

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

**Saturday, June 27, 2015
Room 043 Health Studies
8:30 a.m.**

Present: Ms J. Biggs, Mr. G. Boyd, Mr. M. Cain (via telephone), Mr. S. Chambers (via telephone), Mr. S. Gouthro, Ms B. Jolly (Vice-Chair), Ms K. Phillips, Mr. B. Schaffer, Mr. A. Thompson, Dr. G. Fearon

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

Regrets: Ms S. Armstrong, Mr. N. Brown, Mr. M. Decter, Mr. L. Evans, Mr. J. Kilpatrick, Mr. D. Stewart, Dr. H. Duncan

1.0 CALL TO ORDER

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

The Vice-Chair welcomed Mr. Steve Gouthro to the Board of Governors as a representative recently appointed by the Senate. Round-table introductions followed.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of June 27, 2015

Motion: Moved and seconded (A. Thompson/K. Phillips)

BE IT RESOLVED THAT the agenda of the June 27, 2015, Board of Governors meeting (Open Session) be approved.

**053 Jun 15
CARRIED**

2.2 Move to Closed Session

Motion: Moved and seconded (A. Thompson/K. Phillips)

BE IT RESOLVED THAT the meeting move to Closed Session.

CARRIED

2.3 Approval of Minutes of May 23, 2015

Motion: Moved and seconded (K. Phillips/A. Thompson)

BE IT RESOLVED THAT the minutes of the May 23, 2015, Board of Governors meeting (Open Session) be approved.

**054 Jun 15
CARRIED**

2.4 Motion(s) Raised from Closed Session

The following motions were raised from Closed Session:

BE IT RESOLVED THAT Ms Bea Jolly serve as the Executive Committee representative on the Search Committee for the Vice-President (Academic & Provost).

BE IT RESOLVED THAT Mr. Derrick Stewart serve as the Board of Governors representative on the Search Committee for the Vice-President (Academic & Provost).

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 4:30 p.m.

Mr. Todd Birkhan of BDO Canada attended the meeting to present and discuss the results of our annual audit. Mr. Brendan Thiessen of the Office of the Auditor General also participated by telephone.

Five items of new business were discussed and motions were passed regarding the following: Brandon University Audited Financial Statements; Bill 57 – Public Sector Compensation Disclosure; and

Compliance with the William D. Ford Federal Direct Loan Program. The Brandon University Retirement Plan Annual Report was also received for information.

The following regular reports were received for information:

- Financial Summary as at May 31, 2015
- Financial Summary by Object as at May 31, 2015
- Transactions of \$25,000 or More from May 8, 2015 to June 11, 2015
- The bi-annual International Agreements Report

4.3 Executive Committee (D. Stewart)

a) Report from the Executive Committee

The Executive Committee was unable to reach quorum and therefore, there was no report.

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 again highlighted 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:

- Ms Heather Macdonald has joined the University as Associate Vice-President (External) effective June 1st. Ms Macdonald will lead our fundraising initiatives, alumni engagement, and communications and community relations efforts;
- Attended and spoke at the Premier's announcement of Manitoba's new Post-Secondary Education Strategy on June 23rd. This strategy includes a credit transfer portal to ease the transfer of credits between institutions, an online education hub to produce leading-edge instructional tools, as well as further emphasis on Indigenous education, more collaboration between institutions to meet labour market needs, and the establishment of a website to support career planning by high school students;
- Attended as the guest speaker at the Chamber of Commerce's coffee meeting on June 26th;
- Brandon Urban Aboriginal Peoples' Council is planning a *Together Towards Tomorrow* conference in mid-July. The conference will be held on the BU campus and details will be circulated to Board members and the broader campus community;

- Convocation and the All Nations Pow Wow were both great successes and a number of individuals have provided positive feedback. Dr. Fearon noted the efforts of the faculty and staff in support of the events and expressed his appreciation to all those involved.

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.

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 – work continues on moving this project forward including submission of the Class C estimate package to Manitoba Housing and regular meetings with the Integrated Design Team which includes representatives from Brandon University and Manitoba Housing.
- BU Retirement Plan – the Trustees met on June 11th and Prof. Heather Gillander was selected as Chair of the Board. Different types of investment tools were brought forward by the representatives from Connor, Clark and Lunn and will be considered over the next number of months.

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

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 on June 11th and approved the Financial Statements as well as the valuation report.

4.10 Brandon University Senate (B. Jolly/S. Gouthro)

The inaugural meeting of the 48th Senate was held on June 16, 2015. There were a number of new Senators and Mr. Gouthro was elected as a Senate representative on the Board of Governors.

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)

Ms Phillips noted that the Winnipeg Alumni Chapter will continue to hold their informal pub nights once a month.

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

Mr. Thompson noted that Crash the Courtyard has been confirmed for September 18th. The event is still being developed but updates will be provided as they are available.

5.0 NEW BUSINESS

5.1 Brandon University Audit Results Memorandum – 2015

The Vice-Chair welcomed Ms Deb Berkan, Director of Financial & Registration Services, to the meeting.

Ms Berkan noted that the audit was conducted in accordance with Canadian public sector accounting standards (PSAS) and that the statements were found to be free from material misstatement.

Mr. Lamont noted that there was some personal information distributed inadvertently within the Audit Results Memo. Members were asked to return any print materials for proper disposal as well as to delete any electronic copies.

5.2 Motion: Brandon University Audited Financial Statements

Motion: Moved and seconded (B. Schaffer/G. Fearon)

BE IT RESOLVED THAT the Board of Governors approve the audited Financial Statements for Brandon University for the year ended March 31, 2015.

055 Jun 15

Ms Berkan noted that there were no significant accounting changes this past year. In addition, the Council on Post-Secondary Education is now referred to as the Advanced Learning Division. Ms Berkan provided the following overview of the University's Financial Statements:

Page 3 – Statement of Financial Position

There is a decrease of approximately \$3.5 million in the unfunded pension liability (long-term liabilities).

Page 5 – Statement of Operations

In 2015, we are reporting an excess of revenue over expenses of just over \$4 million; this is significantly higher than the \$40,350 reported in 2014. This increase is primarily attributed to the decrease in pension benefits as a result of the change in the unfunded pension liability.

Page 7 - Notes

Ms Berkan stated that the Notes section follows the statements and can be referenced for additional information. It is within this section that the relevant principles and policies that are used in preparing the statements are cited.

CARRIED

5.3 Motion: Bill 57 – Public Sector Compensation Disclosure

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

BE IT RESOLVED THAT the Board of Governors approve the attached document as prepared in accordance with the Public Sector Compensation Disclosure Act.

056 Jun15

Ms Berkan noted that the University must provide an audited report of all employees who receive compensation in excess of \$50,000. Compensation is defined in the Notes section of the report and includes the total value of salary payments, allowances, overtime payments, retirement or severance payments, vacation payouts, retroactive payments, payments for self-funded research grants, taxable benefits including those for rent and life insurance, and professional dues paid by the employer on behalf of the employee.

Following approval and receipt of the signed report from the Auditor, copies of will be made available in the Office of the President, the John E. Robbins Library and online on the Administration and Finance page.

CARRIED

5.4 Motion: Compliance with William D. Ford Federal Direct Loan Program

Motion: Moved and seconded (S. Gouthro/B. Schaffer)

BE IT RESOLVED THAT the Board of Governors receive the Auditor's Report regarding the University's compliance with the William D. Ford Federal Direct Loan Program for the year ended March 31, 2015.

057 Jun15

Ms Berkan stated that the US Department of Education has very specific rules and regulations for how we are to manage the William D. Ford Federal Loans of our US students. The University is responsible for assuring our compliance with these regulations. Given the University's small population of US students, all of our students were reported and there was one finding where a student received \$426 in excess of what they were entitled to. The issue related to a residence waiver that the student ~~was eligible for but that was not accounted for at the time their loan was calculated~~ received in excess of the student's calculated cost of attendance. Financial & Registration Services has made note of this matter and will take the necessary steps to ensure that the issue is not repeated.

CARRIED

5.5 Brandon University Retirement Plan Annual Report – 2014

Ms Berkan stated that the Financial Statements for the BU Retirement Plan for the year ended December 31, 2014, were received and approved by the Board of Trustees at their last meeting on June 11, 2015.

The Plan is supported by an Investment Manager, Connor, Clark & Lunn Investment Management Ltd., a Custodian, CIBC Mellon Global Securities Services Company, and an Actuary, Eckler Ltd.

The following components of the Annual Report were highlighted:

Page 13 – Statement of Financial Position

On a going-concern basis, the deficit is approximately \$4.7 million; an improvement of approximately \$2.8 million.

Page 15 – Statement of Changes in Pension Obligations

Pension obligations, calculated on an actuarial basis, are reported at \$160 million.

The actuarial valuation indicates a deficit of \$12.48 million on a going-concern basis. Special payments of \$1.473 million will be made in 2015; this is a decrease of approximately \$200,000 from 2014. Our solvency rate is 77.5% which will result in another valuation as at December 31, 2015.

5.6 Motion: Change in Board of Governors Meeting Date

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

BE IT RESOLVED THAT the Board of Governors approve the following change to the 2015 meeting schedule for the Board of Governors and Board Committees:

Board Committees
~~Friday, September 25, 2015~~
Friday, September 18, 2015

Board of Governors
~~Saturday, September 26, 2015~~
Saturday, September 19, 2015

058 Jun15
CARRIED

6.0 ANY OTHER BUSINESS

7.0 INFORMATION

7.1 Transactions of \$25,000 or More – May 8, 2015 to June 11, 2015

7.2 International Agreements Report – June 2015

Items 7.1 and 7.2 were received for information.

The Vice-Chair recognized the end of Ms Biggs' term and commended her for all of her efforts. It was noted that Ms Armstrong and Dr. Duncan have also completed their time on the Board.

8.0 ADJOURNMENT

Moved (K. Phillips/A. Thompson)

BE IT RESOLVED THAT the meeting adjourn at 10:57 a.m.

CARRIED

Chair, Board of Governors

Secretary, Board of Governors