

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

**Saturday, March 16, 2019  
Room 143, Health Studies Building  
8:30 a.m.**

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**Present:** S. Robinson; D. Stewart (Chair); S. Chambers; H. Mumin; M. Malazdrewicz; J. Shannon; E. Simon; K. Auriat; M. Archibald; J. Galvin; M. Decter (via teleconference); T. Corbett (via teleconference); B. Zander; T. Rourke; K. Kerkowich; G. Jackson

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

**Regrets:** J. Gobeil

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 8:33 a.m.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of March 16, 2019

Motion: Moved and seconded (M. Malazdrewicz/T. Rourke)

**BE IT RESOLVED THAT the agenda of the March 16, 2019, Board of Governors meeting (Open Session) be approved.**

**033 Mar19  
CARRIED**

2.2 Approval of Consent Agenda

Motion: Moved and seconded (T. Rourke/E. Simon)

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

- a) **Minutes of January 26, 2019 (Open Session)**
- b) **Report from the Vice-President (Academic and Provost)**
- c) **Report from the Vice-President (Administration and Finance)**
- d) **Report – Transactions of \$25,000 or More – January 5 to February 22, 2019**
- e) **Final List of February Graduates**
- f) **Reports from Representatives on Committees Reporting to the Board:**

- i. Brandon University Foundation**
- ii. Knowles-Douglas Student Centre – No Report**
- iii. Board of Trustees of the BU Retirement Plan**
- iv. Brandon University Senate**
- v. Review Committee on the Status of Women – No Report**
- vi. Brandon University Alumni Association**
- vii. Brandon University Students' Union**

**034 Mar19  
CARRIED**

### **3.0 DELEGATIONS**

#### 3.1 John R. Brodie Science Centre

- a) Presentation of Preliminary Assessment & Conceptual Design  
Recommendations by Damien Fenez & Lindsay Oster of Prairie Architects

Prairie Architects were hired to assess the John R. Brodie Science Centre as well as develop a report and design recommendations. The full report was provided in the agenda package.

The Chair stated that the purpose of providing this report and presentation is to share information with the Board to prepare for further discussions and next steps.

Damien Fenez and Lindsay Oster of Prairie Architects presented the findings of the preliminary assessment and conceptual designs. The following is a summary of their presentation on the assessment of the existing building and design concepts:

- Consultations have taken place and a survey was conducted with students, staff, faculty and department chairs of the Faculty of Science;
- Report touches on an assessment of the existing building;
- There is room for growth and future options for space;
- Structure is performing well noting that some code upgrades need to be addressed;
- Building has a high energy use and there are some hazardous materials that need to be addressed;
- Survey results were collected from 199 respondents within the Faculty of Science of which 154 were students. There was a decent faculty response as well with a couple administrative and clerical responses;
- The results of the survey indicated the following conclusions:
  - o Needs:
    - A modern facility;
    - Air quality and thermal comfort;
    - Access to daylight in occupied spaces;
    - Meeting and informal gathering spaces;

- There were no identified needs for significant increase in space over and above the current provisions;
- There are opportunities to use space efficiently noting there are a number of spaces which are currently underutilized;
- Common themes of best practice were shared;
- Two visual concept recommendations were presented as follows:
  - The \$20M 'Refresh' Concept
    - Concept would provide "essential" building work;
    - Costs would include demolition, asbestos abatement, mechanical upgrades, electrical upgrades, building envelope, decanting, some furniture, fixtures and equipment, general expenses, project contingency of 10%, tenant improvement and soft costs (architectural and engineering consulting fees);
    - In addition, a 2.5% per year escalation factor should be accounted for. Assuming a 2021 construction start, an additional \$819,150 would be added to the Class D cost estimate for the 'Refresh' Alternative.
  - The \$40M 'Re-Envision' Concept
    - This concept leverages the existing building structure and shell and would include complete demolition and renovations to the space within;
    - Scope of work results in a full hazardous materials abatement, new mechanical and electrical systems, complete code updates, and a fully modernized building with new furniture and equipment;
    - Concept includes: extension of program to windows; carving out atrium & skylights; creation of efficient central circulation and visual connections; enhancement of physical connections; and new meeting & social spaces;
    - Costs would include demolition, asbestos abatement, mechanical upgrades, electrical upgrades, building envelope, decanting, furniture, fixtures and equipment, general expenses, project contingency of 10%, tenant improvement and soft costs;
    - In addition, a 2.5% per year escalation should be accounted for. Assuming a 2021 construction start, an additional \$1,667,300 would be added to the Class D cost estimate for the 'Re-Envision' Concept.

The Chair opened the floor to questions:

Member raised question in regards to the \$20M concept that if the 10% contingency is not used, if this can be used for tenant improvements. Mr. Fenez confirmed that they could tighten up the contingency and apply it to the overall budget.

Member asked in regards to the \$40M concept, if the portion of the building not under construction during the renovation could continue to operate safely. Ms. Oster Lindsay that this would be possible noting that normal teaching and research activities may be modified during the construction over the course of 18 months.

Question was raised if elevators need to be improved. Ms. Oster confirmed that elevator modernization has been added to both concepts.

Member raised concern of a long narrow corridor concept of the atrium. Mr. Fenez stated that this scale is best suited for the building due to its size. He added that similar concerns were raised during consultations, however, once the limitations were understood, there was comfort among the groups.

Member raised concern that it is unlikely that the University will receive full funding for a project of this size (\$40M concept) and that additional space is needed beyond what the concepts offer. It was suggested that an expansion be considered as well as new technology.

Ms. Oster noted that an expansion north of the Brodie Building is certainly a concept that has received support, particularly from the Faculty of Science. Ms. Oster stated that this report represents only the first phase and that many further working sessions would be conducted with students, faculty and staff. As architects, they listen to users and occupants of buildings to hear what their vision is. Mr. Fenez added that they were asked to develop a plan with the existing footprint as well as proof of concepts with two budgets.

The Chair reminded members that the purpose of the discussion today is to ask questions about the presented design concepts.

Member asked if an atrium could be built in other ways, such as near the north side. Mr. Fenez stated that the footprint would be too long for the space noting that it is still in the early stages of design.

b) Dr. Bernadette Ardelli, Dean, Faculty of Science

Dr. Ardelli thanked the Science faculty for attending the presentation as well as Prairie Architects for their work on the project. She reported that an oversight committee was established which included Prairie Architects; Vice-President (Administration & Finance); Director, Physical Plant; Director, Business Operations; and the Science Faculty Planning Committee (one member of each department).

Dr. Ardelli spoke to the following points on behalf of the Science faculty:

- There is unanimous opinion that Prairie Architects has done an outstanding job, however, the proposed concepts will only meet current needs and will not allow for expansion;

- The Faculty of Science is experiencing growth, particularly in research noting a need to find additional research space;
- An addition to the building would be outside of scope, however, the faculty is trying to envision future needs as this is one of the largest investments that will require significant resources that will need to last for 50-100 years and should be done right the first time;
- Poor air quality has resulted in some occupants needing to use antihistamines;
- A development of a Research and Innovation Centre as well as Centre for Advanced Teaching Learning would provide a modern space for collaboration and will improve community as well as western Manitoba and beyond;
- Science faculty would like to encourage the Board of Governors to consider a project that goes beyond the \$40M concept and which allows the university to do something for community;
- Request for defined timelines was suggested for different stages noting a fear that the project will not proceed in a timely fashion in the absence of.

Member shared their experience of going through a new building design and renovation and that productivity improved significantly once it was complete.

Member commented that anything over \$40M would put the project more at risk of not moving forward.

Member asked if the faculty would be against the \$20M renovation and if they feel it could be utilized. Dr. Ardelli stated that this would need to go to the Science Faculty Planning Committee for broader discussion. It was noted that questions would likely arise such as which departments and occupants will get to use to the new space and who will stay in the old space.

Dr. Ardelli stated that a project of this size would require significant funding noting this is why research is important. She stated that it is easier to receive money for research than teaching and there is a possibility for the federal government to provide funding.

Member expressed concern that renovations will impact teaching and lecturing and cause a level of disruption during construction. Question was raised how they will function during this.

Dr. Ardelli stated that she is uncertain, however, Prairie Architects has experience with this noting this would be taken into serious consideration.

Mr. Fenez added that the construction would take place similarly to hospital renovations using specialized contractors. Evening work would also be required.

Dr. Ardelli thanked the Board and extended an offer to provide tours of the Science building in the future for those interested.

## 4.0 REPORTS

### 4.1 Governance and Nominating Committee

#### a) Report from the Governance and Nominating Committee (J. Gobeil)

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

Five items of new business were discussed with motions recommended to the Board of Governors in regards to By-Law No. 1; Travel & Business Expense Policy Revisions; Discrimination and Harassment Prevention Policy Revisions; Establishment of the Chief Information Officer Search Committee; and the Annual Review of the Board Member Self-Evaluation (Skills Matrix) Tool. The Self-Evaluation tool will be distributed to members in April.

### 4.2 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.

Brendan Thiessen of The Officer of the Auditor General and Todd Birkhan of BDO Canada presented the Brandon University Audit Plan.

The following regular reports were received for information:

- Financial Summary by Object as at February 28, 2019
- Financial Summary as at February 28, 2019;
- Transactions of \$25,000 or More Report – January 5 to February 22, 2019.

In addition, a discussion took place regarding Bi-Annual Agreements reporting.

### 4.3 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:

- In regards to the BUilt in Brandon campaign, Dr. Robinson stated that the logo was rolled out earlier this year and has received an excellent response. The following points were shared about the intent of the new brand:
  - to bridge BU's brand from BU's 50<sup>th</sup> anniversary towards a major long term brand once the new President begins and moves toward a new strategic focus;
  - to celebrate accomplishments noting the university builds people, careers, knowledge, economy, confidence and reputation of the city;
  - send message that the broader community can take pride in the University.
- Bobcats are performing well in the volleyball nationals. It was announced that a viewing party will be taking place in Harvest Hall at 5:00 p.m. and that the final game will take place tomorrow.

## 5.0 NEW BUSINESS

### 5.1 Chief Information Officer (CIO) Search

#### a) Motion: Establishment of Search Committee

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

**BE IT RESOLVED THAT the Board of Governors approve the establishment of the Chief Information Officer Search Committee as follows:**

- **1 Board of Governors member elected by the Board from amongst those appointed by the Minister**
- **1 Dean chosen by Deans' Council**
- **2 Faculty members elected by and from Senate, representing faculties other than that of the Dean elected by Deans' Council**
- **2 BUFA members, elected by and from BUFA members within the Library, with the election being coordinated by the Vice-President (Academic & Provost)**
- **1 MGEU member, elected by and from MGEU members within the Library, with the election being coordinated by the Vice-President (Academic & Provost)**
- **2 representatives from IT Services, elected by and from IT Services, with the election begin coordinated by the Vice-President (Academic & Provost)**
- **1 Student Senator, elected by and from Senate**
- **1 University Registrar**
- **1 Vice-President (Academic & Provost) as Chair**
- **1 President and Vice-Chancellor (ex officio voting)**
- **1 Chief Human Resources Officer (ex officio voting)**
- **1 Vice-President (Administration & Finance) (ex officio voting)**

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Dr. Robinson reported the following:

- Reminder of the 15% senior management reduction mandated by the Province approximately one year ago;
- One of the strategies to comply with the mandate was to combine three senior management positions including the University Librarian, Director of IT Services and Director of IDA into one position of Chief Information Officer;
- Those who served in the three positions have or will be taking an early retirement;
- Search firm, Perrett Laver, has been hired as consultants for this search;
- Given that this is a new position which bridges different sides of the University (academic and administrative), there is no existing search committee composition that would be appropriate for this particular position.

**CARRIED**

b) Election of Order-in-Council Representative on CIO Search Committee

T. Rourke stated that given her background in Information Technology, the CIO search committee may be a better fit versus the Dean of Arts Search Committee that she was elected to at the last Board meeting. It was suggested that another Board member replace her position on the Dean of Arts Search Committee and that T. Rourke let her name stand for the CIO Search Committee.

K. Auriat volunteered to let his name stand as Board representative on the Dean of Arts Search Committee.

Motion: Moved and seconded (H. Mumin/G. Jackson)

**BE IT RESOLVED THAT Tami Rourke be elected to serve as the Board of Governors' representative on the Chief Information Officer Search Committee;**

**AND THAT Kerry Auriat be elected to replace Tami Rourke as the Board of Governors' representative on the Dean of Arts Search Committee.**

**CARRIED**

5.2 Motion: By-Law No. 1 – General By-Laws of the Board of Governors

Motion: Moved and seconded (M. Malazdrewicz/S. Robinson)

**BE IT RESOLVED THAT the Board of Governors approve the proposed By-Law No. 1 – General By-Laws of the Board of Governors.**

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The Vice-Chair stated that GNC has been working on this By-Law which is reflective of by-laws found at a number of other Canadian universities and formalizes the method in which the Board of Governors has been operating for the last number of years. It was stated that the by-laws reflect best practices which are also in line with discussions with the Office of the Auditor General who performed a governance audit at Brandon University last year.

**CARRIED**

5.3 Motion: Travel and Business Expense Policy Revisions

Motion: Moved and seconded (S. Robinson/M. Malazdrewicz)

**BE IT RESOLVED THAT the Board of Governors approve the revised Travel and Business Expense Policy.**

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Dr. Robinson stated that the proposed revisions are in direct response to the Office of the Auditor General's governance audit conducted last year. The auditors made it apparent that the University is not using best practice for approval of President's travel and expenses; therefore, the revision was made to ensure that the Board Chair approves all travel and business related expenses for the President. The Vice-President (Administration & Finance) will still be responsible to oversee expenses as their office is more familiar with institutional policies and practices.

**CARRIED**

5.4 Motion: Discrimination and Harassment Prevention Policy Revisions

Motion: Moved and seconded (S. Robinson/S. Chambers)

**BE IT RESOLVED THAT the Board of Governors approve the revised Discrimination and Harassment Prevention Policy and Procedure.**

**023 Mar19**

Dr. Robinson reported that this policy was first approved in 2017. The policy has been reviewed with a number of relatively minor changes. The rationale provided in the package clearly outlines the changes to the policy which include replacing some contents into appendices and bringing the policy in line with legislation (e.g.

FIPPA; deadline of filing claims). These changes will improve the functionality of the policy.

**CARRIED**

The Chair departed the meeting at 10:17 a.m.

5.5 Move to Closed Session

Motion: Moved and seconded (M. Malazdrewicz/E. Simon)

**BE IT RESOLVED that the meeting move to Closed Session.**

5.6 Motion(s) Raised from Closed Session

The following motions were raised from Closed Session:

**BE IT RESOLVED THAT the Board of Governors approve the extension of Rainer Schira's term as Acting University Librarian, from April 12, 2019 to May 31, 2020 or such earlier date as a Chief Information Officer is recruited into the position.**

**BE IT RESOLVED THAT the Board of Governors approve that Dr. Dean Care, Dean, Health Studies, be granted a four month administrative leave from September 1, 2019 to December 31, 2019 at 100% of base salary plus administrative stipend.**

**BE IT RESOLVED THAT the Board of Governors approve the appointment of Dr. Jean Moraros as Dean, Faculty of Health Studies, for a five-year term from August 1, 2019 to July 31, 2024.**

**BE IT RESOLVED THAT the Board of Governors approve the selection of Novell Thomas as the 2019 recipient of the Board of Governors Award for Excellence in Community Service.**

**6.0 ADJOURNMENT**

Moved (K. Auriat/E. Simon)

**BE IT RESOLVED THAT the meeting adjourn at 1:04 p.m.**

**CARRIED**

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Chair, Board of Governors

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Secretary, Board of Governors