

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

**September 19, 2015
Room 043 Health Studies
8:30 a.m.**

Present: Mr. L. Evans, Mr. J. Kilpatrick, Mr. D. Stewart (Chair), Mr. M. Cain, Mr. S. Chambers, Mr. M. Decter (via telephone), Mr. S. Gouthro, Ms B. Jolly, Ms K. Phillips, Mr. B. Schaffer, Mr. A. Thompson, Dr. G. Fearon, Ms Jennifer Woodbury

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

Regrets: Mr. N. Brown, Mr. G. Boyd, Ms S. Senkbeil

1.0 CALL TO ORDER

The Chair called the meeting to order at 8:41 a.m.

The Chair welcomed Ms Jennifer Woodbury and Dr. Steven Robinson to the Board of Governors; round-table introductions followed.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of September 19, 2015

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

BE IT RESOLVED THAT the agenda of the September 19, 2015, Board of Governors meeting (Open Session) be approved.

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CARRIED**

2.2 Move to Closed Session

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

BE IT RESOLVED THAT the meeting move to Closed Session.

CARRIED

2.3 Approval of Minutes of June 27, 2015

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

BE IT RESOLVED THAT the minutes of the June 27, 2015, Board of Governors meeting (Open Session) be approved as amended:

5.4 The issue related to a residence waiver that the student received in excess of the student's calculated cost of attendance was eligible for but that ~~wasn't accounted for at the time their loan was calculated.~~

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CARRIED
AS AMENDED**

2.4 Motion(s) Raised from Closed Session

BE IT RESOLVED THAT BE IT RESOLVED THAT Brandon University engage in discussions with the City of Brandon, Assiniboine Community College, the Government of Manitoba, and potential private sector partners and donors towards the drafting of agreement(s) for Brandon University to establish a downtown campus in support of academic program growth and development.

3.0 CORRESPONDENCE

There were no items of correspondence.

4.0 REPORTS

4.1 Academic Operations Committee

a) Report from the Academic Operations Committee

The Academic Operations Committee did not meet; therefore, no report was provided.

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.

The following regular reports were received for information:

- Financial Summary as at August 31, 2015
- Financial Summary by Object as at August 31, 2015

- Research and Special Purpose Funds for the Period of April 1, 2015 to June 30, 2015
- Transactions of \$25,000 or More from June 12, 2015 to August 31, 2015

4.3 Executive Committee (D. Stewart)

a) Report from the Executive Committee

The Executive Committee met on Friday at 5:00 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. A set of key priorities have been identified and a number of corresponding activities and engagements that are in support of these priorities were noted. The following additional highlights were discussed:

- the 2015/16 academic year is underway. Orientation events are wrapping up and a very active schedule has been coordinated by BUSU and Student Services to support students in their transition/return to the University as well as to enhance community engagement;
- several news clips from the first weeks of class were distributed to members and highlighted such items as the record-level admissions figures as well as the first BU win at the Battle of the Border event;
- engaging in discussions with the City of Brandon regarding the development of a University Master Plan;
- engagement with the Chamber of Commerce in discussions related to co-operative education programming;
- received funding from Western Economic Diversification Canada for the purchase of 3D printers and in support of an innovation zone at the University. The scope for innovation is very broad-based and a number of individuals from within the University and business communities have expressed an interest in accessing the technology;
- the School of Music organized another very successful Chamber Music Festival at Clear Lake;
- the Department of Institutional Advancement has relocated to the first floor of Clark Hall to improve visibility and accessibility;

- in collaboration with the Associate Vice-President (External) and the Department of Institutional Advancement, we are reviewing the needs of the University's art collection as well as to ensure that art is properly displayed across campus.

Mr. Chambers asked if applications were up across the board or if the increases were primarily in a specific area. Dr. Fearon noted that, to varying degrees, all faculties did see an increase in application numbers. In addition to the enhanced efforts in recruitment, the relationships that we are fostering within the University and the broader community is signally that Brandon University is a choice for prospective students to consider.

4.5 Vice-President (Academic and Provost) (S. Robinson)

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

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

- presented on the topic of academic service at New Employee Orientation where 13 new faculty members were in attendance;
- co-chairing, with the Acting Vice-President (Academic) at ACC, a working group on the enhancement of the existing 2 plus 2 articulation agreement in Business Administration as well as to discuss areas for further collaboration with ACC;
- several external reviews are in various stages of the process with some just wrapping up and others being initiated;
- a large mail-out of our Academic Plan as well as our *GameChangers* research publication will soon be released to the broader business community.

Mr. Cain suggested that it would be helpful for the Deans to be briefed on the collaborative discussions that are happening with other institutions so that Departments across the University can be aware of those conversations and consider how they might synch with their activities and aspirations (both in terms of serving as a model and in terms of other program opportunities).

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:

- the Class C estimate package for the mature student family housing project has been submitted to Manitoba Housing for consideration. If

approved, the project will move towards construction drawings, tender, etc.;

- development of a Master Plan as well as a Campus Space Plan will occur over the course of this year. We have entered into discussions with a company that has supported other post-secondary education institutions in the province in their development of these types of plans;
- a collaborative leadership development initiative (Leadership Exploration and Development - LEAD) between Assiniboine Community College and Brandon University has been launched to facilitate the development of high-potential employees as future leaders.

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

Mr. Lamont noted that the Foundation Management Committee met this past week and various reports were provided. The Semi-Annual meeting will be held in mid-October.

4.8 Knowles-Douglas Student Centre (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/S. Gouthro)

Mr. Gouthro provided the following report:

- the Senate elected representatives to various sub-committees;
- Katie Gross, Director of Recruitment and Retention, attended and presented on the proposed mandatory requirement for the Success1 transition year program which then received Senate approval;
- other motions of academic relevance were considered and approved (e.g. students enrolled in a Bachelor of Science and Bachelor of Arts will have to formally declare their major after 18 credit hours).

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 reported on the following:

- plans for this year's Homecoming, which will be held October 16th – 18th, are well underway. Several events will be held over the course of the weekend

including the awards banquet and a party in celebration of the volleyball season opener;

- the Alumni Association will be engaging in a strategic planning exercise later this fall;
- the Toronto Alumni Chapter will be launched next week;
- the establishment of an Alumni Chapter in Brandon is being considered. If launched, this would enable the BUAA to serve as more of an advisory board for all Alumni Chapters.

Mr. Evans suggested that there may be interest for the formation of a chapter in Victoria, British Columbia. The Chair agreed to bring forward this information to the Alumni Relations Officer.

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

Mr. Thompson reported on the following:

- organized, in conjunction with Students Services, faculty and staff, a number of orientation activities were held over the course of the past two weeks;
- Crash the Courtyard, the first of its kind for BU, was held last night and was a great success with over 700 students in attendance;
- two full buses of students are on their way to Clear Lake to spend the day exploring one of our National Parks;
- a new program, the Paw Pass, has been introduced to encourage student support of local businesses.

Mr. Kilpatrick noted that the transition to MS Office 365 software is exceptional and commended those involved.

5.0 NEW BUSINESS

5.1 Motion: 2016 – 2017 Budget Estimates Draft Submission

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

BE IT RESOLVED THAT the Board of Governors approve the 2016 – 2017 Budget Estimates as recommended by the Board Budget Committee.

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Dr. Fearon, Dr. Robinson, and Mr. Lamont spoke to a PowerPoint presentation as well as to the Budget Estimates document, both of which include statements on the University's approach, activities, accomplishments, and cost increases associated with maintaining existing programming in 2016-2017. The following points were highlighted:

- alignment with the Academic Plan as well as with the Provincial Post-Secondary Education Strategy;

- building on success in the areas of co-operative education opportunities, collaborative and joint academic programs and institutional initiatives (e.g. BU/ACC enhanced 2 plus 2 joint/hybrid program in Business), renewal of academic programming, new program proposals that support student needs and labour-market demands (e.g. Bachelor of Health Studies), and access programs (e.g. Aboriginal Health Studies Transition program);
- fall enrolments up 5.4% from last year;
- applications up by 2,157 or 15.3%, the highest rate since 2005 (approximately 2/3 of applicants are admitted and approximately 2/3 of those who are admitted actually register for courses);
- first-year or first-time at BU are up by 881 or 6.9%;
- a 6.9% increase in Operating Grant (or \$2.581 million) is required to maintain current programming (1% grant increase is \$373,460);
- tuition is assumed to increase by 1.5%;
- enrolment growth is assumed to be 2% (1% increase in tuition revenue is \$77,300);
- Campus Manitoba's budget is projected to increase by \$282,500 or 26.0% to support their new structure, operation, and mandate;
- pension special payments are assumed to remain the same as the current year (\$1.5 million or 3.2% of 2015-2016 operating budget);
- a review of international students' fees will be undertaken and will include campus consultation;
- 2016-2017 budget will be subject to terms and conditions as agreed to with MGEU, IUOE (A), IUOE (D), and PSAC.

Mr. Schaffer commented on changes made within Campus Manitoba and the impact that these changes have had on the community of Swan River (i.e. going from a large number of regional students enrolled in their first year of studies through Campus Manitoba to having none as a result of the lack of personal engagement). It was agreed that Dr. Robinson would bring these comments forward to the VP Advisory Committee.

Mr. Schaffer expressed his appreciation for the cohesive approach to the budget process with the Academic Plan. Members congratulated the President and the members of the administrative team for their leadership over the course of this past year.

It was noted that the provincial budget announcement is typically in late March/early April.

CARRIED

5.2 Motion: 2016 Board of Governors Meeting Dates

Motion: Moved and seconded (B. Jolly/B. Schaffer)

BE IT RESOLVED THAT the Board of Governors approve the 2016 meeting schedule for the Board of Governors and Board Committees as follows:

Board Committees	Board of Governors
Friday, November 27, 2015	Saturday, November 28, 2015
Friday, January 22, 2016	Saturday, January 23, 2016
Friday, March 18, 2016	Saturday, March 19, 2016
Friday, May 13, 2016	Saturday, May 14, 2016
Friday, June 24, 2016	Saturday, June 25, 2016
Friday, September 23, 2016	Saturday, September 24, 2016
Friday, November 25, 2016	Saturday, November 26, 2016

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CARRIED

5.3 Motion: Board of Governors Executive Committee Appointment - Secretary

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

BE IT RESOLVED THAT Mr. Shawn Chambers be nominated for the position of Secretary of the Board of Governors.

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The Chair noted that Ms Phillips is currently the Secretary but is unable to attend meetings of the Executive Committee this coming year. Mr. Chambers has agreed to let his name stand for this position.

The Chair called for any additional nominations prior to calling the question.

CARRIED

5.4 Nominations and Elections of Board Committee Representatives

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

BE IT RESOLVED THAT the Board of Governors appoint the following individuals to the indicated committee(s) for the 2015-2016 period:

Foundation Management Committee

Garnet Boyd (OIC Representative)

Board of Directors of Foundation

Michael Cain (Senate Representative)

James Kilpatrick (Student Representative)

Garnet Boyd (OIC Representative)

Knowles-Douglas Commission

Jennifer Woodbury (Board Representative)
Scott Lamont (Administration Representative)
Derrick Stewart (Alumni Association Representative)

Board of Trustees of the BU Retirement Plan

Scott Lamont
Shawn Chambers

Brandon University Senate

Garnet Boyd

Review Committee of the Status of Women

Bea Jolly

Finance and Audit Committee

Steve Gouthro (Faculty Senator)
Nick Brown (Student Representative)
Garnet Boyd (OIC Member-at-Large)

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It was noted that appointments to the Academic Operations Committee were not being considered at this time as the committee's role and functionality are to undergo a review and a new/revised committee structure will be brought forward for consideration at an upcoming meeting.

CARRIED

6.0 ANY OTHER BUSINESS

No items of other business were discussed.

7.0 INFORMATION

7.1 Transactions of \$25,000 or More – June 12, 2015 to August 31, 2015

8.0 ADJOURNMENT

Moved (K. Phillips)

BE IT RESOLVED THAT the meeting adjourn at 12:00 p.m.

CARRIED

Chair, Board of Governors

Secretary, Board of Governors