

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

**June 22, 2013
Room 005, A. E. McKenzie Building
8:30 a.m.**

Present: Ms S. Bachewich, Ms J. Biggs, Mr. G. Boyd, Dr. R. Gasse, Ms B. Jolly, Mr. B. Knight, Mr. M. May, Ms L. McDougald-Williams (Chair), Dr. F. Nichols, Ms K. Phillips, Dr. D. Poff, Mr. B. Schaffer, Mr. D. Stewart

Resource: Dr. D. Care, Mr. S. Lamont, Ms K. Fisher (Recorder)

Regrets: Ms S. Armstrong, Dr. D. Brown

Absent: Ms S. Duff

1.0 CALL TO ORDER

The Chair called the meeting to order at 8:35 a.m.

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of June 22, 2013

Motion: Moved and seconded (K. Phillips/S. Bachewich)

BE IT RESOLVED THAT the agenda of the June 22, 2013, Board of Governors meeting (Open Session) be approved as amended:

Strike item 6.7 (Motion: Statement of Intent – Academic Success Program)

**068 Jun13
CARRIED**

2.2 Move to Closed Session

Motion: Moved and seconded (D. Stewart/B. Jolly)

BE IT RESOLVED THAT the meeting moves to Closed Session.

CARRIED

2.3 Approval of Minutes of May 25, 2013

Motion: Moved and seconded (K. Phillips/B. Knight)

BE IT RESOLVED THAT the minutes of the May 25, 2013, Board of Governors meeting (Open Session) be approved.

**069 Jun13
CARRIED**

2.4 Motions Raised from Closed Session

The following motions were raised from Closed Session:

BE IT RESOLVED THAT the Board of Governors approve the granting of the designation “Professor Emeritus” to Dr. George McMaster of the Department of Mathematics and Computer Science, Faculty of Science.

BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Presidential Search Policy.

BE IT RESOLVED THAT the Board of Governors appoint Mr. Garnet Boyd and Ms Bea Jolly to the Presidential Search Committee.

3.0 CONTINUING BUSINESS

There was no continuing business.

4.0 CORRESPONDENCE

4.1 Thank You Letters – Brandon University Advanced Early Admission Scholarship

4.2 Correspondence dated May 22, 2013 from the Minister of Advanced Education and Literacy re Campus Manitoba

5.0 REPORTS

5.1 Academic Operations Committee (K. Phillips)

a) Report from the Academic Operations Committee

The Academic Operations Committee met on Friday at 4:30 p.m.

The Committee welcomed Ms Katie Gross, Director of Recruitment and Retention, to the meeting to discuss the Report from the Early Alert Pilot Project. This project was initiated in September 2012 to enhance students’ knowledge and use of the Academic Skills Centre, to improve the quality of student learning and to increase student persistence and progression. Twenty-one faculty members participated in this program and 198 first-year students were identified as needing additional support within the first-

semester. The data collected indicates that those who sought assistance multiple times achieved a better grade in their course.

Moving forward, beginning this September, Ms Gross will be able to accurately determine how many of the 198 students continue on to their second year of study.

5.2 Finance and Audit Committee (B. Schaffer)

a) Report from the Finance and Audit Committee

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

Ms Jeanne Millis of BDO Canada and Ms Susan Hay of the Office of the Auditor General attended the meeting to present and discuss the results of our annual audit.

Six items of new business were discussed, and motions were passed regarding the following: Brandon University Audited Financial Statements; Bill 57 – Public Sector Compensation Disclosure; Compliance with the William D. Ford Federal Direct Loan Program; and the Schedule of Eligible Expenditures for the Brandon University Healthy Living Centre. In addition, the Committee received a copy of the Annual Report for the Brandon University Retirement Plan.

Several regular financial reports were also received for information.

5.3 Executive Committee (L. McDougald-Williams)

a) Report from the Executive Committee

The Executive Committee met on Friday at 6:00 p.m.

Reports were received from the Academic Operations Committee, the Finance and Audit Committee, the President, and the Vice-Presidents. All of these items are included on the Board of Governors agenda.

Four items of new business were on the agenda for discussion including one new policy and three policy revisions, and motions were passed recommending the Executive business to the Board for approval.

5.4 President (D. Poff)

a) Report from the President

A copy of Dr. Poff's written report was included in the package. The following highlights were discussed:

- With the recent retirement of our Associate Vice-President (External), we are working with a firm specializing in philanthropic searches to fill this position as quickly as possible. Dr. Poff noted that she will continue to serve as the acting head of this department until the search is complete.

5.5 Vice-President (Academic and Provost) (D. Care)

a) Report from the Vice-President (Academic and Provost)

A copy of Dr. Care's written report was included in the package. The following highlights were discussed:

- The Centre for Teaching, Learning and Technology was approved by the Senate on June 18th.
- Dr. Fearon begins his term on July 1, 2013, and Dr. Care will be meeting with him to assist in his transition into the role of Vice-President (Academic and Provost).

5.6 Vice-President (Administration and Finance) (S. Lamont)

a) Report from the Vice-President (Administration and Finance)

A copy of Mr. Lamont's written report was included in the package. The following highlights were discussed:

- Looking to refresh and revitalize our Food Services operations. A recent retirement in Ancillary Services has provided us with an opportunity to change and improve services. Such changes include: the creation of a lounge area near the windows; painting walls; changing cafeteria doors to glass to have the space appear more inviting; looking to establish \$5 lunch specials and \$6 supper specials; changing hours of operation; and ensuring healthy options are available.

5.7 Brandon University Foundation (Vacant/B. Knight/Vacant)

There has been no meeting to report on.

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

Mr. Lamont noted that the Committee last met on June 10th. Executive Officers were appointed and necessary roof repairs were discussed and approved.

5.9 Board of Trustees of the BU Retirement Plan (S. Lamont)

Mr. Lamont stated that the Board of Trustees recently had a presentation by Connor, Clark & Lunn. In addition, the Board reviewed and approved the audited

Financial Statements and discussed an amendment that would see “service” language changed to “qualified service” which will ensure that all service, whether earned at BU or transferred from another employer, will apply towards benefits at BU.

5.10 Brandon University Senate (B. Jolly)

Dr. Poff noted that the Senate recently elected two new representatives to serve on the Board of Governors – Dr. Rosanne Gasse from the Department of English and Creative Writing and Dr. Derek Brown from the Department of Philosophy.

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

There has been no meeting to report on.

5.12 Brandon University Alumni Association (D. Stewart)

Mr. Stewart reported that plans for this year’s Homecoming celebrations are moving forward.

5.13 Brandon University Students’ Union (S. Bachewich/M. May)

Ms Bachewich reported that BUSU has hired its new General Manager – Ms Natalie Ore. In addition, plans for Orientation and Rock the Block continue, with two of three bands being confirmed to date.

6.0 NEW BUSINESS

The Chair welcomed Ms Deb Berkan, Director, Financial and Registration Services, to the meeting.

6.1 Brandon University Audit Results Memorandum 2013

Ms Berkan noted that the audit was conducted in accordance with the Canadian Auditing Standards and the statements were found to be free from material misstatement.

Ms Berkan reviewed the Schedule of Uncorrected Misstatements (Appendix 2) and noted that one misstatement relates to the interest expense on the residence mortgages and the other relates to the unrecorded audit fees. Ms Berkan noted that two years of audit expenses will be recorded in the 2013/14 year so this misstatement will not be present in next year’s audit.

6.2 Motion: Brandon University Audited Financial Statements

Motion: Moved and seconded (B. Schaffer/K. Phillips)

BE IT RESOLVED THAT the Board of Governors approve the audited Financial Statements for Brandon University for the year ended March 31, 2013.

070 Jun13

Ms Berkan provided an overview of the Financial Statements and noted that they look significantly different as a result of the requirement to adopt the Canadian public sector accounting standards. The adoption of these standards resulted in adjustments to previously reported liabilities, net assets, excess of revenue over expenses and cash flows of the University.

Ms Berkan noted that there are significant changes in fund balances, largely in part to having to report the total pension liabilities as well as compensated absences. Employees are entitled to accumulating, non-vesting sick leave. Non-vesting means that employees are not entitled to receive a pay-out of any accumulated sick leave upon termination of employment; however, if required during employment, the sick leave will be provided.

It was noted that there are significantly more Notes in this year's Statements which can be referenced for additional information.

CARRIED

6.3 Motion: Bill 57 – Public Sector Compensation Disclosure

Motion: Moved and seconded (M. May/K. Phillips)

BE IT RESOLVED THAT the Board of Governors approve the attached document as prepared in accordance with the Public Sector Compensation Disclosure Act.

071 Jun13

Ms Berkan noted that the University must provide a report of all employees who receive compensation in excess of \$50,000. This report is prepared by Brandon University's payroll office and is audited by BDO and the Office of the Auditor General. Once approved, this report will be made available in the Office of the President and the Library.

CARRIED

6.4 Motion: Compliance with William D. Ford Federal Direct Loan Program

Motion: Moved and seconded (G. Boyd/B. Jolly)

BE IT RESOLVED THAT the Board of Governors receive the Auditor's Report regarding the University's compliance with the William D. Ford Federal Direct Loan Program for the year ended March 31, 2013.

072 Jun13

Ms Berkan noted that the US Department of Education provides us with a list of students who attend Brandon University and receive student loans through the William D. Ford Federal Direct Loan Program. There are a number of regulations that we must comply with and any adverse findings must be reported to the US Department of Education. Ms Berkan noted that there were no findings in the audit.

CARRIED

6.5 Motion: Schedule of Eligible Expenditures – Brandon University Healthy Living Centre

Motion: Moved and seconded (K. Phillips/B. Schaffer)

BE IT RESOLVED THAT the Board of Governors approve the financial audit of the Schedule of Eligible Expenditures for the year ending March 31, 2013, under the Brandon University Healthy Living Centre Federal Contribution Agreement.

073 Jun13

As per the Brandon University Healthy Living Centre Federal Contribution Agreement between the Federal Government and Brandon University, there is a requirement to undertake an independent audit of eligible expenditures reported to the Federal Government for reimbursement. The Auditor's opinion is that the information was prepared in accordance with the requirements set out in the Contribution Agreement.

Ms Berkan noted that one final audit will be required as soon as the project is complete and all progress payments have been made.

CARRIED

6.6 Annual Report – Brandon University Retirement Plan

Ms Berkan noted that the Financial Statements for the BU Retirement Plan were received and approved by the Board of Trustees at their last meeting. In 2012, the Plan reported net assets of \$123.4 million. Special payments continue to be made towards the unfunded liability. As at December 31, 2012, the valuation shows a deficit of \$29.844 million. Annual valuations must continue until such time as the solvency ratio is greater than 90%.

6.7 Motion: Policy Approval – Criminal Record and Provincial Child Abuse Registry Checks

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

BE IT RESOLVED THAT the Board of Governors approve the Criminal Record and Provincial Child Abuse Registry Checks Policy.

054 Jun13

Mr. Lamont noted that this policy is intended to cover employees and volunteers who interact with minor-aged children and who work in vulnerable positions. The various union groups on campus have been consulted with during the drafting of this policy.

Under this policy, checks will not be required for anyone interacting with students who are under the age of majority but who will reach the age of majority during the academic year. Current employees who are required to obtain a satisfactory check will continue their regular employment while the check is in process. The cost will be covered by the University. For new hires, if a child abuse registry check is required, a person may not begin their employment until a satisfactory check is received. If a criminal records check is required, employment may begin while the check is being processed.

Employees will be required to inform the University if their clearance is lost or if something has happened (e.g. they have been charged with an offense) that could impact their ability to maintain their clearance.

CARRIED

6.8 Motion: Policy Review – Appointment and Review of Academic Administrators

Motion: Moved and seconded (K. Phillips/S. Bachewich)

BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Appointment and Review of Academic Administrators Policy.

055 Jun13

Dr. Poff spoke to the proposed revisions of the two policies presented at 6.8 and 6.9. She noted that the appointment and review procedures for academic administrators and non-academic administrators have been separated into two separate policies. Academic administrators, by virtue of their being academics, are generally appointed to five-year terms. The assumption is that they are primarily academics, have tenure, and for a period of time in their career, assume administrative positions. Non-academic administrators are professionals who assume permanent positions. The assumption is that these individuals are evaluated in their role on a regular basis.

Amendment: Moved and seconded (R. Gasse/K. Phillips)

For the Vice-President (Academic and Provost) and Associate Vice-President (Research) and Dean of Graduate Studies Review Committees:

- change “1 graduate student appointed by the President” to “1 graduate student elected by and from graduate students, or, in the case of a failed election, appointed by the President”.

For the Vice-President (Academic and Provost) Search and Review Committees:

- remove “1 nominee of the President”.

**CARRIED
AS AMENDED**

6.9 Motion: Policy Review – Appointment and Review of Vice-Presidents

Motion: Moved and seconded (K. Phillips/S. Bachewich)

BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to the Appointment and Review of Vice-Presidents Policy.

075 Jun13

See discussion at Item 6.8.

CARRIED

7.0 ANY OTHER BUSINESS

No items of other business were discussed.

8.0 INFORMATION

- 8.1 Transactions of \$25,000 or More – May 1, 2013 – May 31, 2013
- 8.2 ACHIEVE – Early Alert Pilot Project
- 8.3 Final List of May 31, 2013 Graduates

Items 8.1 through 8.3 were received for information.

9.0 ADJOURNMENT

Moved (K. Phillips)

BE IT RESOLVED THAT the meeting adjourn at 10:45 a.m.

CARRIED

Chair, Board of Governors

Secretary, Board of Governors