

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

**January 23, 2016
Room 043 Health Studies
8:30 a.m.**

Present: Mr. G. Boyd, Mr. N. Brown, Mr. S. Chambers, Dr. G. Fearon, Mr. S. Gouthro, Ms B. Jolly (Vice-Chair), Mr. J. Kilpatrick, Ms K. Phillips, Mr. B. Schaffer, Ms S. Senkbeil, Ms Jennifer Woodbury

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

Regrets: Mr. M. Cain, Mr. M. Decter, Ms L. Hutchinson, Mr. D. Stewart, Mr. A. Thompson

1.0 CALL TO ORDER

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

2.0 AGENDA AND MINUTES

2.1 Approval of Agenda of January 23, 2016

Motion: Moved and seconded (G. Boyd/S. Senkbeil)

BE IT RESOLVED THAT the agenda of the January 23, 2016, Board of Governors meeting (Open Session) be approved.

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CARRIED**

2.2 Approval of Consent Agenda

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

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

- a) **Minutes of November 28, 2015**
- b) **Report from the Vice-President (Academic and Provost)**
- c) **Report from the Vice-President (Administration and Finance)**
- d) **Transactions of \$25,000 or More – November 10, 2015 to January 13, 2016**

CARRIED

2.3 Move to Closed Session

Motion: Moved and seconded (K. Phillips/G. Fearon)

BE IT RESOLVED THAT the meeting move to Closed Session.

CARRIED

2.4 Motion(s) Raised from Closed Session

The following motion was raised from Closed Session:

BE IT RESOLVED THAT the Board of Governors approve the establishment of a Master of Business Administration degree at Brandon University and affirm the work of the relevant parties (i.e. the Business Department, Brandon University, Assiniboine Community College) to establish a Joint Business School offering collaborative/hybrid business 1-year certificates, 2-year diplomas, 3-year and 4-year Bachelor degrees, and MBA programs.

3.0 REPORTS

3.1 Finance and Audit Committee (G. Boyd)

a) Report from the Finance and Audit Committee

The Finance and Audit Committee met on Friday at 4:30 p.m.

The following regular reports were received for information:

- Financial Summary as at December 31, 2015
- Financial Summary by Object as at December 31, 2015
- Research and Special Purpose Funds for the Period of April 1, 2015 to December 31, 2015
- Transactions of \$25,000 or More from November 10, 2015 to December 31, 2015

3.2 Executive Committee (B. Jolly)

a) Report from the Executive Committee

The Executive Committee met on Friday at 4:45 p.m.

Reports were received from the 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.

3.3 President (G. Fearon)

a) Report from the President

Members of the Board of Governors expressed their sympathy with the recent passing of fellow Board member and former Brandon East MLA, Mr. Len Evans. Dr. Fearon noted that a scholarship fund has been established in honour of Mr. Evans and all of his accomplishments and contributions. Brandon University's flag was lowered to half-mast in his honour.

A copy of Dr. Fearon'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.

The following additional highlights were discussed:

- recent announcements by the provincial government including the post-secondary education funding announcement as well as approvals of the Métis Studies program and mature student family housing development were well received by the University;
- the Presidents of the universities and colleges in the province as well as Manitoba's school boards gathered in December to collectively sign an Indigenous Education Blueprint which commits to promoting and advancing Indigenous knowledge, languages, traditions as well as supporting an increase in services and collaborative initiatives to better support Indigenous students.

3.4 Brandon University Foundation (G. Boyd/M. Cain/J. Kilpatrick)

There was no meeting to report on.

3.5 Knowles-Douglas Student Centre (S. Lamont/J. Woodbury)

There was no meeting to report on.

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

There was no meeting to report on.

3.7 Brandon University Senate (G. Boyd/M. Cain/S. Gouthro)

Mr. Boyd provided the following report of the December 15, 2015, meeting:

- revised calendar entries for a number of departments;
- approved new courses in Gender and Women's Studies, Geography, and English;

- approved pre-requisite and course changes for various programs were approved;
- new and revised terms of reference for various scholarships and bursaries were approved.

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

Ms Jolly provided the following report from the January 22, 2016, meeting of the Review Committee on the Status of Women:

- writing days continue to be held and have been well-received by faculty members;
- preparations are underway for a celebration in recognition of International Women's Day.

3.9 Brandon University Alumni Association (D. Stewart)

No report was provided.

3.10 Brandon University Students' Union (N. Brown)

Mr. Brown provided the following report:

- winter orientation was held during the first week of January and was well attended by students;
- mental health week will be held this coming week and will include visits from therapy dogs as well as free soup for students;
- annual BUSU elections will be held on March 7th and 8th and the five-week election period will soon get underway;
- a racialized and indigenous student experience summit will be held in Ottawa from March 18th to 21st and BUSU is hoping to support the attendance of a few of our students;
- coordinating an all candidates debate for those running in Brandon East and Brandon West in the upcoming provincial election.

4.0 NEW BUSINESS

4.1 University Institutional Planning

Dr. Fearon spoke to a PowerPoint presentation which outlined the draft framework for the institutional planning process. Dr. Fearon noted that an institutional plan will define the current state and environment; support the reaching of a consensus on the institution's vision, mission, values, and goals for a specific period of time; establish the trajectory, actions and partners needed to advance the institution; determine what will be needed to sustain and support the institution's success in meeting needs; and communicate and celebrate successes along the way.

Highlights of the presentation are as follows:

- institutional planning includes a wide-range of components, including a campus master plan; indigenization; internationalization; communications, marking and promotions; staffing and budget; research; teaching and learning; etc.
- the current profile of the University is that of a primarily undergraduate institution with a growing enrolment, particularly in the area of graduate studies;
- we are primarily a province-driven university in terms of our general student catchment area; however, we do attract students from all over Canada as well as internationally;
- students have expressed an interest in more program offerings that are more applied/career oriented, professional programs;
- our potential future profile may include more balanced undergraduate and graduate program offerings with an increased emphasis on research and a larger student body.

In the coming weeks and months, the institutional planning process, which will include a series of consultations with internal and external stakeholders, will be further defined. It was agreed that a copy of the presentation would be distributed to members for their further consideration.

4.2 Staffing Plans and Budget Information

Mr. Lamont spoke to a PowerPoint presentation on the status of the University's staffing and budget planning and preparation. Highlights are as follows:

- requests for staffing resources in 2016-2017 were over \$2.5 million in excess of the base budget;
- requests for non-staffing resources in 2016-2017 were over \$1 million in excess of the base budget;
- estimated budget balance after anticipated adjustments to review and expenses but before the requests was -\$750,000;
- over the past seven years, surplus funds have been utilized to achieve a balanced budget; the senior administrative team has committed to establishing a strategy to address the structural budget gap over the next three to five year period;
- three institutional strategic levers have been identified as follows: staffing and budget request management; revenue enhancement; and expenditure management and planning;
- in terms of revenue, grants are to increase by 2.5% and tuition is to increase by the rate of inflation in the province;
- other revenues include international fees, professional cost-recovery programs; enrolment growth; ancillary operations (e.g. Food Services, residences); faculty level fundraising; continuing education, etc.
- the budget has a structural deficit and an on-going inflationary deficit.

Mr. Lamont noted that budget unit heads will be asked to prepare their budget submissions within the next month or so and budget development will continue throughout the coming months. The proposed budget is expected to come forward for consideration by the Board of Governors in May.

4.3 Motion: Proposal – Follett of Canada

Motion: Moved and seconded (G. Fearon/K. Phillips)

BE IT RESOLVED THAT the Board of Governors approve the engagement of Follett of Canada to operate the Brandon University Bookstore, beginning in the 2016-2017 academic year.

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Dr. Fearon noted that the University periodically reviews its various services and evaluates the scope for improvements and adjustments. As items have relevance, the University may bring forward different options, the Bookstore being the current item. Dr. Fearon noted that the operations of the University not only provide services but also require operational funding.

Mr. Lamont spoke to a PowerPoint presentation on the current status of the Bookstore as well as the proposed engagement with Follett Canada. Highlights of the presentation are as follows:

- University operated bookstore with employees being members of the MGEU bargaining unit;
- profits are shared 50/50 with BUSU;
- rent of \$49,445 is paid to the Knowles Douglas Commission each year;
- net losses over the last four years range from \$21,000 - \$43,000 each year leaving no profit to share with BUSU;
- current challenges include no point of sale system; no automated inventory; increased online presence by other distributors; textbooks are expensive and options are few;
- Follett operates bookstores in 1150 colleges and universities including 45 Canadian locations (e.g. University of Winnipeg, Assiniboine Community College, Carlton University, University of Ottawa, etc.);
- student benefits include access to used textbooks; textbook rentals; digital textbooks; price matching; buy-backs; comprehensive course materials; custom course packs; links from online registration to online bookstore; computer hardware, software, and accessory sales; convenience store items; online merchandise (e.g. t-shirts, commemorative items, etc.);
- faculty benefits include comprehensive course materials; custom course packs printed through the BU Print Shop; faculty order system; late and special orders;
- the University has consulted with Assiniboine Community College and other Canadian universities; the senior administrative team; employees of the store; MGEU (the Union representing the employees); BUSU; and held public consultations for students, faculty and staff;

- throughout the consultation process, several items of concern were raised including a fear of the unknown; student job loss and/or student employees not being covered by the Public Service Alliance of Canada (PSAC); corporatization of University services; and policies on ethical purchasing, fair labour, etc.;
- business benefits include a point of sale system; access to corporate expertise, buying power, etc.; cap and gown rentals available; campus card integration; back-up data centre and technical support; Follett will buy all resalable merchandise from our current operation;
- seven-year agreement which allows for the investment of store renovations to be amortized over this period;
- current employees can choose to either remain BU employees with our terms and conditions of employment or become Follett employees under their terms and conditions of employment;
- commissions will be paid to Brandon University based on sales;
- an advisory committee, which will include faculty, student, and administrative representatives, will be struck to evaluate the operations and service satisfaction levels of the contract;
- net revenue is expected after rent and amortization of capital improvements (based on current sales), 50% of which will go to BUSU.

Mr. Lamont acknowledged the lack of consultation with the Faculty Association. A meeting with the BUFA President was held on Friday and a number of the concerns were addressed; however, Mr. Lamont noted that it would have been beneficial to consult sooner. Mr. Gouthro noted his appreciation for the comments provided by Dr. Ramsey.

With respect to Library purchases, the Library can continue with their current practice which is outside of the Bookstore but they would have the opportunity to source through Follett if they wished to do so.

The price guarantee is to ensure that the product is priced at the same point as it is available by other distributors. Mr. Brown noted that his preference would be for the reduction to come at the point of sale rather than as a credit to be used within the store.

Mr. Kilpatrick questioned if an author or musician who may be visiting campus would have the ability to sell their merchandise at the time of a book launch, for example. Mr. Lamont noted that Follett wishes to support activities such as book launches.

Mr. Lamont noted that Follett would be expected to comply with any policy that is adopted by the University and applied on campus (e.g. the bottled water ban).

With respect to the off-campus data storage, Ms Senkbeil asked what information that they might have access to. Mr. Lamont noted that the University would have to ensure that limited information is accessible and that the storage is secure.

With the buy-back program, Mr. Brown noted that they will only buy back books that will be used in the next semester and will not buy back those that go through frequent edition changes. Mr. Lamont clarified that it is not just what will be used by Brandon University in the next semester but perhaps by another institution in the next semester.

CARRIED

Dr. Fearon thanked Mr. Lamont for the presentation and the members for their contributions to the discussion.

4.4 Appointment of Representatives to the Governance & Nominating Committee

Motion: Moved and seconded (G. Fearon/K. Phillips)

BE IT RESOLVED THAT the following individuals be appointed to the Governance & Nominating Committee:

**Nick Brown, Student Representative
Stacy Senkbeil, OIC Member-at-Large**

CARRIED

It was agreed that the Senate representative would come forward for approval at a later date.

5.0 ANY OTHER BUSINESS

5.1 Len Evans Scholarship Fund

Dr. Fearon noted that a scholarship has been established by our Office of Institutional Advancement in coordination with the Evans family. The \$10,000 contribution from the Government of Manitoba was appreciated.

6.0 ADJOURNMENT

Moved (K. Phillips)

BE IT RESOLVED THAT the meeting adjourn at 11:48 a.m.

CARRIED

Chair, Board of Governors

Secretary, Board of Governors