

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

**Saturday, January 27, 2018
Louis Riel Room
8:30 a.m.**

Present: D. Stewart (Chair); S. Robinson; N. Brown; K. Kerkowich; S. Chambers; H. Mumin; C. Stitt; M. Cain, E. Simon; K. Auriat; B. Zander (via teleconference); G. Jackson

Resource: M. Serfaty, S. Lamont, K. Fisher, M. Lamontagne (Recorder)

Regrets: T. Corbett; J. Gobeil; M. Decter; R. Sneath

1.0 CALL TO ORDER

The Chair called the meeting to order at 8:44 a.m.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of January 27, 2018

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

BE IT RESOLVED THAT the agenda of the January 27, 2018, Board of Governors meeting (Open Session) be approved.

**010 Jan18
CARRIED**

2.2 Approval of Consent Agenda

Motion: Moved and seconded (N. Brown/S. Robinson)

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

- a) **Minutes of November 25, 2017 (Open Session)**
- b) **Report from the Acting Vice-President (Academic and Provost)**
- c) **Report from the Vice-President (Administration and Finance)**
- d) **Report – Transactions of \$25,000 or More – September 1 – November 13, 2017**

**011 Jan18
CARRIED**

2.3 Moved to Closed Session

Motion: Moved and seconded (N. Brown/E. Simon)

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 upon individual being notified:

BE IT RESOLVED THAT the Board of Governors approve the extension of Dr. Demetres Tryphonopoulos' appointment as Dean of Graduate Studies to July 31, 2018.

CARRIED

3.0 CORRESPONDENCE

There were no items of correspondence.

4.0 DELEGATIONS

4.1 Who are we? Presentation by Deb Berkan, Director, Institutional Data & Analysis

Deb Berkan shared details about the work of the Institutional Data & Analysis department which is staffed by herself as Director and Genevieve Lapointe, Research Analyst. The mission of IDA is to provide data for informed decision-making. D. Berkan provided a PowerPoint presentation and the following is a summary of the presentation:

- Top 3 motivators for attending university (CUSC 2016) include: more likely to get a job with a degree; get more fulfilling job than if not going to university; to prepare for specific job or career.
- As of 2016, estimated 1.7M students are attending Canadian Universities;
- Universities are a \$35B enterprise in direct expenditures and are significant drivers of economic prosperity;
- Top 3 reasons for selecting BU (CUSC) include, in no particular order: has a desired program; wanting to stay in Brandon; and the size of the university;
- Total undergraduate enrolment as of November 1, 2017 has increased by 9.8% since November 2016;
- BU has experienced five straight years of enrolment increases;
- EAP is not for academic credit, therefore data is not included;

- Data can be accessed through the IDA website:
<https://www.brandonu.ca/institutional-data/>
- Data request forms are also available on the website noting that departments often request data for strategic planning;
- Surveys outlined (CUSC; NSSE; and Graduate Outcomes) are separate from Macleans noting that Macleans get their data from independent third parties. They will sometimes ask universities for data they cannot find.

It was suggested that the Board explore the possibility of a presentation/discussion on the Maclean's university rankings at a future Board meeting.

Discussion took place regarding low male student enrolment compared to female enrolment and discussed potential reasons for this trend. D. Berkan stated that she will look into this; however, does not have the data to inform why males are choosing not to enroll in programs at BU. She indicated that she will compare male enrolment trends with other institutions. Some comments were made that this has been a known trend at other institutions over past decades and also in professional programs and is probably not unique to BU.

Member suggested that it would be helpful to survey high school students to assess PSE goals and interests.

The Chair asked if BU is seeing a decline in male enrolment compared to past years or if female enrolment has steadily increased to the point of causing a noticeable change in the male to female student ratio. D. Berkan confirmed this information is accessible and IDA will explore the data.

N. Brown stated that a Statistics Canada survey study from 2008 explores this topic thoroughly.

Discussion took place regarding BU's need for an Enterprise Resource Program (ERP) and whether adopting this software could help capture additional data. It was confirmed that an ERP system would be helpful. S. Lamont reported that affordable ERP options are being explored and that other departments would also strongly benefit from an ERP including registration, enrolment services and human resources. There is a need to look at all departmental needs in an integrated fashion.

5.0 REPORTS

5.1 Governance and Nominating Committee

- a) Report from the Governance and Nominating Committee (D. Stewart on behalf of J. Gobeil)

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

Three items of continuing business were discussed including an update on the Board policy review process and a review of the Committee's work plan.

Two recommendations to the Board of Governors were passed; they include revisions to the Title of Dean Emerita/Emeritus Policy and revisions to the Board of Governors Award for Excellence in Community Service Policy. The committee also discussed opportunities for a Board retreat in the near future.

5.2 Finance and Audit Committee (K. Auriat)

a) Report from the Finance and Audit Committee

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

The following regular reports were received for information:

- Financial Summary as at December 31, 2017
- Financial Summary by Object as at December 31, 2017
- Research and Special Purpose Funds from April 1, 2017 to December 31, 2017
- Transactions of \$25,000 or More Report – October 27, 2017 to January 15, 2018

5.3 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, 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.

5.4 President (S. Robinson)

a) Report from the Interim President

A copy of Dr. Robinson'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.

Dr. Robinson provided the following highlights in addition to his written report:

- BU signed a tripartite Memorandum of Understanding on January 26th with the City of Brandon and Assiniboine Community College to facilitate collaboration on research activities;
- Downtown community consultations were held with UWCRC on January 9th. UWCRC will conduct consultations again on February 6th both on-campus and at a downtown location. Board members are encouraged to attend as there will be information from UWCRC and their supporting contractors: Prairie Architects and Mansfield Construction;
- Attended a BU alumni event in Ottawa and had the opportunity to meet with distinguished alumni and donors;
- Attended three-day Universities Canada professional development program for university presidents;
- Manitoba Scholarship and Bursary Initiative (MSBI) funding has become available in a new format this year. Changes to the program allow for more money to go into student pockets rather than going into a Foundation. Between now and the end of March 2018, BU will be delivering an additional \$330K to students through the MSBI which has allowed the opportunity to provide money to underfunded areas (e.g., graduate students);
- Attending an Electoral Boundaries Commission meeting on Monday. The Commission will recommend new electoral boundaries for the next ten years of elections;
- Alumni Night Bobcats game will be held on February 2nd. Board members encouraged to attend;
- BU sponsoring Chamber of Commerce Luncheon on March 8th. Invitation extended to Board members to attend.

b) Update on BU 50th Campaign

Dr. Robinson provided a verbal report and the following is a summary of his report:

- BU holds an annual fund campaign every year to target a specific purpose. The campaign appeals to the entire community;
- This year's campaign will focus on BU's 50th anniversary as an autonomous university;
- Campaign launched in October 2017 and will wrap up in October 2018;
- BU will reach out to community to encourage participation;
- Last year's campaign raised approximately \$117-120k. Currently, this year's campaign has already reached \$255k;
- As this is a special 50th anniversary campaign, BU reached out to Faculty & Staff to encourage participation;

- In December, S. Robinson challenged President's Administrative Council to contribute with the goal to collectively raise \$50K in celebration of 50th anniversary. S. Robinson is happy to report that all PAC members agreed to participate and this goal was met;
- Naming opportunities are also possible (i.e., naming individual classrooms or spaces) with an approximate minimum donation of \$10,000. It was noted that a naming committee exists to handle these requests.

S. Robinson stated that Board of Governors members are welcome and encouraged to contribute to the campaign noting that the Alumni Association and BU Foundation will be asked to do the same. If all three units contribute, this would be a significant donation. It is understood that not all members, especially students, have the ability to make significant contributions; however, any amount is welcome and appreciated.

Members agreed that the Board should move forward with a collective contribution to the campaign and that all members should be contacted for follow up on this initiative.

5.5 Brandon University Foundation (T. Corbett/M. Cain/H. Mumin)

Mr. Lamont reported the following:

- Annual General Meeting will be held in May;
- Management Committee meeting was held on December 14th;
- Third quarter report (as of September 30th), investments were \$69.5M;
- \$457k was transferred to BU in the last quarter (mostly scholarships);
- Average gifts to BU over the last four years, on an annual basis, was \$3.1M per year.
- Return on investment was 14.3% for last year.

5.6 Knowles-Douglas Student Centre (S. Lamont/D. Stewart)

Mr. Lamont reported that discussions at the last meeting included updates on projects such as the usage of the old Forbidden Flavours space. It was noted there is a proposal to have this space used a student gathering spot.

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

No meeting. Next meeting to be held on February 12th.

5.8 Brandon University Senate (H. Mumin/M. Cain)

M. Cain reported that Senate met January 16th and approved new terms in regards to the Manitoba Scholarship and Bursary Initiative. The Senate Scholarship Committee also recommended new terms for the MSBI.

5.9 Status of Women Review Committee (K. Kerkowich)

K. Kerkowich reported that she was not present at the meeting that was held on January 15th; however, is aware that planning is underway for an International Women's Day event on campus on March 8th. The event will honour female students nominated by Faculty.

5.10 Brandon University Alumni Association (D. Stewart)

D. Stewart reported that there was no meeting held since the last Board meeting and that the Westman Alumni Chapter will host a Bobcats Alumni Night on February 2nd.

5.11 Brandon University Students' Union (N. Brown/E. Simon)

E. Simon reported the following:

- Planned and hosted winter orientation night which included a trivia night, wine and paint night and a Wheat Kings game;
- Hosted a pancake breakfast;
- Hosted the Annual Holiday Dinner on December 20th and approximately 65 students attended;
- Preparations underway for the BUSU elections and upgrades will include a new online polling system with the hope of increasing voter turnout;
- January 29th will kick off the beginning of Mental Health Week.

6.0 NEW BUSINESS

6.1 Motion: Revisions to the Title of Dean Emerita/Emeritus Policy

Motion: Moved and seconded: (N. Brown/S. Robinson)

BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Title of Dean Emerita/Emeritus Policy.

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S. Robinson stated that the motion is being recommended by the Governance and Nominating Committee. The committee has adopted a three-year policy review schedule and the Board can expect to see more policy revisions moving forward. The Title of Dean Emerita/Emeritus Policy has been revised to include Faculty in the nomination process as well as an active offer statement in the footer in accordance with the Accessibilities of Manitoba Act. It was noted that all policies will eventually be revised to include the active offer statement.

CARRIED

6.2 Motion: Revisions to the Board of Governors Award for Excellence in Community Service Policy

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

BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Board of Governors Excellence in Community Service Award policy.

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S. Robinson stated that revisions to the policy will allow the Board of Governors Chair to assign a designate to present the award. In addition, the nomination deadline has been changed to the first Friday of March rather than the second Friday of March for administrative simplicity and an active offer statement was added to the footer.

CARRIED

6.3 Campus Master Plan - Implementation

S. Robinson reported that he received a request from a member to add this item to the agenda. He stated that the Board approved the Campus Master Plan last summer and it is now available in print form and online. Print versions were mailed to Board members as well as members of the community in December.

S. Robinson addressed questions to the implementation of the Campus Master Plan as follows:

- The Plan is a framework of principles for how the university is to proceed with campus improvements and to better rationalize changes to the existing campus;
- Some recommendations for the campus in the Plan include: increased presence of Indigenous culture; traffic flow improvements; parking improvements; quality of space improvements; greening of outdoor space (e.g., replacing pavement with grass in Kavanagh Courtyard and improving distribution of trees); development or increased attractiveness of unused space on corner of 18th Street and Victoria Avenue;
- No implementation plan has been made as of yet noting that the Plan acts as a set of principles;
- Some recommendations can be acted on fairly directly without the need of infrastructure and opportunities to act on these will be explored soon;
- Consultations will be held in the coming months that will involve the campus community;
- Interim solution regarding the hedge is to reduce the height and width of the hedge to help remove the sense of porosity for the community. This will be completed in Spring 2018 noting that campus community will be informed of this plan in advance;

- Discussions have taken place with the City of Brandon on possible solutions to slow traffic on and near campus to improve pedestrian safety. Possibilities include a speed reduction to 30 km/hr on Lorne Avenue; cross-walk improvements on 20th Street & Princess Avenue; potential crosswalk upgrades (i.e., overhead lights) to 18th and Lorne depending on pedestrian traffic counts; potential to open up Lorne Avenue & 21st Street to allow through-traffic to increase community access;
- Three-way stop is not possible in front of Healthy Living Centre as this would create congestion.

Some members expressed the need to take advantage of the Plan and develop a science strategy. It was stated that a science strategy could be a means to do other smaller things suggested in the Plan and that the university should be proactive.

Discussion took place about how a science strategy could be developed and if the Board can play a role in advancing the strategy. Members agreed that a grassroots approach from the Faculty level would be a good start.

M. Serfaty suggested that engagement and discussion take place beginning at Faculty Council meetings. He offered to raise the topic at Deans Council meetings and suggested that the Board pass along proposals for discussion if desired.

Member asked if there is an updated Strategic Plan. S. Robinson stated that there is no updated Strategic Plan but there is a plan to pursue one in the near future.

S. Lamont stated that another way the Board can play a role is by communicating and lobbying with government towards the goals of the university. The Board also works in conjunction with the President as a public face and the Board acts as a voice on behalf of the University.

S. Lamont reported that a Request for Proposals (RFP) is currently underway for a study of current needs within the science Faculty and building.

7.0 ANY OTHER BUSINESS

7.1 Accessibility for Manitobans Act – Customer Service Standard Training

K. Fisher reported that BU has obligations under the Accessibility for Manitobans Act. There are a number of online training sessions available for the first of five standards, the Customer Service Standard. Members are encouraged to view the three separate modules (approx. 30 minutes each) on the Customer Service Standard. K. Fisher will send the link and instructions to members by email.

8.0 INFORMATION

M. Cain announced the Annual Swing Dance at Forbidden Flavours on February 2nd. This collaborative event will celebrate the beginning of Black History Month.

9.0 ADJOURNMENT

Moved (E. Simon)

BE IT RESOLVED THAT the meeting adjourn at 12:47 p.m.

CARRIED

Chair, Board of Governors

Secretary, Board of Governors