, Sheilagh..... July 1, 2016 to June 30, 2017 at 80%

**FACULTY OF SCIENCE:**

Williams, Jeff ..... January 1, 2017 to June 30, 2017 at 100%  
Li, Rong-Yu ..... January 1, 2017 to June 30, 2017 at 100%

**SCHOOL OF MUSIC:**

Masaki, Megumi ..... July 1, 2016 to December 31, 2016 at 80%  
Carrabré, T. Patrick ..... January 1, 2017 to June 30, 2017 at 100%

**FACULTY OF HEALTH STUDIES:**

Karpa, Jane ..... January 1, 2017 to June 30, 2017 at 80%

**BE IT RESOLVED THAT the Board of Governors approve the granting of the designation “Professor Emeritus” to Dr. Bill Paton of the Department of Biology in the 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

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.

A motion regarding the allocation of unrestricted endowment funds for the 2015/2016 fiscal year was discussed. A total of \$101,923 has been made available; \$51,691 of which will be for entrance awards which will be awarded in accordance with the established five-tier structure. The following motion was passed:

**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 2015/2016 fiscal year as follows:**

Faculty Research (BURC)	50,232.00
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 51,691.00

TOTAL \$101,923.00

The Committee received the bi-annual reports on Contracts/Agreements, Insurance Policies, and Telephones/Computers and Maintenance/Warranty Agreements. The remaining report on International Agreements is expected in June. Also received for information was the Report of Transactions of \$25,000 or More from March 13, 2015 to May 7, 2015.

4.3 Executive Committee (D. Stewart)

a) Report from the Executive Committee

The Executive Committee met on Friday at 5:15 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. Dr. Fearon noted that he has broken out a set of key priorities and has provided a number of corresponding activities and engagements that are in support of these priorities. The following additional highlights were discussed:

- Canada-US Education Roundtable – participated in an Education Roundtable with the Governor General of Canada, the Consul General of Canada in Minneapolis, and Presidents of border provinces and states at the University of Minnesota. A report, including an event summary and list of next steps/action items, has been issued this week and relates to on-going partnership and collaborative research opportunities.
- Provincial Post-Secondary Education Strategy – Dr. Fearon, as well as all of the Presidents in the province, are currently serving on the Minister's Advisory Committee to aid in the development of the province's Post-Secondary Education Strategy. It is anticipated that the strategy will be released early this summer.

- Our 104<sup>th</sup> Convocation will be held on Friday, May 29<sup>th</sup>. We are looking forward to celebrating the accomplishments of our students and the excellent work done by our faculty and staff.

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:

- Brandon University Research Enhancement Workshop was held on campus recently and was well attended and well received by attendees.
- Dr. Duncan distributed a copy of GameChangers, a new research publication that highlights research accomplishments and initiatives across the Faculties and School.
- The University will launch a Transition Year pilot project this fall as part of our efforts to reduce first year attrition. In 2015/16, the program will be voluntary but it is expected that the program will become mandatory in 2016/17.
- The Academic Plan has been a great guide for us with each faculty/school/academic unit currently working to develop their own plans, all of which will be presented to Senate for information. These plans include measurable indicators and outcomes and will be reviewed on an annual basis.
- The Foundation's Order of the Sheaf Luncheon was held yesterday. It was a wonderful opportunity to celebrate the tremendous work and generosity that is being done by our donors. The Luncheon ended with remarks from one of our students which was a great way to illustrate how our scholarships and donor contributions affect the lives of our students.

Board members commended the efforts of those who contributed to the GameChangers publication.

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:

- Fleming School property – the geo-technical report was received this week. The purpose of this study was to determine what the substrate and water tables are like.
- Collaboration with Assiniboine Community College – meetings continue with senior leaders from BU and ACC regarding academic

and administrative programming. Some areas of discussion include professional development opportunities, purchasing services, and bookstore operations.

- BUSU hosted a meeting with administrators and residence students. A number of topics, including increased variety and healthy food options, weekend operation hours, and wireless internet fees, were discussed.
- Geology Lab opening was well attended and has been serving the Department of Geology well.

With Manitoba Housing retaining ownership of the mature student housing development, it is our expectation that Brandon University will be the operator; however, Mr. Lamont noted that the details are still being worked out. Mr. Thompson asked that students be assured that notice be given to residents before any University maintenance employee enters the property (e.g. window replacement). Mr. Lamont noted that our practice is to provide notice, with the exception of emergent circumstances.

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

Mr. Lamont reported that the Foundation Annual General Meeting was held on Friday, May 22<sup>nd</sup> and was followed by the annual Order of the Sheaf Luncheon.

The following executive officers were elected:

Mr. Jeff Cristall – President  
Dr. Bill Myers – Vice-President  
Mr. Nathan Peto – Past President

Heathbridge Capital Management gave a presentation on our investments. It was reported that our investments had exceeded \$63 million in the first quarter.

In addition to recognizing the members of the Order of the Sheaf, the following awards were distributed:

Mr. Jared Jacobson – Volunteer Fundraiser  
Mr. Dick and Mrs. Verda McDonald – Brandon University Foundation Honorary Trustee Apex Award

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)

There was no meeting to report on.

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

Ms Jolly reported that Senate last met on May 19, 2015. It was a relatively light agenda that included the approval of the May 2015 list of graduates which has been provided to the Board for information purposes.

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

There was no meeting to report on.

4.12 Brandon University Alumni Association (D. Stewart)

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

- Winnipeg Alumni Chapter has started a monthly Pub Night every third Thursday;
- Participated in the Career Fair on March 25<sup>th</sup> in the Mingling Area to promote the Alumni Association;
- Exam Relief Ice-Cream event was held on April 8<sup>th</sup> in the Mingling Area;
- Long Night Against Procrastination was held in the Library on March 26<sup>th</sup> and the BUAA provided free pizza for students;
- Winnipeg Alumni Event – June 4<sup>th</sup>
  - A reception will be held at the Canadian Human Rights Museum;
- Calgary Alumni Event – June 24<sup>th</sup>
  - A reception will be held at the Petroleum Club;
- Toronto Alumni Chapter
  - A Chapter launch event is currently being planned and is expected to take place later this summer or early in the fall;
- PENT event will be held in Northern Manitoba in April 2016;
- Planning for this fall's Homecoming event is underway.

4.13 Brandon University Students' Union (A. Thompson/N. Brown)

Mr. Brown reported on the following activities:

- A residence forum was held and well attended. Discussion between students and administration was very helpful and BUSU plans to continue organizing this forum each year;
- An exam invigilation sub-committee was formed by the Curriculum and Academic Planning (CAP) Committee of the Senate. This subcommittee was headed by Joel Springer, former BUSU President, and Nick Brown, BUSU Vice-President (Internal). The results of a student survey on cheating will be provided to CAP for further discussion and consideration in the development of procedural recommendations;
- Council has approved a new orientation event dubbed Crash the Courtyard which will be a large outdoor concert on campus held in mid-September;
- BUSU will host a barbeque for PENT students on Wednesday, May 27<sup>th</sup>, and will be participating in Brandon Pride activities on Saturday, May 30<sup>th</sup>.

Dr. Duncan took the opportunity to commend Mr. Brown and Mr. Springer for their excellent student leadership throughout this past year. They were actively engaged in a number of Senate and Board Committees and their contributions were invaluable.

## 5.0 NEW BUSINESS

### 5.1 Presentation – Overview of University Direction in Relation to Operating Budget

Dr. Fearon and Dr. Duncan spoke to a PowerPoint presentation that provided an overview of the University direction in relation to the development of the operating budget. Areas of focus included brand, reputation, and prominence as well as strategic positioning in terms of enrolment growth, research, academic program and infrastructure renewal.

Dr. Duncan noted that there a number of key initiatives that have been identified. These initiatives include the development and approval of the Academic Plan; faculty and staff relations and development; community and alumni relations; financial sustainability and budget alignment; and strategic enrolment management activities specifically in the areas of recruitment and retention, institutional partnerships, Aboriginal students' initiatives, and international student recruitment.

Dr. Duncan noted that budget consultations meetings were held for faculty, staff and students on May 7<sup>th</sup> and 8<sup>th</sup>. Two meetings of the Board Budget Committee were also held. Dr. Duncan noted that the development of this year's budget was done in alignment with the Academic Plan.

Mr. Lamont spoke to a PowerPoint presentation that provided information on the new budget process as well as the development of the 2015/16 operating budget.

In the new budget process, staffing plans will be completed in September of each year and will include a three-year planning horizon as well as staffing needs, degree mapping, and strategic direction information.

A Strategic Allocation Fund will be created to support new and innovative initiatives. This fund will be funded by salary savings from position turnover and will first be used to balance the budget. Units will then be able to make application for use of the funds. Applications must enhance enrolment and retention and include measurable outcomes. The distribution of funds will be annually evaluated and if a certain initiative has been successful after three years, it will be built into the operating budget of the University.

Mr. Lamont noted that the total expenditures of Brandon University is nearly \$60 million, 77% of which is the operating budget. In terms of operating revenue, which totals \$44 million, 81% comes by way of provincial grants and 16% by way of tuition of other fees. On the expenditure side, nearly 90% are salaries and benefits.



In terms of student demographic, Brandon University's student population is 70% female and 30% male and 70% are full-time, the remaining 30% being part-time.

Mr. Lamont provided an overview of unappropriated and appropriated surplus, noting that unappropriated surplus funds have no specific usage. These funds are used to balance the budget and are also for special initiatives and emergent issues. Mr. Lamont stated that, ideally, up to 5% of a budget should be available in unappropriated surplus funds.

Mr. Lamont noted that operating grants will increase by 2.5%, tuition fees will increase by 1.9%, and enrolment is projected to increase by 2%. Unfunded liability special payments of \$1.473 million, down from \$1.698 million in 2014, are also required.

In terms of balancing and reinvesting, two positions have been utilized to assist in funding other academic and administrative positions and surplus funds have been used to bring us into a balance position.

5.2 Motion: 2015 – 2016 Operating Budget

Motion: Moved and seconded (A. Thompson/N. Brown)

**BE IT RESOLVED THAT the Board of Governors approve the 2015 – 2016 Operating Budget (including the 2015 – 2016 Fee Schedule and budgets relating to Renovations & Equipment, Eckhardt-Gramatte Conservatory of Music, Ancillary Services and Campus Manitoba), as recommended by the President.**

**045 May15  
CARRIED**

5.3 Motion: Board of Governors Entrance Scholarships and Bursaries

Motion: Moved and seconded (K. Phillips/N. Brown)

**BE IT RESOLVED THAT the Board of Governors approve the allocation of unrestricted endowment funds for the 2015/2016 fiscal year as follows:**

<b>Faculty Research (BURC)</b>		<b>50,232.00</b>
<b>Entrance Scholarships:</b>		
<b>Tier I</b>	<b>Average greater than or equal to 95%</b>	<b>2,000.00</b>
<b>Tier II</b>	<b>Average greater than or equal to 92.5%</b>	<b>1,700.00</b>
<b>Tier III</b>	<b>Average greater than or equal to 90%</b>	<b>1,400.00</b>
<b>Tier IV</b>	<b>Average greater than or equal to 87.5%</b>	<b>1,100.00</b>
<b>Tier V</b>	<b>Average greater than or equal to 85%</b>	<b>800.00</b>
<b>Total available from endowment funds for Entrance Scholarships</b>		<b>51,691.00</b>

**TOTAL** **\$101,923.00**

**042 May15**

Mr. Lamont noted that there are a number of endowments within the Foundation that are designated for research only and for research and scholarships. The proposal before the Board is to allocate all funds that must go to research to the Brandon University Research Committee in support of research activities and all funds that can go towards research or scholarships to go towards scholarships. Mr. Lamont noted that any additional funds needed to support entrance scholarships will be provided by way of the operating budget.

**CARRIED**

**6.0 ANY OTHER BUSINESS**

Dr. Fearon stated that the Brandon University All Nations Convocation Pow Wow will be held on Thursday, May 28<sup>th</sup> on campus. All members are welcome to attend.

**7.0 INFORMATION**

- 7.1 Library Acquisitions Report – May 2015
- 7.2 Transactions of \$25,000 or More – March 13, 2015 to May 7, 2015
- 7.3 Contracts/Agreements Report – May 2015
- 7.4 Insurance Policies Report – May 2015
- 7.5 Telephones/Computers and Maintenance/Warranty Agreements – May 2015
- 7.6 Final List of Graduates – May 2015

Items 7.1 through 7.6 were received for information.

**8.0 ADJOURNMENT**

Moved (K. Phillips/B. Jolly)

**BE IT RESOLVED THAT the meeting adjourn at 11:06 a.m.**

**CARRIED**

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Chair, Board of Governors

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Secretary, Board of Governors