

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

**Saturday, January 18, 2020  
Room 143, Health Studies Building  
8:30 a.m.**

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**Present:** S. Chambers (Chair); D. Docherty; H. Mumin; L. Ross; K. Auriat; J. Galvin (via videoconference); T. Corbett (via videoconference); K. Kerkowich; O. Akintola; W. Taylor; M. Decter (via videoconference); J. Davies; D. Stewart; W. Hodgins; B. Zander (via videoconference)

**Resource:** S. Robinson; S. Lamont; K. Fisher (Recorder)

**Regrets:** T. Rourke

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 8:36 a.m.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of January 18, 2020

Motion: Moved and seconded (W. Hodgins/J. Davies)

**BE IT RESOLVED THAT the agenda of the January 18, 2020, Board of Governors meeting (Open Session) be approved.**

**112 Nov19  
CARRIED**

2.2 Approval of Consent Agenda

Motion: Moved and seconded (K. Auriat/D. Docherty)

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

- a) Minutes of November 23, 2019 (Open Session)
- b) Report from Vice-President (Academic & Provost)
- c) Report from the Vice-President (Administration & Finance)

- d) Report – Transactions of \$25,000 or More – November 2 – December 31, 2019
- e) Reports from Representatives on Committees Reporting to the Board:
  - i. Knowles Douglas Centre
  - ii. Brandon University Retirement Plan Trustees
  - iii. Brandon University Students' Union
  - iv. Status of Women Review Committee
  - v. Brandon University Senate
  - vi. Brandon University Foundation

017 Jan20  
CARRIED

### 3.0 DELEGATIONS

#### 3.1 Co-operative Education – Presentation by Cora Dupuis, Co-operative Program Coordinator

Dr. Robinson introduced Cora Dupuis, Co-operative Program Coordinator, and welcomed her to present on the University's co-op offerings and experiential learning offerings. The following are highlights from her presentation:

- Co-operative education is a pedagogical approach that connects academic learning to valuable industry experience;
- Students participate in 12-16 weeks of paid full-time employment as well as 3.0 credit hours for a Co-op Course that they complete while in their work term;
- Senate has recently approved eight (8) additional majors for this year; now over 2/3 of Arts and Science majors have co-op opportunities available for students; participation has grown from 10 placements to 26 placements from year 1 to year 2;
- Potential for growth is significant - both in terms of student development and student experience;
- Co-op has changed how students, alumni, and the community see and experience the value of a BU degree;
- BU is poised to become a leader in co-operative and experiential learning in the province.

A question was raised with respect to the notation that is available on a student's parchment after completion of three co-op placements. There was some concern that most students may not be able to achieve this if they are not able to participate in the program until they are in second year. It was noted the Departments themselves must determine the level of entry for students. While some have permitted entry after first year, others do not permit entry until after second year.

A question was raised as to whether it is difficult to recruit students into placements. Ms Dupuis noted that it is a new concept for many of our students so there is still some hesitation to participate; however, as more students gain experience, we are confident that the desire to participate will grow. Ms Dupuis noted that there is a one-time fee of \$650 to participate in the co-op program which may also be viewed as a barrier for some students but she is happy to work with the Advancement team to discuss ways in which this barrier may be mitigated.

Members acknowledged their support for the program and offered to be of assistance, if desired.

A question was raised about the fee of the program. It was noted that BU's fee is the lowest in the province and it is paid one-time rather than each year (this is unique to BU). It was noted that there is no guarantee that a co-op student participating in the program will receive a work placement; it is incumbent upon the student to put the effort in but Ms Dupuis advocates on their behalf and works to create opportunities for students.

The Chair thanked Ms Dupuis for her informative presentation.

3.2 Status of Women Review Committee – 5-Year Review Findings – Presentation by Cathryn Smith, Chair, SWRC Committee

Dr. Robinson introduced Dr. Cathryn Smith, Chair of the Status of Women Review Committee, and Ms Katie Kerkowich, the Board's representative on the SWRC, and welcomed them to present on the SWRC's 5-year review findings. The following are highlights from the presentation:

- Inequality is appearing in Health Studies where 96% of the faculty are female;
- Finding that there is a discrepancy in salary at the associate professor rank; however this can be attributed to the fact that females at the associate professor rank are early in their steps in rank which indicates that this will improve with time;
- Acknowledgement that there has been a deliberate effort to hire more women over the years;
- Overall, the University (faculty) is 53% women; when excluding Health Studies, this declines to 46%;
- At the Professional Associate IV rank, 35% are women; at the Associate Professor/Professional Associate III rank, 48% are women; and at the Assistant Professor/Professional Associate II/Administrative Associate II rank, 57% are women;
- Women are underrepresented in the highest ranks but this will improve as faculty progress through the ranks;

- Finding that there is a higher rate of overload for women in the Faculty of Health Studies (noting that there are more female faculty in Health Studies);
- Voluntary survey consisted of 23 questions aimed to assess multiple domains related to equity at BU, including, working environment, teaching environment, workload distribution, etc.;
- Finding that women are seeking mentorship opportunities and are looking to the SWRC to advocate for this;
- Suggestions emerging from members include: create supportive environment; increase mentoring opportunities; and provide conflict resolution training;
- SWRC has outlined a number of suggestions including, reducing teaching overload in Health Studies, educating senior administration about concerns regarding even levels of support by gender, providing professional development for campus leaders regarding conflict resolution, providing mentorship and additional supports for areas such as onboarding and research, and ensuring Winnipeg campus employees have equitable access to campus resources (to overcome a feeling of isolation);
- It was noted that there were challenges gathering data for the report and it was suggested that the University develop processes and protocols for data collection and reporting, particularly within Human Resources and Institutional Data & Analysis.

Member suggested that the SWRC consider reviewing the time it takes female faculty to progress through the ranks in comparison to male faculty. Dr. Smith noted that men (by a small percentage) apply for tenure earlier as well as for their first promotion. Women apply for their second promotion quicker than they do for their first promotion.

It was noted that there may be greater challenges in Health Studies particularly attributed to recruitment challenges and that the University may look to other ways to remedy this (e.g., market supplements).

Member questioned how broadly the SWRC report is shared. Dr. Smith noted that presentations are delivered to a variety of constituencies including Faculty Councils, BUFA, and the Board. The report will also soon be made available online.

The Chair thanked Dr. Smith and Ms Kerkowich for their informative presentation.

Dr. Smith and Ms Kerkowich invited members of the Board to attend their International Women's Day celebration on Thursday, March 12<sup>th</sup> where the committee honours BU students who have been nominated by faculty. The event will be held in the Gathering Space of the Library from 4:30 – 5:30 p.m.

#### 4.0 REPORTS

4.1 Governance and Nominating Committee (D. Stewart)

a) Report from the Governance and Nominating Committee

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

There were eight items of new business including the following motions for recommendation to the Board of Governors:

- Rescinding of Protocol for the Use of He Oyate Tawapi
- Rescinding of Travel and Business Expense Policy
- Appointment of Non-Academic Administrators Policy Revisions
- Appointment and Review of Academic Administrators Policy Revisions
- By-Law No. 8 – Signing Authorities Revisions
- By-Law No. 11 – Committees of the Board Revisions

In addition, there were two items of discussion in regards to the 2020 Committee Meeting Schedule and the current student vacancies on the BU Foundation and Board Executive committee.

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.

The following regular reports were received for information:

- o Financial Summary by Object as at December 31, 2019
- o Financial Summary as at December 31, 2019
- o Research and Special Purpose Funds report for the Period of April 1, 2019 to December 31, 2019
- o Transactions of \$25,000 or More Report – November 2 – December 31, 2019

The Committee was also provided with an update on proposed revisions to By-Law No. 8, as per discussion at their November meeting. In addition, a motion was considered and recommended to the Board of Governors regarding Amendments to the Brandon University Retirement Plan Pension Trust Agreement.

4.3 President (D. Docherty)

a) Report from the President

Dr. Docherty's written report was provided in the agenda package for information. In addition, Dr. Docherty acknowledged that Dr. Robinson's term as Vice-President (Academic & Provost) will conclude in the summer of 2021 and he looks forward to returning to the classroom as a professor in the Philosophy Department. Dr. Docherty extended his many thanks to Dr. Robinson and looks forward to working closely with him throughout the remainder of his term.

**5.0 NEW BUSINESS**

5.1 Motion: Rescinding of Protocol For the Use of He Oyate Tawapi

Motion: Moved and seconded (D. Stewart/K. Kerkowich)

**BE IT RESOLVED THAT the Board of Governors approve that the Protocol for the Use of He Oyate Tawapi be rescinded.**

**003 Jan20**

It was noted that the protocol has now been appropriately reflected in an administrative policy and has been revised to reflect that fires are no longer permitted in the space.

**CARRIED**

5.2 Motion: Rescinding of Travel and Business Expense Policy

Motion: Moved and seconded (K. Auriat/W. Taylor)

**BE IT RESOLVED THAT the Board of Governors approve that the Travel and Business Expense Policy be rescinded upon approval of the Travel and Business Expense Administrative Policy by the President's Administrative Council.**

**004 Jan20**

It was noted that the provisions of the policy are largely administrative and as such, a new administrative policy will be adopted by the President's Administrative Council. The Board's policy will be rescinded once the administrative policy is in place.

**CARRIED**

5.3 Motion: Appointment of Non-Academic Administrators Policy Revisions

Motion: Moved and seconded (O. Akintola/J. Davies)

**BE IT RESOLVED THAT the Board of Governors approve the revised Appointment of Non-Academic Administrators Policy.**

**005 Jan20**

It was noted that this policy was reviewed as we will soon be undertaking a search for our next Chief Human Resources Officer. Revisions have been incorporated to parallel the appointment policy for Academic Administrators and to update the committee memberships.

**CARRIED**

5.4 Motion: Appointment and Review of Academic Administrators Policy Revisions

Motion: Moved and seconded (D. Stewart/W. Hodgins)

**BE IT RESOLVED THAT the Board of Governors approve the revised Appointment and Review of Academic Administrators Policy.**

**006 Jan20**

Revisions to this policy were again timely given the recent announcement from the Vice-President (Academic & Provost) which will trigger a search. Revisions have been incorporated to parallel the appointment policy for Non-Academic Administrators and to update the committee memberships based on comments expressed by Board members who have recently served on like committees.

**CARRIED**

5.5 Motion: By-Law No. 8 – Signing Authorities Revisions

Motion: Moved and seconded (K. Auriat/H. Mumin)

**BE IT RESOLVED THAT the Board of Governors approve the revisions to By-Law No. 8 – Signing Authorities.**

**007 Jan20**

The revisions to this by-law were driven by the Finance and Audit Committee. The key changes were to increase the threshold for reporting to \$100,000 (from \$25,000) and to alter the nature of agreement reporting to the Board to ensure that the material supports oversight and not operational management.

**CARRIED**

5.6 Motion: By-Law No. 11 – Committees of the Board Revisions

Motion: Moved and seconded (J. Davies/W. Hodgins)

**BE IT RESOLVED THAT the Board of Governors approve the revisions to By-Law No. 11 – Committees of the Board.**

007 Jan20

The revisions to this by-law were driven by the Governance and Nominating Committee. Key revisions include:

- Separation of finance responsibilities and audit responsibilities;
- Creation of an Audit and Risk Committee which will support the annual audit process as well as a new internal audit process that has not previously been the practice;
- Audit and Risk Committee would only have external members which reflects leading practice across the Canadian PSE sector;
- Creation of a Human Resources Committee which will provide oversight and guidance on policies related to HR and employee relations;
- HR Committee would again only have external members which reflects leading practice across the Canadian PSE sector;
- The Finance Committee will oversee the budget process; responsibilities previously assigned to the Board Budget Committee would now appropriately be the responsibility of the Finance Committee; the Board Budget Committee will cease to exist as a committee of the Board but is likely to continue in some other advisory fashion, without Board representation;
- All committees will report to the Board of Governors;
- Standards have been set for the frequency by which the committees must meet; this now enables the Committees to establish their own meeting schedules that better align with the work and reporting requirements of each committee.

**CARRIED**

5.7 Motion: Amendments to the Brandon University Retirement Plan Pension Trust Agreement

Motion: Moved and seconded (W. Hodgins/D. Stewart)

**BE IT RESOLVED THAT the Board of Governors approve the proposed amendments to the Brandon University Retirement Plan Trust Agreement.**

011 Jan20



It was noted that the Trust Agreement was last (formally) updated in 1999. The revisions have been reviewed by a trust lawyer and reflect current language. The Trust Agreement will have to be approved by both the Board of Governors as well as BUFA, as per the Collective Agreement.

**CARRIED**

5.8 Board of Governors Committee Appointments

a) Brandon University Foundation – Student Representative

Ms Davies volunteered to serve on the Brandon University Foundation and was acclaimed.

b) Executive Committee – Student Representative

Mr. Akintola volunteered to serve on the Executive Committee and was acclaimed.

5.9 Move to Closed Session

Motion: Moved and seconded (J. Davies/L. Ross)

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

5.10 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 Melanie Sucha as Chief Information Officer for a continuing appointment commencing May 1, 2020.**

**BE IT RESOLVED THAT the Board of Governors approve a paid special leave for Rainer Schira, in lieu of sabbatical leave, commencing May 1, 2020 to October 31, 2020 at 100% salary.**

**BE IT RESOLVED THAT the Board of Governors approve the purchase and implementation of Campus Management Corporation SaaS (Software as a Service) as negotiated and recommended by University Administration and that Campus Works be engaged as consultants to assist with the implementation of the product through to completion of the project. The one-time implementation costs are to be sourced from operating funds out of the budget, inclusive of any surplus funds available from time to time. The on-going annual**

costs of the CMC SaaS subscription and incremental staffing is to be funded by an additional technology fee, on a cost-recovery basis.

**6.0 ADJOURNMENT**

Moved (K. Kerkowich/L. Ross)

**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