

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

**Friday, May 22, 2020  
Via Video Conference  
1:00 p.m.**

---

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

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

**Regrets:** O. Adeleye

---

**1.0 CALL TO ORDER**

The Chair called the meeting to order at 1:03 p.m.

The Chair announced and welcomed two new BUSU members, Jennifer Omoregie and Olufunke Adeleye, to the Board.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of May 22, 2020

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

**BE IT RESOLVED THAT the agenda of the May 22, 2020, Board of Governors meeting (Open Session) be approved.**

**034 May20  
CARRIED**

2.2 Approval of Consent Agenda

Motion: Moved and seconded (K. Auriat/L. Ross)

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

- a) **Minutes of January 18, 2020 (Open Session)**
- b) **Approval of electronic resolutions of March 26, 2020**

- i) **New Bachelor of Education Program (Technical/Vocational Teachers)**
- ii) **Brandon University Retirement Plan Consolidation to Amend**
- c) **Approval of electronic resolution of April 28, 2020**
  - i) **Term Extension – Acting Dean of Arts**
- d) **Report – Transactions of \$100,000 or More – January 1 to March 1, 2020**
- e) **Report – Transactions of \$100,000 or More – March 1 to May 1, 2020**
- f) **Report – Research & Special Purpose April 1, 2019 to March 31, 2020**
- g) **List of February Graduands**

**035 May20  
CARRIED**

### **3.0 NEW BUSINESS**

#### **3.1 2021-2022 Budget Update**

Dr. Docherty provided a general update on the budget as follows:

- Budget development is currently in progress;
- In April, the Province requested PSE institutions to submit budget scenarios for budget reductions of 10, 20 and 30 percent in an effort to shift money towards the COVID-19 response;
- Last week, information was received from the Province that BU would receive an operating grant reduction of 1%, which had already been assumed initially. It is understood that this will be an on-going (permanent) reduction;
- Province is allowing tuition increases of up to a maximum of 3.75% noting that tuition fees will be included as part of the budget that will be proposed to the Board next month;
- Changes to course delivery in the Fall may have budget implications; senior administration is working with the faculty association to ensure that Memoranda of Understanding are established, where necessary;
- Need to assume some impact to enrolment noting that tuition is the second largest revenue generator aside from the operating grant;
- Typically, in times of recession, student numbers increase so we may expect to see an increase in tuition revenue, however, given the nature of the pandemic and uncertain length, we should anticipate a decrease in first year students;
- Registration opened in early-May and we have seen strong numbers, particularly among second, third- and fourth-year students;
- First-year students were not able to register until later, and we are now seeing registrations for first-year students starting to come in;
- Number of international applications are up, however, we are seeing some challenges with domestic student applications which have been decreasing over time;

- As a result of the changes to the Finance Committee and the removal of the Board Budget Committee, a Budget Advisory Committee has been established which will include student, faculty, staff, academic and administrative leadership representatives but will not, however, include Board members. The President's Executive Committee will be the ones presenting the budget to the Finance Committee, with the Finance Committee then recommending the budget to the Board. This replaces the previous way of the Board Budget Committee recommending the budget to the Board.

Mr. Lamont reported the following:

- Past practice has been to present the annual budget to the Board at the May meeting; however, this was not possible this year due to the pandemic;
- President's Executive Council wanted to incorporate effects of COVID-19 into the budget, rather than present a budget that would change, and wanted to ensure government directives were known and accounted for;
- Although verbal communication has been received that the University will see a 1% decrease to the operating grant, we still have not received the letter from the Province that confirms what funding will be received (e.g. capital grants);
- Relating specifically to the COVID-19 situation, the year ended with course delivery shifting and finishing online. This resulted in students moving out of residence earlier than usual, and receiving refunds which totaled approximately \$500k. It was noted that this information was required in order to finish the 2020-21 budget;
- Changes due to travel and work force adjustments need to be incorporated into the budget, the details of which are becoming more known as time goes by;
- New Public Sector Accounting Standards (PSAS) came into effect March 31, 2020. This is the second budget that has been developed using PSAS, however, this is the first budget developed where the Province was certain on how they would apply the standards;
- The most significant change has been that the University can no longer use surplus funds as part of the budget process. This creates two issues: 1) there is a need to ensure expenditures are no more than projected revenue; and 2) there is now a question of how surpluses may be used;
- This change is permanent, therefore, there is a need to ensure that any adjustments made to the budget and University operations can be sustained for the long term;
- Enrolment is in question as there is uncertainty as to how courses will be delivered in the Fall (e.g. in person or online);
- Uncertainty also remains for the Ancillary Services (e.g., Food Services, Residence, Parking, etc.).

Member questioned if surplus could be placed into a reserve or designated for a specific purpose. S. Lamont stated that unless surplus is spent on capital items,

there is no revenue to offset and therefore would put us in a deficit position. It was noted that surplus is effectively cash (a balance sheet item) and therefore, as long as using balance sheet resources, it will not offend the PSAS requirements.

Member cautioned that although faculty are not travelling us much, they can carry forward Professional Development (PD) funds for up to two years. S. Lamont stated that when looking at travel, they are looking at non-PD related travel (e.g. administrative purposes). It was noted that almost half of non-PD related travel is used for Athletics.

Member raised question in regards to class sizes and if there is a reasonable assumption that we will be able to hold small classes on campus. Dr. Docherty stated that there are some unknowns in terms of what social distancing requirements may be. For example, a class that normally holds 30-35 students may only be able to hold 15 students. Consideration will also need to be given for students who are unable to attend classes on campus (e.g. international students unable to travel). It was noted that committees have been established to look at various scenarios and will begin the planning process for Fall course delivery noting there are many variables.

S. Lamont added that capacity may be able to increase for online courses.

Member cautioned increasing capacity for online courses noting this could result in a dramatic workload increase such as by time interacting with students via email and marking for additional students. Dr. Docherty stated that this has been taken into consideration.

3.2 Move to Closed Session

Motion: Moved and seconded (M. Decter/H. Mumin)

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

**CARRIED**

3.3 Motion(s) Raised from Closed Session

The following motions were raised from Closed Session:

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

**LIBRARY:**

**Hurst, Chris.....July 1, 2021 to June 30, 2022 at 80%**

**STUDENT SERVICES:**

Harris, Marsha.....July 1, 2021 to June 30, 2022 at 80%

**SCHOOL OF MUSIC:**

Wilson, Aaron.....January 1, 2022 to June 30, 2022 at 100%

Tselyakov, Alexander..... July 1, 2021 to December 31, 2021 at 80%

**FACULTY OF ARTS:**

Ramsey, Doug..... July 1, 2021 to December 31, 2021 at 80%

Bessant, Ken.....January 1, 2022 to June 30, 2022 at 80%

Naylor, Jim ..... July 1, 2021 to December 31, 2021at 80%

Boult, Cameron ..... July 1, 2021 to December 31, 2021 at 80%

Mattes, Cathy..... July 1, 2021 to December 31, 2021at 80%

Forsythe, James..... July 1, 2021 to December 31, 2021 at 80%

**FACULTY OF EDUCATION:**

Farrell, Alysha.....July 1, 2021 to June 30, 2022 at 80%

Ntelioglou, Burcu.....July 1, 2021 to June 30, 2022 at 80%

Krentz, Joel January 1, 2022 to June 30, 2022 & January 1, 2023 to June 30, 2023  
at 80%

Skyhar, Candy.....July 1, 2021 to June 30, 2022 at 80%

Okrainec, Alexa ..... July 1, 2021 to December 31, 2021at 80%

**FACULTY OF SCIENCE:**

Carrington, Margaret.....January 1, 2022 to June 30, 2022 at 80%

Foster, Tyler ..... July 1, 2023 to June 30, 2024 at 80%

Gulliver, Austin..... July 1, 2021 to December 31, 2021 at 100%

Cassone, Bryan ..... July 1, 2021 to December 31, 2021 at 100%

Greenwood, David.....January 1, 2022 to June 30, 2022 at 100%

Untereiner, Wendy..... July 1, 2021 to June 30, 2022 at 80%

Newall, Nancy ..... July 1, 2021 to June 30, 2022 at 80%

Bushnell, Eric..... July 1, 2021 to December 31, 2021at 100%

Hill, Bryan.....January 1, 2022 to June 30, 2022 at 100%

Eberts, Derrek .....January 1, 2022 to June 30, 2022 at 80%

Herron, Rachel.....January 1, 2022 to June 30, 2022 at 100%

**4.0 INFORMATION & ANNOUNCEMENTS**

**5.0 ADJOURNMENT**

Moved (K. Auriat/W. Taylor)

**BE IT RESOLVED THAT the meeting adjourn at 3:21 p.m.**

**CARRIED**

---

Chair, Board of Governors

---

Secretary, Board of Governors