

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

**May 14, 2016
Louis Riel Room
8:30 a.m.**

Present: Mr. G. Boyd, Mr. N. Brown, Mr. S. Chambers, Mr. M. Cain (via telephone), Dr. G. Fearon, Mr. S. Gouthro, Ms L. Hutchinson, Ms B. Jolly, Ms K. Phillips, Mr. B. Schaffer, Ms S. Senkbeil, Mr. D. Stewart (Chair), Ms J. Vanderheiden

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

Regrets: Mr. M. Decter, Mr. J. Kilpatrick, Ms J. Woodbury

1.0 CALL TO ORDER

The Chair called the meeting to order at 8:40 a.m.

The Chair introduced Ms Leslie Hutchinson, OIC Student representative, Ms Jillian Vanderheiden, BUSU Vice-President (Internal), and Ms Michelle McFarlin and Ms Meghan Lamontagne, Administrative Assistants from the Office of the President.

The Chair recognized Mr. Brown in his new capacity as BUSU President and noted that this may be the last meeting for our two Senate representatives, Mr. Gouthro and Mr. Cain.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of May 14, 2016

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

BE IT RESOLVED THAT the agenda of the May 14, 2016, Board of Governors meeting (Open Session) be approved.

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CARRIED**

2.2 Approval of Consent Agenda

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

BE IT RESOLVED THAT that the Consent Agenda be approved as follows:

- a) **Minutes of March 19, 2016**
- b) ~~**Report from the Vice-President (Academic and Provost)**~~
- c) **Report from the Vice-President (Administration and Finance)**

- d) **Transactions of \$25,000 or More – March 4, 2016 to April 28, 2016**
- e) **Contracts/Agreements Report – May 2016**
- f) **Telephones/Computers and Maintenance/Warranty Agreements – May 2016**
- g) **Insurance Policies Report – May 2016**
- h) **International Institutional Agreements Report – May 2016**
- i) **International Agents Report – May 2016**
- j) **Board of Governors Entrance Scholarships and Bursaries**

The Report from the Vice-President (Academic and Provost) was struck from the Consent Agenda and addressed separately on the Open Session agenda at item 4.4 (b).

**CARRIED AS
AMENDED BY
UNANIMOUS CONSENT**

2.3 Moved to Closed Session

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

BE IT RESOLVED that the meeting move to Closed Session.

CARRIED

2.4 Motion(s) Raised from Closed Session

The following motions were raised from Closed Session:

BE IT RESOLVED THAT the Collective Agreement with the International Union of Operating Engineers (IUOE) Group D as negotiated and recommended by the University Bargaining Committee for the period of April 1, 2016 to March 31, 2020, be ratified by the Board of Governors.

BE IT RESOLVED THAT the Board of Governors endorse the lease proposal for additional space in the Rice Building, located at 491 Portage Avenue in Winnipeg, to support of the needs of the Faculty of Health Studies – Winnipeg Campus.

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

FACULTY OF ARTS:

Xu, Lin.....July 1, 2017 to December 31, 2017 at 100%
deForest, Kevin.....July 1, 2018 to December 31, 2018 at 100%
Mattes, CatherineJuly 1, 2017 to December 31, 2017 at 100%
Malainey, MaryJuly 1, 2018 to June 30, 2019 at 80%
Robinson, StevenJuly 1, 2017 to June 30, 2018 at 80%
Strang, BruceJanuary 1, 2018 to June 30, 2018 at 80%
Naylor, James.....July 1, 2017 to June 30, 2018 at 80%
Forsythe, JamesJuly 1, 2017 to June 30, 2018 at 80%

FACULTY OF SCIENCE:

Ardelli, BernadetteJanuary 1, 2018 to June 30, 2018 at 80%
Gadbois, Shannon.....January 1, 2018 to June 30, 2018 at 80%

FACULTY OF HEALTH STUDIES:

Salman, AliAugust 1, 2017 to July 30, 2018 at 80%

SCHOOL OF MUSIC:

Platz, EricJanuary 1, 2018 to June 30, 2018 at 100%
Tselyakov, AlexanderJanuary 1, 2018 to June 30, 2018 at 80%
Playfair, DavidJuly 1, 2017 to June 30, 2018 at 80%
Simonot-Maiello, ColetteJuly 1, 2017 to June 30, 2018 at 80%

FACULTY OF EDUCATION:

Okrainec, AlexaJanuary 1, 2018 to June 30, 2018 at 80%
Carter, LeeJuly 1, 2017 to June 30, 2018 at 80%

STUDENT SERVICES:

Magnusson, Michelle.....July 1, 2017 to June 30, 2018 at 80%

BE IT RESOLVED THAT the Board of Governors approve the appointment of Dr. Steven Robinson as Vice-President (Academic & Provost) for a five-year term from July 1, 2016 until June 30, 2021.

BE IT RESOLVED THAT the Board of Governors approve the appointment of Mr. Greg Gatien as Dean, School of Music for a five-year term from June 1, 2016 until May 31, 2021.

3.0 CORRESPONDENCE

A report from Chancellor Michael Decter on a recent meeting of University Chancellors with the Governor General of Canada was distributed for information.

4.0 REPORTS

4.1 Governance and Nominating Committee (S. Chambers)

a) Report from the Governance and Nominating Committee

The Governance and Nominating Committee met on Friday at 4:30 p.m.

Two items of new business were presented for discussion, the first being a review of the legal opinion on the Board of Governor's Confidentiality and Conflict of Interest Agreement. Members discussed the proposed amendments to the agreement and expect to bring forward a recommendation, both on the language of the document and the annual reaffirmation process, for consideration by the Board in June.

A draft Board Member Self-Evaluation Form was also discussed. The draft form identifies a number of competency areas, including: post-secondary education sector experience; strategic planning; accounting and financial management; community service and governance relations; fundraising; and human resources; as well as a number of diversity factors. Once implemented, the information

gathered will assist both in terms of identifying potential development opportunities as well as ensuring that the Board has a holistic set of competencies, skills and attributes to support effective governance.

4.2 Finance and Audit Committee (D. Stewart)

a) Report from the Finance and Audit Committee

The Finance and Audit Committee met on Friday at 5:15 p.m.

The following reports were received for information:

- Preliminary Financial Summary as at March 31, 2016
- Preliminary Financial Summary by Object as at March 31, 2016
- Research and Special Purpose Funds for the Period of April 1, 2015 to March 31, 2016
- Transactions of \$25,000 or More from March 4, 2016 to April 28, 2016

The Committee also received the bi-annual reports on Contracts/Agreements, Insurance Policies, Telephones/Computers and Maintenance/Warranty Agreements, International Institutional Agreements as well as International Agent Contracts.

A motion regarding the borrowing of funds from the Province of Manitoba in support of deferred maintenance capital needs was discussed. As part of the arrangement, funds would be allocated to the University to make the loan payments on the promissory note. The deferred maintenance funds will be directed towards the completion of the fourth McMaster Hall Residence plumbing riser project.

A second motion regarding the allocation of unrestricted endowment funds for the 2016/17 fiscal year was discussed. At total of \$109,090 has been available for these awards which will be awarded in accordance with the established five-tier structure.

The following two motions were passed:

BE IT RESOLVED THAT the Finance and Audit Committee recommend to the Board of Governors, for approval, that the University agree to borrow six hundred and ninety-eight thousand dollars (\$698,000) from the Province of Manitoba to support deferred maintenance capital needs of the University, at an interest rate on the outstanding principal sum to be determined at the time of the loan, repayable in monthly installments on the last business day of the month.

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 2016/2017 fiscal year as follows:

Faculty Research (BURC)	52,221.00
Total available from endowment funds for Entrance Scholarships	56,869.00
TOTAL	109,090.00

4.3 Executive Committee (D. Stewart)

a) Report from the Executive Committee

The Executive Committee met on Friday at 6:00 p.m.

Reports were received from the Governance and Nominating Committee, the Finance and Audit Committee, the President, and the Vice-Presidents. 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:

- evolving as an institution from a primarily undergraduate teaching university to a more comprehensive university with undergraduate and graduate programming and a commitment to research. This transition has been considered in the development of the University's operating budget;
- continued engagement with the City of Brandon regarding the University's role in supporting the vitality of the downtown core;
- recently met with Mr. Tom Mitchell, University Archivist Emeritus, in relation to treaty territory. Mr. Mitchell has done extensive research in this area and has identified that the University is located on Treaty Two lands;
- the BU Foundation held its Annual General Meeting yesterday. A total of 589 scholarships and bursaries were awarded to 665 students, totaling \$1.4 million, to students this past year. We were pleased to host Premier Pallister at the Order of the Sheaf Luncheon and the event was well attended by friends and donors of Brandon University;
- participated in a recognition ceremony of Sofie Gramatte's piano which was recently relocated to the School of Music. Dr. Fearon acknowledged the dedication and contributions of Chancellor Emeritus Bell as well as the Foundation;
- Brandon University will celebrate its 105th Convocation on Friday, May 27th; we are pleased to have had the opportunity to announce our two honorary degree recipients, The Right Honourable Paul Martin and Mr. Eric Friesen. The All Nations Convocation Pow Wow will be held the day after, on Saturday, May 28th. Members were encouraged to attend these events.

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

Dr. Robinson noted that the University has long taken advantage of Undergraduate Student Research Awards available through NSERC which see the

students put forth applications to undertake research projects over the summer months under the supervision of faculty members.

Another program, the Industry Student Research Awards program, also funded through NSERC, facilitates a link between students and an industry partner to conduct research over the summer months. This program is independent of the University and students are supervised directly by industry partners rather than faculty members. Dr. Robinson noted that this program has never been utilized by Brandon University and has been underutilized in general. The A/Dean of Science has identified a number of industry partners as well as students who will be applying for this.

4.5 Brandon University Foundation (G. Boyd/M. Cain/J. Kilpatrick)

Mr. Boyd noted that the Foundation's Annual General Meeting was held yesterday (Friday, May 13th) and was followed by the Order of the Sheaf Luncheon at which a number of donors and award recipients were recognized.

Reports from our investment advisor indicate that the University's investments are performing well. The Foundation will continue their efforts to ensure that the awards that have been established are awarded to students on a regular basis.

Ms Jolly noted that Mr. Chambers was awarded with the Honorary Trustee Apex Award by the Foundation. Members extended their congratulations to Mr. Chambers.

4.6 Knowles-Douglas Student Centre (S. Lamont/J. Woodbury)

Mr. Lamont noted that the Knowles-Douglas Commission met earlier this week to discuss the proposed renovations to the Bookstore. The lease with the KDC requires that any renovations be approved by the Commission before they are undertaken. The proposed renovations were approved and work will begin within the space in the coming weeks.

4.7 Board of Trustees of the BU Retirement Plan (S. Chambers/S. Lamont)

There has been no meeting to report on.

4.8 Brandon University Senate (G. Boyd/M. Cain/S. Gouthro)

There were no items to report on.

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

There has been no meeting to report on.

4.10 Brandon University Alumni Association (D. Stewart)

There were no items to report on.

4.11 Brandon University Students' Union (N. Brown/J. Vanderheiden)

Mr. Brown noted that Council orientation will be conducted next week with the first Council meeting to follow thereafter. BUSU officials have been meeting with Trek participants and recently held a barbeque for students engaged in the PENT program as well as spring/summer courses. Four BUSU representatives attended the Canadian Federation of Students (CFS) Manitoba AGM in Winnipeg two weeks ago and, in the coming weeks, representatives will also attend the national CFS AGM as well as a national Aboriginal conference in Gatineau, Quebec.

The Work Study Committee met and granted funding for 18 applications which will employ students in a number of different areas. Over the coming weeks and months, BUSU will be preparing for Crash the Courtyard which will once again be held on campus during Orientation in September.

5.0 NEW BUSINESS

5.1 Presentation & Motion: 2016/17 Operating Budget

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

BE IT RESOLVED THAT the Board of Governors approve the 2016 – 2017 Operating Budget (including the 2016 – 2017 Fee Schedule and budgets relating to Renovations & Equipment, Eckhardt-Gramatte Conservatory of Music, Ancillary Services and Campus Manitoba), as recommended by the President.

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Dr. Fearon provided introductory remarks and noted that the focus and direction of the budget reflects the University's commitment to teaching and research excellence and is also representative of the evolution of the University in becoming a more comprehensive university.

Dr. Robinson noted that the conditions created within the budget support the excellent work being conducted by our faculty and students. He provided an overview of some key academic accomplishments from the past year, including:

- Library – supported the transition to a new Library System; increase in library use in support of a variety of needs including research and study space; acquired an Aboriginal curriculum collection; production of a series of documents having been produced with materials available with the McKee Archives;
- Student Services – supported an increase in enrolment of 5%; applications for the coming academic year are up over last year as well, projecting another increase in enrolment; launch of a Transition Year pilot project which, as early indications show, will support the needs of first-year students in need;
- Health Studies – establishment of a simulated learning lab; Indigenous health studies transition initiative (8 month, 18 credit hour preparatory program designed to increase success rates in competitive programming);
- Education – PhotoVoice project, *Through Our Eyes*, conducted through BU CARES; an international student, Ayodeji Osiname, was the recipient of the Margaret Haughey Award, for his Master of Education thesis which was deemed the best in Canada;

- Music – the BU Big Band, under the leadership of Michael Cain, travelled to Las Vegas; BU Chorale received a prestigious invitation to perform at Podium, the biannual National Choral Conference and Festival in Edmonton; three CD releases by faculty members, all of which received significant national acclaim;
- Arts – a faculty research celebration was held recently and featured 15 books published by faculty members;
- Science – MELS graduate program is proving successful and is growing rapidly drawing local, national and international students; a new faculty member has been hired in collaboration with University College of the North in the field of geology; five new NSERC grants in Science have recently been awarded which is tremendous.

Mr. Lamont provided an overview of some key administrative accomplishments from the past year, including:

- collaboration with other institutions in support of a number of initiatives, including achieving an improved Employee Assistance Program for our employees, as well as supporting the adherence to the Customer Service Standard, the first standard identified in the Accessibility for Manitobans Act;
- improved relations with the various bargaining units including having successfully reached new Collective Agreements with all of the bargaining units;
- establishment of an Institutional Data and Analysis Office to support the generation and verification of data to better inform and support the decisions of the University;
- outreach to the broader community, including through the Healthy Living Centre;
- supporting an increase of 20% in our residences, both through our Residence Office as well as through Food Services.

Mr. Lamont spoke to the financial components of the proposed budget. Highlights are as follows:

- total university expenditures for 2014/15 fiscal year amount to approximately \$58 million; 80% of the expenditures are from within the operating budget;
- total proposed operating budget is just over \$49 million, 90% of which is salaries and benefits;
- total operating revenues for 2015/16 fiscal year amount to approximately \$47 million; provincial grants make up 80%;
- tuition fees continue to increase at the rate of inflation in the province;
- tuition revenue was approximately \$8 million for the 2015/16 fiscal year with the largest contributors being the Faculty of Science at 29% and the Faculty of Health Studies at 21%;
- in terms of credit hours, each of the five faculties are showing growth in the 2015/16 academic year (total enrolment growth of just over 5%) and application and admission rates to date are again projecting an increase in the coming academic year;
- in terms of student demographics, approximately 70% of our students are female and approximately 77% of our students are full-time; proportionately, the number of full-time students grew significantly over the part-time students in the 2015/16 academic year;
- Ancillary Services will be making a contribution to the operating budget for the 2016/17 fiscal year from their surplus funds rather than their operating funds;
- appropriated carryforward is generated and retained by a particular unit (e.g. Faculty of Arts); the unappropriated carryforward is held centrally and is to be used for other purposes or as need arises;

- over time, the carryforward has been reduced; however, each year we endeavor to reduce our dependency on these funds to balance the budget;
- operating grant increase of 2.5% was announced in January 2016; allowable tuition fee increase of 1.2% (legislated at Consumer Price Index (CPI)); and enrolment increase is assumed at 4%;
- a 2.5% increase in grants is \$936,000 and an enrolment increase of 4% is \$414,000; total increase in revenues for 2016/17 is \$1.35 million; salary and benefit increases for 2016/17 amount to \$1.3 million;
- unfunded liability special payment required for pension plan will increase to \$1.543 million (up from \$1.473 million in 2015) for the 2016 calendar year;
- unfunded liability has been reduced to approximately \$12 million; annual valuations must continue because we are funded at less than 90%;
- surplus funds used to balance budget: 75% from Ancillary Services; 52% of appropriated surplus; 74% of unappropriated surplus (leaving a balance similar to what was in place last year).

International Student Fees (Page 27)

- over the course of the coming year, the University will undertake a thorough review of international student fees, both at Brandon University as well as at institutions of a similar size and in a similar geographic location;
- currently international undergraduate students pay twice as much as a domestic undergraduate student pays; however, international graduate students pay the same tuition as a domestic graduate student;
- discussions and recommendations will consider current international students as well as those who are in the process of being recruited to Brandon University;
- the review will also consider the use of the funds to support the internationalization of the campus, both in terms of services and curriculum.

Mr. Lamont noted that there are currently approximately 170 international students which represent approximately 5% of the total student population. It was noted that, by nature of their student visas, international students are required to register as full-time students (i.e. a minimum of 18 credit hours (9 credit hours per term)).

Mr. Cain suggested that it might be of interest for the Board to receive regular updates on the operations of IT Services. Mr. Lamont noted that he will endeavor to provide regular updates to the Board on such topics as the Enterprise Resource Package (ERP). Mr. Lamont noted that Brandon University does not currently have an ERP; however, we are engaging with other institutions to determine if there may be an opportunity to collaborate to without having to pay the significant fees typically associated with these programs.

Proposed Adjustments to the Draft Base Budget (Page 28)

The five vacancies accounted for at \$30,000 salary and benefits savings represents an anticipated number of retirements with the expected savings that would be generated as a result of someone being hired at a lower salary than the individual who is retiring.

CARRIED

Ms Vanderheiden noted her appreciation for the inclusion of the Pow Wow in the budget rather than the Aboriginal Collective having to fund this event.

5.2 Motion: Borrowing Funds for Deferred Maintenance Projects

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

BE IT RESOLVED THAT the Board of Governors agree to borrow six hundred and ninety-eight thousand dollars (\$698,000) from the Province of Manitoba to support deferred maintenance capital needs of the University, at an interest rate on the outstanding principal sum to be determined at the time of the loan, repayable in monthly installments on the last business day of the month.

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Mr. Lamont noted that the University will be provided with a loan and, on a year-to-year basis, will be provided with the funds to re-pay the loan. This allows the Province to amortize the funds over an extended period of time rather than having to fully expend it in one single fiscal year. These funds will be directed towards the replacement of one set of risers (vertical plumbing pipes) in the McMaster Hall Residence.

CARRIED

5.3 Motion: Research Centre Proposal: Institute for Research in Music & Community

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

BE IT RESOLVED THAT the Board of Governors approve the establishment of the Institute for Research in Music & Community.

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Dr. Robinson noted that this proposal has come forward from faculty members within the School of Music in accordance with the Senate Policy and Procedures on Research Centres, Institutions, and Groups. This proposal will support the efforts of faculty members from Music in building a network of researchers, performers, and creators from across a range of genres, to investigate the relationship between music and the human community. A wide-range of research and creative initiatives are expected to be undertaken and will include Brandon University students wherever possible. The goal of the Institute is to be self-funded with funds coming from external granting agencies.

CARRIED

5.4 Note of Motion: Formal Program Proposal: Public History Program

BE IT RESOLVED THAT the Board of Governors approve the Brandon University and Assiniboine Community College joint program in the Faculty of Arts, Department of History, Public History;

AND THAT said proposal be forwarded to the Education and Advanced Learning Division of the Provincial Government for appropriate action.

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Dr. Robinson noted that Senate will meet next Tuesday, May 17th to consider a recommendation for the Public History Program Proposal. The proposal has budget implications, including two new positions: one in the History Department and one in Archives. Should Senate support the recommendation of the Public History Program Proposal, the Board will be asked to consider the motion electronically (i.e. email vote) to ensure that the proposal can be submitted to the Advanced Learning Division in advance of the May 31st deadline.

CARRIED

5.5 Motion: Board Member Self-Evaluation

Motion: Moved and seconded (N. Brown/G. Boyd)

BE IT RESOLVED THAT the Board of Governors adopt the Board Member Self-Evaluation Form as recommended by the Governance and Nominating Committee;

AND THAT the Self-Evaluation be conducted in March of each year.

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Mr. Chambers spoke to the Board Member Self-Evaluation Form that was distributed to members. The purpose of this tool is to help identify potential areas for governance development opportunities as well as to identify skills gaps

CARRIED

6.0 ANY OTHER BUSINESS

There were no items of other business.

7.0 INFORMATION

There were no items of information.

8.0 ADJOURNMENT

Moved (K. Phillips/B. Schaffer)

BE IT RESOLVED THAT the meeting adjourn at 12:10 p.m.

CARRIED

Chair, Board of Governors

Secretary, Board of Governors