

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

**Saturday, March 16, 2024
Louis Riel Room & Zoom
8:30 a.m.**

Present: Edward Bach; Kristal Bayes-McDonald (via Zoom); David Docherty; Julee Galvin (Chair) Scott Hayward; Michael Juce (via Zoom); Michelle Magnusson; Barbara MacKalski; Anugo Okudo (via Zoom); Asit Patel; Ayushi Patel; Kevan Sumner

Resources: Bernadette Ardelli; Kofi Campbell; Scott Lamont; Meghan Lamontagne (Recorder); Louise Moss

Regrets: Joy Chikezie; Mary Jane McCallum; Quintin Pearce

1. CALL TO ORDER

The Chair called the meeting to order at 8:39 a.m.

The Chair acknowledged that Brandon University campuses are located on Treaty 1 and Treaty 2 Lands, the traditional homelands of the Dakota, Anishinaabek, Cree, Oji-Cree, Dene, and the Red River Métis peoples.

2. AGENDA & MINUTES

2.1 Approval of Agenda of March 16, 2024

Motion: Moved and seconded (B. MacKalski/M. Magnusson)

BE IT RESOLVED THAT the agenda of the March 16, 2024, Board of Governors meeting (Open Session) be approved.

**020 Mar24
CARRIED**

2.2 Approval of Consent Agenda

Motion: Moved and seconded (S. Hayward/E. Bach)

BE IT RESOLVED THAT the consent agenda of the March 16, 2024, Board of Governors (Open Session) meeting be approved as follows:

2.2.1 Minutes of January 27, 2024

2.2.2 Report from the Provost & Vice-President (Academic)

2.2.3 Report from the Vice-President (Administration & Finance)

2.2.4 Report from the Vice-President (Research & Graduate Studies)

2.2.5 Transactions of \$100,000 or More – January 2, 2024, to March 1, 2024

2.2.6 Report – Financial Summary by Object as at January 31, 2024

2.2.7 Report – Financial Summary as at January 31, 2024

2.2.8 Report – Final List of February Graduands

2.2.9 Reports from Representatives on Committees Reporting to the Board

2.2.9.1 BU Senate

2.2.9.2 BU Students' Union

2.2.9.3 Knowles Douglas Student Centre

2.2.9.4 Board of Trustees BU Retirement Plan

2.2.9.5 Status of Women's Review Committee

2.2.9.6 Audit & Risk Committee

021 Mar24

CARRIED

3. DELEGATIONS

3.1 Presentation – Alumni & Advancement

The Chair invited C. Eisler, Director of Advancement & Alumni Affairs, to present.

C. Eisler provided a presentation, which included an overview of the mission, operations, and activities of the Advancement and Alumni Affairs department; the goal of the BU Foundation; fundraising initiatives and sources; giving comparisons between 2018-2023; and donor recognition and stewardship. Fundraising priorities were highlighted, which include the Brodie Science Building, Indigenous Peoples' Centre expansion, and an outdoor classroom. It was noted that meetings continue with current and potential donors and that campaign committee leaders and members are being identified. In addition, campaign consultations are being planned which will include work on campaign objectives as well a goals and planning study.

A member asked how a donor moves from the President's Circle to the Order of the Sheaf. C. Eisler stated that the Order of the Sheaf is based on accumulated giving, so once a donor meets the threshold, they will be inducted to the Order of the Sheaf.

In response to a question, C. Eisler confirmed that the majority of donors are typically alumni in the PSI sector. It was noted that the business donor line is lower, however, this will increase with campaigns.

In response to a question, C. Eisler confirmed that her department is looking into how to set up recurring monthly donations using the new Raiser's Edge software.

Discussion took place about the demographic of graduates from the 1980's being low in terms of donors. It was suggested that a targeted approach be taken with this demographic. Comments were made that this is a "sandwich generation" and folks in this generation may experience more of a disconnect from technology compared to younger generations, hence the need for a more targeted approach.

C. Eisler welcomed members to communicate with her with any suggestions for targeted approaches.

The Chair commended the President for his work in donor relations.

C. Eisler left the meeting at 9:18 a.m.

4. REPORTS

4.1 Report from President

The President's written report was provided in the agenda package.

D. Docherty congratulated Board member, Ayushi Patel, on her and her team's recent performance at the India Pavilion as part for the Westman Multicultural Festival.

D. Docherty highlighted that a new nine-foot Steinway piano, "Jack", was unveiled in the School of Music on March 2nd. The piano was donated by Mary Louise Perkins and her family through the Foundation in memory of Dr. Harold "Jack" Perkins who was President of Brandon University from 1977-1983, and who led the establishment of the BU Foundation.

D. Docherty further highlighted that BU will be celebrating its 125th anniversary as an institute of higher education later this year.

4.2 Report on Accessibility of Manitobans Act Progress

A written report was provided in the agenda package.

G. Hamilton, Director of Marketing & Communications, was invited to speak to the report.

G. Hamilton reported that the Accessibility for Manitobans Act was initially passed in 2013 with standards that BU must meet. These standards are brought into force periodically, and we have successfully implemented and met the first two, relating to Customer Service and to Employment. The Accessibility Standard for Information and Communication is the third (of five) standards to be brought into force starting May 1, 2024. An overview of what the specific requirements was provided, and it was noted that the some of the larger challenges to address will be the communication through the website (including Moodle) and the significant number (approx. 11,000) of PDFs which will need to be made more accessible.

M. Magnusson (speaking as BU's Student Accessibility Services Coordinator) added that the biggest piece moving forward will be to provide training on how to prepare information and communications in an accessible way. She further noted that the standard is about having a policy and process to teach people how to be compliant.

A question was raised as to whether social media accounts would also need to be made accessible.

G. Hamilton stated that he does not believe BU will be held accountable for social media as it is third-party software; however, BU will still work on making social media accessible.

A question was raised about whether there are software programs to convert text to braille, noting the costs used to be significant to do this.

M. Magnusson stated that technology has improved to be able to support blind students and the standard will be less onerous for this reason.

G. Hamilton left the meeting at 9:37 a.m.

5. NEW BUSINESS

5.1 Motion: Revisions to By-Law 8 – Approval and Signing Authorizations

Motion: Moved and seconded (M. Magnusson/Ayushi Patel)

BE IT RESOLVED THAT the Board of Governors approve the proposed revisions to By-Law 8 – Approval and Signing Authorities, as recommended by the Governance and Nominating Committee.

022 Mar24

L. Moss spoke to the revisions, highlighted as follows:

- Changes to signing authorities as a result of the removal of the Executive Committee
- Removal of A/P (Accounts Payable) Clerk from Section 3, as they are data entry, and this ensures separation of duties
- Increase of Purchasing Officer signing authority
- Changes to various position titles
- Moving Special Projects from Section 10 to Section 11 to reflect Section 10 as research only
- Addition of a new position approval form (Step 2 – Request to Hire) under Section 12
- Revisions to reflect recent changes to the Appointment Procedures Policy

CARRIED

5.2 Nominations and Election – Board Representative on Senate

The Chair stated the Board representative position on Senate is currently vacant and called for nominations or volunteers three times.

K. Sumner volunteered to let his name stand for this role and recused himself from the meeting for the vote.

Motion: Moved and seconded (S. Hayward/E. Bach)

BE IT RESOLVED THAT Kevan Sumner be appointed as the Board representative to the BU Senate.

CARRIED

K. Sumner returned to the meeting.

5.3 Nominations and Election of Treasurer

The Chair stated that the Treasurer position is currently vacant, noting that only external members (non-student Order-in-Council or BUAA members) are eligible to serve in this role.

The Chair called for nominations and volunteers three times.

B. MacKalski nominated S. Hayward for the role of Treasurer.

S. Hayward indicated that he would be willing to serve as Treasurer, however, that his term on the BU Alumni Association Board expires at the end of June. He noted that the BUAA representative on the Board of Governors does not necessarily have to be a BUAA Board of Directors member, and therefore is happy to serve as Treasurer with the caveat that there is no guarantee that they will nominate him as the BUAA representative on the Board once his term expires.

S. Hayward recused himself from the meeting.

Motion: Moved and seconded (B. MacKalski/E. Bach)

BE IT RESOLVED THAT Scott Hayward be elected as Treasurer of the Board of Governors.

CARRIED

S. Hayward returned to the meeting.

6. INFORMATION/ANNOUNCEMENTS

6.1 Board Annual Evaluation

The Chair informed members that the annual Board evaluation has been published on Diligent and members will receive an email requesting their participation. It was noted that the survey tool is used to gain feedback from the Board in their role as Governors. The tool was reviewed and finalized by the Governance and Nominating Committee who will also review the results in May once collated, and results will be provided to the Board for information at the June meeting.

7. MOVE TO CLOSED SESSION

Motion: Moved and seconded (S. Hayward/E. Bach)

BE IT RESOLVED THAT the meeting move to Closed Session.

CARRIED

8. RAISE MOTION(S) FROM CLOSED SESSION

The following motions were raised from the February 24, 2024, special Closed Session meeting:

BE IT RESOLVED that the Board of Governors approve the termination of its contract with Anthology in a manner as recommended by BU’s legal counsel.

BE IT RESOLVED that the Board of Governors approve the continued collection of RenewBU student fees to cover ongoing operating costs and other associated costs of this project and to fund a future ERP project.

There were no motions raised from the March 16, 2024, Closed Session meeting.

9. ADJOURNMENT

Motion: Moved and seconded (S. Hayward/K. Sumner)

BE IT RESOLVED THAT the meeting adjourn at 12:19 p.m.

CARRIED

Chair, Board of Governors

Board Secretariat