

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

**November 26, 2016
Louis Riel Room
8:30 a.m.**

Present: Mr. G. Boyd, Mr. S. Chambers (Secretary), Mr. M. Cain, Dr. G. Fearon (Vice-Chancellor), Mr. D. Stewart (Chair), Ms. L. Davidson, Mr. J. Kilpatrick, Ms. S. Senkbeil, Mr. N. Brown (via teleconference), Ms. J. Vanderheiden, Mr. B. Schaffer (Treasurer)

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

Regrets: Ms. B. Jolly (Vice-Chair), Mr. M. Decter (Chancellor)

1.0 CALL TO ORDER

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

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of November 26, 2016

Motion: Moved and seconded (B. Schaffer/M. Cain)

BE IT RESOLVED THAT the agenda of the November 26, 2016, Board of Governors meeting (Open Session) be approved.

**102 Nov 16
CARRIED**

2.2 Approval of Consent Agenda

Motion: Moved and seconded (G. Boyd/G. Fearon)

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

- a) **Minutes for Approval:**
 - **Open Session – September 24, 2016**
- b) **Report from the Vice-President (Academic and Provost)**
- c) **Report from the Vice-President (Administration and Finance)**
- d) **Contracts/Agreements Report – November 2016**

- e) **Telephones/Computers and Maintenance/Warranty Agreements – November 2016**
- f) **Insurance Policies Report – November 2016**
- g) **International Institutional Agreements – November 2016**
- h) **International Agents Agreements – November 2016**
- i) **Report – Transactions of \$25,000 or More – September 7 – November 3, 2016**
- j) **Report – Final list of October 2016 Graduates**
- k) ~~**Annual Distribution Rate – Endowment Funds**~~

Item 2.2 k) was struck from the Consent Agenda and placed at 5.11 of the regular Open Session agenda.

**103 Nov 16
CARRIED AS AMENDED BY
UNANIMOUS CONSENT**

2.3 Move to Closed Session

Motion: Moved and seconded: (G. Boyd/S. Chambers)

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 Board of Governors approve the appointment of Dr. Austin Gulliver as Acting Dean, Faculty of Science, for a six-month term from January 1, 2017 to June 30, 2017.

CARRIED

3.0 CORRESPONDENCE

There were no items of correspondence.

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 3:00 p.m.

One item of continuing business was discussed in regards to the review of the Committee Work Plan. A draft of the updated work plan was shared with the committee for feedback.

One item of continuing business was discussed in regards to the review of Brandon University Board of Governors policies. The policy review process is underway and a plan of action was discussed for a formal review of each policy.

4.2 Finance and Audit Committee (D. Stewart/Acting Chair)

a) Report from the Finance and Audit Committee

The Finance and Audit Committee met on Friday at 4:37 p.m.

The following reports were received for information:

- Preliminary Financial Summary as at October 31, 2016
- Preliminary Financial Summary by Object as at October 31, 2016
- Research and Special Purpose Funds for the Period of April 1, 2016 to September 30, 2016
- Transactions of \$25,000 or More from September 7, 2016 to November 3, 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 Annual Distribution Rate was discussed.

The following motion was passed:

BE IT RESOLVED THAT the Finance and Audit Committee recommend to the Board of Governors, for approval, the endowment earnings disbursement rate of 5.0% as recommended by the Brandon University Foundation.

4.3 Executive Committee (D. Stewart)

a) Report from the Executive Committee

The Executive Committee met on Friday at 4:45 p.m.

Reports were received from the Governance and Nominating Committee, 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:

- Continued with university wide engagement with Faculty and Staff regarding the future direction of university;
- Met with new Superintendent of the Brandon School Division and it was recognized that there is a need for Brandon K-12 schools, ACC and Brandon University to look at the strategic direction of the community. There will be attempts to meet with the City of Brandon and Chamber of Commerce on this matter;
- Budget Estimates have been submitted to the provincial government;
- Currently in the midst of developing an Economic Impact Analysis. It was noted that government has highlighted a need of value for money;
- Chancellor has expressed interest in serving another term;
- Premier attended and awarded five scholarships under his family name at the Bobcat game on November 25th; and
- Premier provided an announcement regarding changes to the Provincial Nominee Program where it was indicated that government will look towards post-secondary institutions to work together on this matter.

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

Mr. Boyd reported that the Foundation's Semi-Annual Meeting was held on October 28th, 2016. A presentation was made by Heathbridge Capital Management where it was noted that markets have been down but overall, the Foundation is doing well financially. In addition, a motion regarding the Disbursement Rate (Endowment Funds) of 5% was passed.

Mr. Boyd noted that there are concerns with how bursaries are dispersed given that not all available scholarships funds are paid out each year. Work is being done to ensure that all bursaries are being awarded. Improvements have been made so far.

4.6 Knowles-Douglas Student Centre (S. Lamont)

Mr. Lamont reported that an arrangement between the Knowles-Douglas Student Centre and Foundation is in progress to transfer money for an eventual expansion of the building. Work is currently being done on the documentation.

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

Mr. Lamont reported that a meeting was held last week and was the first meeting since the US election, which, along with other issues around the world has caused some uncertainty with market rates. The Board of Trustees has been working with our investment manager who has suggested ways of adding value without adding risk. Approved changes to investments going forward include: moving 10% of what had been invested in Canadian funds to international markets using high yield bonds rather than cash as a specific investment category. The third change is using an extension investment strategy, using long and short positions in conjunction with Canadian investments to increase returns. Some changes were noted to the Canadian pension plan which will only fully affect individuals beginning work in 2026 as the provisions will be phased in for existing members of the Canadian workforce.

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

Mr. Boyd provided the following report from the October 18th and November 15th meetings:

- Prerequisite and degree requirement change to Departments of Anthropology and Sociology;
- Courses changes to the Department of Chemistry;
- New course added to the Department of Biology/Geology: The World of the Dinosaurs;
- Prerequisite changes to Department of Mathematics and Computer Science and deletion of Projective Geometry;
- Department of English and Creative Writing courses changes and removal of the required “average grade of C” from charts of required courses and addition of letter codes for course identification;
- A series of motions from the Department of Gender and Women’s Studies;
- A one-week Fall Study Break to be implemented that will incorporate Remembrance Day;
- Changes to important dates for the 2017-2018 Academic Year and Master of Education calendar changes;
- New Terms of Reference for various awards including: CPA Manitoba Foundation Scholarship; Jean M. Ford Memorial Scholarship-Bursary in Voice; Cordell Grant Memorial Bursary; Kelvin Colquhoun Memorial Physics Scholarship; Norma June Freeman Memorial Nursing Bursary and the Norma June Freeman Memorial Psychiatric Nursing Bursary; Women’s and Men’s Volleyball Award and the Schira Hadow Award for Soccer Excellence;
- Minimum academic requirement for undergraduate bursary eligibility;
- Recommended change to Section VI Faculty/School Councils of the Senate Bylaws;

- Senate granted Academic Accommodation on November 2, 2016 for all students regardless of Faculty, School and Department (National Day of Action); and
- Senate recommended that the Board of Governors approve the revised Terms of Reference for the Board of Governors Entrance Scholarships as well as the Faculty of Education organizational structure change.

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

The Chair provided the following report on Ms. Jolly's behalf as submitted by Kathleen Nichol:

- Committee hosted the Women's History Month celebration on October 27th
- BU Women's Research Network has refreshed their list of mentors;
- Committee offers Workshops on Preparing Dossier for Promotion, Tenure and Reclassification in the Spring and Fall to assist faculty members. Workshops have been well attended; and
- Female researchers were invited to a networking gathering in September which was well attended and another is being planned for the new year.

4.10 Brandon University Alumni Association (D. Stewart)

No recent meetings have been held. Next meeting is scheduled for Monday.

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

Ms. Vanderheiden provided the following report:

- Halloween Food Drive received 3900 pounds of food which was down from the 4400 pounds received last year;
- 300 students attended the walk-out for the National Day of Action. Dr. Fearon and Dr. Robinson attended as well;
- Nick Brown and Greg Monais attended the Canadian National Confederation of Students. It was noted that there is a national pledge to support Standing Rock of their protest towards the North Pacific Pipeline;
- Bi-weekly meetings continue to be held with BUSU, PEC and Student Services;
- BUSU is pushing to focus more on services rather than campaigns. As a result, the Food Bank usage has gone up due to increased efforts in letting students know about services; and
- BUSU has been approved to provide Food Bank hamper applications so that students can apply on campus.

Upcoming events

- BUSU meeting with Administration (Deans and Senior Administration) on Wednesday;
- Services for Students – various events being held
- Exam Relief events in partnership with Bookstore

- Holiday Potluck
- Exams

5.0 NEW BUSINESS

5.1 Motion: Faculty of Education Organisational Structure

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

BE IT RESOLVED THAT the Board of Governors approve the Faculty of Education organisational structure change: moving from six departments to five departments through the amalgamation of Teaching and Learning (02) and Curriculum Foundations (03) into a new combined department, Curriculum and Pedagogy (02/03).

Dr. Robinson noted that the reorganization into six departments occurred in 2014 on a probationary basis for two years. It has since been reviewed and concluded that faculty in departments (02) and (03) have been teaching across both departments and workload would be more efficient for both departments to amalgamate from an institutional and operational point of view.

**091 Nov 16
CARRIED**

5.2 Motion: Revised Terms of Reference for the Board of Governors Entrance Scholarships

Motion: Moved and seconded (S. Senkbeil/G. Fearon)

BE IT RESOLVED THAT the Board of Governors approve the revised Terms of Reference for the Board of Governors Entrance Scholarships as follows:

To be awarded to graduates of accredited Canadian high schools who are entering first year at Brandon University. Students who are entering Brandon University with advanced university standing obtained through International Baccalaureate, Advanced Placement, dual credit, or university courses completed concurrently while full-time high school students are also eligible for this award. Board of Governors Entrance Scholarships will be awarded according to the following schedule: Tier 1 - Average greater than or equal to 95% - \$2000; Tier 2 - Average greater than or equal to 92.5% - \$1700; Tier 3 - Average greater than or equal to 90% - \$1400; Tier 4 - Average greater than or equal to 87.5% - \$1100; Tier 5 - Average greater than or equal to 85% - \$800. Scholarship eligibility will be based on Grade 11 marks if students apply before the last Friday in June of the year they graduate from high school. Students who apply after the last Friday in June shall have their scholarship eligibility assessed on final Grade 12 grades. Students are automatically

considered for BOG scholarships upon admission and do not need to specifically apply for them. Students who are awarded Brandon University Board of Governors Entrance Scholarships on the basis of their Grade 11 courses may have their award increased should their Grade 12 average at graduation result in a higher award. In no case shall the award be reduced.

Dr. Robinson reported that dates which determine the awards are being changed. The March 1 cutoff date was confusing for applicants using Grade 11 grades because some receive scholarship offers close to the time they received their offer of admission while other applicants applying later in the cycle do not receive a scholarship offer until late summer. Final Grade 12 grades are not all entered into the system for evaluation by the Scholarships & Awards Office until late July/early August. If applicants know earlier that scholarships are available to them, this can assist students in choosing to attend Brandon University.

**092 Nov 16
CARRIED**

5.3 Motion: Change of Department Name – Office of Advancement and External Relations

Motion: Moved and seconded (G. Fearon/S. Senkbeil)

BE IT RESOLVED THAT the Board of Governors approve the change of the department name of the Office of Institutional Advancement to the Office of Advancement & External Relations.

Dr. Fearon introduced Ms. Heather Macdonald, Vice-President, External to speak to the motion.

Ms. Macdonald briefly presented the 2016-2021 Strategic Plan for the department which was included in the agenda package. She reviewed the organizational structures of the department as well as the definitions of advancement and external relations. It was expressed that ‘external relations’ better reflects the work being done by the department which is why the change of department name is being proposed.

**094 Nov 16
CARRIED**

5.4 Motion: Brandon University Accessibility Policy

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

BE IT RESOLVED THAT the Board of Governors approve the Brandon University Accessibility Policy.

Mr. Lamont reported that there are six motions in total which include five policies and one procedure including: Brandon University Accessibility Policy; Assistive Devices Policy; Support Person Policy; Workplace Accommodation Policy; Workplace Accommodation Fund Policy; Service Animal Policy and Service Animal Procedure. All of the policies and procedure relate to the Accessibility for Manitoban's Act and are required to be filed by the university with the government by December 31, 2016. It was noted that all of the mentioned policies and procedure relate to customer service. The Accessibility Committee consists of 20 people including staff, students and faculty. Mr. Lamont noted that Sharon Hooper, Andrea Cruise, Erica Brown, Katie Gross and Michelle Magnusson provided great effort in particular to ensure the university met the mandate of the committee which is to ensure compliance with the Act. It was noted that the committee referenced the model of the Province of Ontario for developing the policies.

Mr. Lamont provided some highlights of the policies as follows:

- The Brandon University Accessibility Policy is the overarching policy for the policies and procedure which follow;
- No standards are in place in Manitoba in regards to what a support animal is, however, the university will take a liberal approach and will define a service animal as one that has a collar or harness which identifies the animal as a service animal and it was noted that most service animals have some form of training;
- Some questions were raised while developing the Service Animal Policy in regards to allergies and it was noted that if an allergy is severe enough that a person requires accommodation, this will be looked at on an individual basis;
- There is no dollar amount indicated as to what the university may need to provide in regards to the Workplace Accommodation Fund policy and it was noted that the university will do its best in responding to the requirements of accessible services; and
- No additional funding has been provided for the Workplace Accommodation Fund.

**095 Nov 16
CARRIED**

The following motions, listed as items 5.5 through 5.10 on the agenda, were all moved as an omnibus motion.

Motions: Moved and seconded (S. Senkbeil/G. Fearon)

5.5 Motion: Assistive Devices Policy

BE IT RESOLVED THAT the Board of Governors approve the Assistive Devices Policy.

**096 Nov 16
CARRIED**

5.6 Motion: Support Person Policy

BE IT RESOLVED THAT the Board of Governors approve the Support Person Policy.

**097 Nov 16
CARRIED**

5.7 Motion: Workplace Accommodation Policy

BE IT RESOLVED THAT the Board of Governors approve the Workplace Accommodation Policy.

**098 Nov 16
CARRIED**

5.8 Motion: Workplace accommodation Fund Policy

BE IT RESOLVED THAT the Board of Governors approve the Workplace Accommodation Fund Policy.

**099 Nov 16
CARRIED**

5.9 Motion: Service Animal Policy

BE IT RESOLVED THAT the Board of Governors approve the Service Animal Policy.

**100 Nov 16
CARRIED**

5.10 Motion: Service Animal Procedure

BE IT RESOLVED THAT the Board of Governors approve the Service Animal Procedure.

**101 Nov 16
CARRIED**

5.11 Motion: Approval of Distribution Rate

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

BE IT RESOLVED THAT the Board of Governors approve the endowment earnings disbursement rate of 5.0% as recommended by the Brandon University Foundation.

**CARRIED
087 Nov 16**

6.0 ANY OTHER BUSINESS

7.0 INFORMATION

8.0 ADJOURNMENT

Moved (S. Senkbeil)

BE IT RESOLVED THAT the meeting adjourn at 11:45 a.m.

CARRIED

Chair, Board of Governors

Secretary, Board of Governors