

# S. J. McKee Archives



## BU 4: Office of the vice-president

<http://archives.brandonu.ca/en/permalink/descriptions137>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 4

GMD: multiple media

Physical Description: approximately 7.84 m

History /

Biographical:

See RG 6, sub-series 4.1 Vice-President (Academic and Research) and 4.2 Vice-President (Administration and Finance) for history/bio information.

Scope and Content:

Series consists of records generated and collected by the Office of the Vice-President in the course of performing its functions. The fonds has been divided into two sub-series, including: (1) Vice-President (Academic and Research); and (2) Vice-President (Administration and Finance).

Notes: A portion (2.3 m) of the records in this series are unprocessed.

Storage Location: RG 6 Brandon University fonds

Arrangement:

Chronological.



## BC 2: Office of the principal/president

<http://archives.brandonu.ca/en/permalink/descriptions4238>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 2

GMD: textual records

Date Range: 1899-1967

Physical Description: 13 m

History /

Biographical:

The Office of the President of Brandon College was established in 1899 under the title of Principal. The Principal was the head of the Academic Department and the Administrative body. In 1910, the position of Principal was changed to the position of President. There is no documented reason given for this change, but it was consistent with other universities and colleges at the time. When the institution was first organized in 1899, the role of the Principal was quite varied. It was the Principal who acted as both Registrar and Bursar, in addition to his duties as head of administration. The Principal also acted as a professor. It was the Principal who kept the college in contact with the Baptist Union. The Principal also acted as the liaison between the Board of Directors and the Senate, being an ex-officio member of both. In 1910, the roles of Registrar and Bursar were no longer the responsibility of the President. In the 1920's the President became increasingly involved with fundraising and traveled extensively in search of financial support.

In 1938, following the "Act to Incorporate Brandon College Incorporated," the Board of Directors, under by-law #1, assigned the President with "the internal management of the business of the Corporation insofar as it relates to the students, teaching and office staff shall be under the direct supervision of the President, subject to the order of the Board." In 1965 the President's Office was created, consisting of the President, Executive Assistant to the President (later Deputy to the President), and Secretary to the President who was also the Public Relations Assistant. From 1899 until 1967 the Office of the President was administered by six different men.

Scope and Content:

Series consists of records generated and collected by various presidents. The series has been divided into six sub-series, including: (1) Dr. Archibald P. McDiarmid; (2) Dr. Howard Primrose Whidden; (3) Dr. Franklin W. Sweet; (4) Dr. David Bovington; (5) Dr. John Robert Charles Evans; and (6) Dr. John E. Robbins.

Storage Location: RG 1 Brandon College fonds  
Series 2: Office of the Principal/President



## McS 2 Office of the president/general manager

<http://archives.brandonu.ca/en/permalink/descriptions4316>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Series

Series Number: McS 2

GMD: textual records

Date Range: 1910-1975

Physical Description: 2.47 m

History /

Biographical:

The offices of the President and General Manager were established in 1896 with the creation of A. E. McKenzie Seed Co. Ltd. These positions were held jointly by the one officer of company until 1975, when the Board of Directors of the Company divided the two positions, thereby relieving the President from management of plant operations.

Under the General By-Laws of the Company, the President, when present, presided over all Board of Directors meetings. He also signed all documents that may have required his signature and performed any other duties assigned to him by the board. The President exercised general supervision and control over the business of the Company and performed such duties as are usually associated with the office of President or Chief Executive officer of a company.

The General Manager had full power and authority to manage and direct the business and affairs of the Company. He was also responsible for employing and discharging agents and employees of the Company. After A.E. McKenzie gifted the majority of his company shares to the Government of Manitoba in 1945, the General Manager remained responsible for all operations of the Company. However, the General Manager found himself accountable to a Board of Directors comprised mainly of government appointees.

A. E. McKenzie held the offices of President/General Manager from 1896 until his death in 1964, at which time J. Lasby Lowes succeeded him. Following Lowes' retirement in 1968, A.R. Swanson was appointed by the government to fill the positions. Anthony J. Maruca became President of A.E. McKenzie Co. Ltd. in 1972. In 1975, the Board of Directors appointed William Moore the first individual to hold the position of General Manager without also occupying the President's office. At the same time, Mr. Pat Kelleher was named the new interim President. Following Kelleher's resignation, Moore was appointed President of the company. Keith Guelpa became President around 1984 following Moore's departure from the company to face criminal charges arising from his activities as an officer of the company. Raymond West assumed the position after Guelpa's departure.

Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

Scope and Content:

Series consists almost entirely of records and documents generated by the first two President/General Managers of A.E. McKenzie Seed Co. Ltd. In addition to the records created by A.E. McKenzie and J. Lasby Lowes in their capacity as President/General Manager, records pertaining to the various properties owned by the Company are also included. The series also contains marketing documents, including catalogues and sales literature, as well as a reference library comprised of twenty titles dealing with business and the seed industry and some records dealing with the President/General Managers following Lowes' retirement.

The series has been divided into seven sub-series, including: (1) A.E. McKenzie; (2) J. Lasby Lowes; (3) Comptroller; (4) Properties; (5) Marketing; (6) Reference Library; and (7) Miscellaneous Publications/Correspondence.

Storage Location: RG 3 A.E. McKenzie Company fonds  
McS 2 Office of the President/General Manager

Arrangement:

Arrangement: The series is arranged as follows:

- 2.1 A.E. McKenzie
  - 2.1.1 Secretary
  - 2.1.2 Legal Matters
  - 2.1.3 Correspondence
  - 2.1.4 Patents
  - 2.1.5 By-Law Campaign 1918
  - 2.1.6 Miscellaneous
- 2.2 J. Lasby Lowes
  - 2.2.1 Correspondence
  - 2.2.2 Historical Topics
  - 2.2.3 Miscellaneous
- 2.3 Comptroller
- 2.4 Properties
  - 2.4.1 Toronto
  - 2.4.2 Calgary
  - 2.4.3 Brandon
  - 2.4.4 Miscellaneous
  - 2.4.5 Parkade
  - 2.4.6 Appraisals
- 2.5 Marketing
  - 2.5.1 Catalogues
    - 2.5.1.1 McKenzie
    - 2.5.1.2 McFayden
    - 2.5.1.3 Suppliers
    - 2.5.1.4 Miscellaneous
  - 2.5.2 Seed Packets
    - 2.5.2.1 Vegetables
    - 2.5.2.2 Flowers
    - 2.5.2.3 Herbs
  - 2.5.3 Miscellaneous Sales Literature Documents
  - 2.5.4 Miscellaneous Marketing Papers/Reports
- 2.6 Reference Library
- 2.7 Miscellaneous Publications/Correspondence



## BU 1: Office of the chancellor

<http://archives.brandonu.ca/en/permalink/descriptions17>

Part Of:	RG 6 Brandon University fonds
Description Level:	Series
Series Number:	1
GMD:	multiple media
Date Range:	ca. 1954 - ca. 1997
Physical Description:	30 photographs – 25 at 3.5" x 8" (color and b/w); 5 at 8"x10" (b/w); 3 magnates; 1 plaque (8 x 3 cm)

History /

Biographical:

The chancellor is the titular head of the university and confers all degrees. Where possible the Chancellor also attends official functions on behalf of the University and may take on special

projects keeping with the goals of the University. According to "The Brandon University Act 1998," there is to be a chancellor of the university elected by the senate for a term of three years; the chancellor continues to hold office after his or her term expires until re-elected or until a successor is elected; the chancellor is eligible for re-election; and if a vacancy occurs in the office of chancellor before the end of the term, the successor elected to replace the incumbent chancellor is to hold office for the remainder of the incumbent's term.

#### BRANDON UNIVERSITY CHANCELLORS:

##### MAITLAND B. STEINKOPF (1967-1970)

Maitland B. Steinkopf (September 10, 1912 - 1970) was born in Winnipeg, Manitoba. He was educated at the University of Manitoba, and was called to the Manitoba Bar in December 1936. He served in the Canadian armed forces in World War Two, as a Private in the Queen's Own Cameron Highlanders and a Lieutenant Colonel with the R.C.O.C. He later founded the Canada West Shoe Manufacturing Company, and was a president of several companies including Bonded Investments Ltd., L.H. Packard Co. Ltd., Dayton Shoe Mfg. Co. Ltd., and the Tel Aviv Hilton Hotel. Steinkopf was a member of the Canada Israel Development Corporation, and served as chairman of State of Israel bonds in Manitoba. He was also an honorary counsel with the government of Czechoslovakia until 1948. Prior to his election, he assisted the Roblin government in land-development for cultural projects.

Steinkopf was elected to the Manitoba legislature in the 1962 provincial election as a member of Dufferin Roblin's Progressive Conservative government and was appointed to cabinet on June 12, 1963, as Provincial Secretary and Minister of Public Utilities. He later resigned his position and his seat in the legislature as a result of being implicated in a controversial land assembly payment. He was re-elected and re-appointed to the Cabinet in 1964. Steinkopf did not run for re-election in 1966. He later served as chair of the Manitoba Centennial Centre Corporation, which established a Maitland Steinkopf Youth Fund in 1972 for students in the arts.

Steinkopf married Helen Katz of Chicago and they had six children. He died suddenly in 1970 of a heart attack.

##### THE HONOURABLE STANLEY HOWARD KNOWLES (November 1970 - November 1990)

Stanley Knowles (June 18, 1908 - June 9, 1997) graduated from Brandon College in 1930, received his B.Div. from the University of Winnipeg in 1933, and was ordained by the United Church of Canada. Until 1940, he was a minister in Winnipeg churches. He organized public forums and created radio programs on social themes. He spoke for the Co-operative Commonwealth Federation (CCF), becoming its chairman, then provincial secretary, for Manitoba.

In 1942, Knowles was elected to the House of Commons as MP for Winnipeg North Centre. He was an MP from 1942 until 1958, was re-elected in 1962 and served until 1984. Throughout his political career, he struggled for a decent life and income for older people. He was instrumental in amending the industrial relations bill so that legal strikes did not interfere with employee pension rights, eliminating the "means test" from the Old Age Security Act and indexing the Canadian Pension Plan and Civil Security Pensions. He played a major role in creating the New Democratic Party in 1961, presiding over the founding convention. He was the Deputy Leader of that party from 1962-84.

In 1970, Knowles became Chancellor of Brandon University and in 1990, was designated Chancellor emeritus. He became an honorary member of Canada's Privy Council in 1979, and was awarded the Order of Canada in 1984.

##### THE HONOURABLE JUDGE RONALD D. BELL (1990 - October 1996)

Ronald Dean Bell was born in Deloraine, Manitoba and graduated from Brandon College in 1951. He received his law degree from the University of Manitoba in 1955. Bell worked for several years as a solicitor for the Department of National Revenue, Taxation Division and as a partner in the Calgary law firm Fenerty & Co. He was appointed Queen's Counsel in 1976, and in 1978, he formed Bell Felesky Flynn, a law practice focusing on taxation. In 1991, Bell was appointed Judge of the Tax Court of Canada.

Throughout his distinguished career, Bell has continued to support Brandon University. In addition to his duties as Chancellor, he has also served on various BU boards and worked tirelessly to promote the institution. He also made significant financial contributions to improve physical structures, programs and student scholarships, including the establishment of the R.D. Bell Scholarship and the R.D. Bell String Scholarships. The R.D. Bell Hall in the Queen Elizabeth II music building was named in his honour, as was the Bell Tower atop the original Brandon College building, which is now part of Clark Hall. Justice Bell received an Honorary Degree from Brandon University at the spring 2006 convocation and is presently Chancellor emeritus.

DR. KEVIN KAVANAGH (November 1996 - October 2002)

Born and raised in Brandon, Kevin Kavanagh graduated from Brandon Collegiate Institute in 1950, and completed his commerce degree at the University of Manitoba in 1953. That same year he joined the Group Insurance Division of the Great-West Life Assurance Company. From 1978-1992, he served as president and CEO of that organization. During his career, Kavanagh has also served on various provincial and national boards, including the Royal Winnipeg Ballet, National Leasing Group, Winnipeg Airports authority, the Conference Board of Canada, the Crown Corporations Council and the Canadian Life and Health Insurance Association Inc. Kavanagh was also a member of the Roblin Commission. In 1996, he was named the fourth Chancellor of Brandon University, and in addition to his duties as Chancellor, he has been involved with the university as a member of the Brandon University Foundation and as a member of the Corporate Challenge Campaign. In September 2006, the courtyard between Clark Hall and the George T. Richardson building was renamed The Kavanagh Courtyard in honour of Kavanagh and his wife in recognition of their vision and leadership with Brandon University and their dedication to the advancement of post-secondary education.

In 1963, Kavanagh married his wife Els, and together they had two children: Jennifer and Sean. At present, (July 2007), Kevin Kavanagh is Chancellor Emeritus of Brandon University.

THE RIGHT HONOURABLE EDWARD R. SCHREYER (November 1, 2002 - present)

Edward Schreyer was born on December 21, 1935 in Beausejour, Manitoba. He studied at United College, St. John's College and the University of Manitoba, receiving a Bachelor of Pedagogy in 1959, a Bachelor of Education in 1962, a Master of Arts in International Relations and a second Master of Arts in Economics in 1963. From 1962 to 1965, Schreyer taught International Relations at St. Paul's College. On June 30, 1960, Schreyer married Lily Schulz. The couple had two daughters, Lisa and Karmel, and two sons, Jason and Tobin.

Schreyer was elected to the Legislative Assembly of Manitoba in 1958, as a member of the Manitoba Co-operative Commonwealth Federation, representing the rural constituency of Brokenhead. In 1965 he resigned to run successfully for the House of Commons. In 1969, Schreyer returned to provincial politics as leader of the New Democratic Party of Manitoba. He led his party to victory in the 1969 provincial election, and served as Premier of Manitoba from 1969 until 1977.

Schreyer was appointed Governor General in 1979 by Pierre Trudeau. That same year, he was made a Companion of the Order of Canada along with his wife Lily Schreyer. As Governor General, Schreyer championed women's issues, the environment, and official

bilingualism. He established the Governor General's Award in Commemoration of the "Persons Case," instituted the Governor General's Conservation Awards (1981), and presided over the first Governor General's Canadian Study Conference. Schreyer retired as Governor General in 1984.

Later in 1984, Schreyer was sworn into the Privy Council and was subsequently appointed Canadian High Commissioner to Australia, Papua New Guinea, and the Solomon Islands, and as ambassador to Vanuatu. He held those positions until 1988. Returning to Manitoba, Schreyer worked as a national representative of Habitat for Humanity. In 2006, he was acclaimed as the NDP candidate in Selkirk-Interlake for the 2006 federal election.

Edward Schreyer became Chancellor of Brandon University in November 2002, and his term was extended in 2005 until October 31, 2008.

HENRY CHAMP (November 1, 2008 - October 31, 2011)

Henry Champ was born in Brandon, Manitoba in 1939. He attended Brandon College in 1957 and 1958.

Scope and Content:

At present (July 2007), the series consists of the Stanley Knowles collection (accession 61-1997).

Notes:	Administrative information in the History/Bio field was taken from "The Brandon University Act (1998)" at: <a href="http://web2.gov.mb.ca/laws/statutes/1998/c04898e.php">http://web2.gov.mb.ca/laws/statutes/1998/c04898e.php</a> (December 2005) and from: <a href="http://alumni.brandonu.ca/alumniNews/images/BU_Alumni_News05.pdf">http://alumni.brandonu.ca/alumniNews/images/BU_Alumni_News05.pdf</a> . Biographical information for Maitland Steinkopf was taken from <a href="http://en.wikipedia.org/wiki/Maitland_Steinkopf">http://en.wikipedia.org/wiki/Maitland_Steinkopf</a> (December 2005). Biographical information for Stanley Knowles was taken from: <a href="http://www.mcmaster.ca/ua/alumni/gallery/G129664.htm">http://www.mcmaster.ca/ua/alumni/gallery/G129664.htm</a> (December 2005) and from: <a href="http://en.wikipedia.org/wiki/Stanley_Knowles">http://en.wikipedia.org/wiki/Stanley_Knowles</a> (December 2005). Biographical information for Bell was taken from Brandon University calendars and the spring/summer 2006 issue of Alumni News. Biographical information for Kavanaugh was taken from Brandon University calendars. Biographical information for Edward Schreyer was taken from: <a href="http://en.wikipedia.org/wiki/Edward_Schreyer">http://en.wikipedia.org/wiki/Edward_Schreyer</a> (December 2005).
Name Access:	Maitland Steinkopf Stanley Knowles Ronald Bell Kevin Kavanaugh Edward Schreyer
Storage Location:	RG 6 Brandon University fonds



## BU 5: Office of the registrar

<http://archives.brandonu.ca/en/permalink/descriptions141>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 5

Physical Description: 6.18 m

### Scope and Content:

Series has been divided into three sub-series, including: (1) Registrar's files; (2) Student files; and (3) Inter-Universities North (IUN).

Notes: A partial inventory for the series exists as a Word document.

Storage Location: RG 6 Brandon University fonds



## BU 10: Office of development

<http://archives.brandonu.ca/en/permalink/descriptions176>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 10

GMD: textual records

Date Range: 1930-2003

Physical Description: 18 m (not including scrapbooks and Alumni financial ledger)

### Scope and Content:

Series has been divided into three sub-series, including: (1) Director's files; (2) Public communications; and (3) Alumni relations.

Notes: A partial file level inventory for this series exists as a Word document.

Storage Location: RG 6 Brandon University fonds



## BC 3: Office of the bursar

<http://archives.brandonu.ca/en/permalink/descriptions4245>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 3

GMD: textual records

Date Range: 1910-1967

Physical Description: 2.03 m

### History /

### Biographical:

The Office of the Bursar was created in 1910. As head of financial affairs, a Bursar was more compatible to the administrative framework of other universities in Canada. The initial duties of the Bursar were the collection of all fees, control of funds and disbursements, donations, purchasing, supervision of grounds, and progressive measures in the investment of funds and



the enlargement of finances. By 1913, the Bursar was also in charge of the book department, boarding, grounds and gardens, buildings and heating plant.

By 1924, the Bursar had become so involved in the management of College affairs that the Board established a committee to examine the functions of the President and the Bursar "with a view to readjustment for efficiency." The committee presented its report later that year, clearly defining nine functions of the Bursar. These functions were the keeping of books, banking, general handling of student fees and accounts, general handling of all trade accounts, handling of maintenance and extension movement pledge cards and receipts, general responsibility for the purchase of all supplies, supervision of fireman and janitor, supervision of buildings and grounds and the submission of a monthly report to the Secretary of the Executive. In 1929, the Bursar took on the role of Secretary to the Executive.

At several times during the history of Brandon College the Bursar and the Registrar were combined into one job.

#### BRANDON COLLEGE BURSARS:

R.J. KENNEDY (1910 - 1911)

No biographical information yet.

S.J. MCKEE (1911-1913, 1914-1915, 1919-1920)

Information about S.J. McKee can be found under the heading MG 1 Brandon College Teaching and Learning.

C.W. JACKSON (1913 - 1914)

No biographical information yet.

JOHN HARRIS MCKEE (1915 - 1918)

J.H. McKee was S.J. McKee's son. He was born in Ingersoll, Ontario. He moved to Rapid City in 1881 with his family. In 1890 he moved to Brandon where his father opened McKee's Academy. Harris attended Brandon College, graduating in 1914. When the war broke out he was not medically able to participate. He then took a position as Brandon College Bursar. In 1918, Harris resigned from his job to take up farming. He had several bouts of bad luck: drought, grasshoppers, frost, and other farming catastrophes, and was not too successful, having a list of 50 creditors at one point.

GEORGE H. ROSS (1918 - 1919)

Little is known so far about George Ross. He was a teacher before coming to Brandon College. He taught in Chatham, Ontario for a while, as well as at the Rider Moore College of Business in Trenton, NJ. From 1914-1919 Ross was also the Director of the Business Department at Brandon College.

S. EVERTON (1920 - 1923)

No biographical information yet.

E. SCOTT EATON (1923 - 1931)

E. Scott Eaton was born in Auburn. He graduated from Acadia University in 1903 and the Maritime Business College in 1904. Eaton then taught at the Maritime Business College and the Charlottetown Business College. For a time he was head of the Business Department at

Alberta College. Eaton was the owner/manager of the Success Business College in Vancouver before coming to Brandon College. He occupied this position from 1923 until 1931. In 1931 he became purchasing agent and the superintendent of buildings and grounds at Acadia University. He became an accountant at H.T. Warne Ltd. in Digby, NS in 1940. Around 1953, Eaton became the Town Clerk of Digby. Eaton died at the age of 80 around 1962.

M.S. DONOVAN (1931 - 1936, 1939 - 1948)

No biographical information yet.

N. KEITH MCKINNON (1936 - 1939)

Keith McKinnon was born in Weyburn, Saskatchewan. After working in Weyburn he attended Brandon College, specializing in Political Economy. He was very active in all aspects of students affairs and was elected Senior Stick in his final year. He was appointed to the position of Registrar following his graduation from Brandon College.

D.R. MACKAY (1948 - Brandon University)

Information about D.R. MacKay can be found under the Office of the Registrar.

#### Scope and Content:

The Bursar series revolves around the finances of the school. There are invoices from general accounts, letters from businesses, and receipts for payments. There are also numerous student accounts, wage lists and letters regarding teachers' salaries. The Bursar did a lot of the correspondence regarding mortgages, estates, property, and other legal matters. The series is mainly correspondence to and from the Bursar regarding accounts, overdue accounts, pleas for financial support and numerous other matters. As well, there are financial statements, fundraising lists, and subscription lists. The series is not broken down by Bursar, but instead is grouped together chronologically.

Storage Location:      RG 1 Brandon College fonds  
                                     Series 3: Office of the Bursar

#### Arrangement:

Series has been divided into seven sub-series, including: (1) R.J. Kennedy; (2) S.J. McKee; (3) C.W. Jackson; (4) John Harris McKee; (5) George H. Ross; (6) S. Everton; and (7) E. Scott Eaton.



## MPE B 1 Central office minute books Box 3

<http://archives.brandonu.ca/en/permalink/descriptions10014>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.1.3

File Number: 3

GMD: textual records

Date Range: 1971-1981

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.1

Custodial History:

See custodial history for sub-series B.1

Scope and Content:

Box contains unbound Manitoba Pool Elevators central office meeting minutes for the period August 10, 1971 to December 18-20,th 1984.

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Minutes

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



## BC 4: Office of the registrar

<http://archives.brandonu.ca/en/permalink/descriptions4246>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 4

GMD: textual records

Date Range: 1910-1967

Physical Description: 2.22 m

History /

Biographical:

The Office of the Registrar was created in 1910. The person in the Registrar's position was in charge of many aspects of administration. The Registrar was to be drawn from the united departments of Arts and Theology and had four main functions:

1. To have charge (in conference with the President) of all correspondence with prospective students and with previously registered students of the College, in respect to courses of study.

2. To receive students from the Heads of the several Faculties, these Heads of Faculties having indicated by card the department and to register the student and furnish him with a card

having indicated by card the department and to register the student and furnish him with a card to the Bursar of the College indicating the fees called for by the course or courses of study, for which the student is registered.

3. To record the class standings of students from the reports furnished by the instructors.

4. To furnish the President with certified copies of such reports as are called for by the terms of affiliation with McMaster, or as he may otherwise require.

Along with these specific functions the Registrar was an officer of the Board of Directors, the Executive, an ex-officio member of the Senate and College Council. The Registrar also acted as the liaison between Brandon College and McMaster University. Following the "Act to Incorporate Brandon College Incorporated" in 1939, the Registrar became Secretary of the Senate and liaison between Brandon College and the University of Manitoba. From the period 1910 to 1967 there was no less than ten Registrars, many of them also taking on the task of Bursar.

#### BRANDON COLLEGE REGISTRARS:

S.J. MCKEE (1910-1920)

Information on S.J. McKee can be found under the heading MG 1 Brandon College Teaching and Learning.

S. EVERTON (1920-1923)

No biographical information yet.

L.S. JOHNSTON (1923-1924)

No biographical information yet.

CYRIL F. RICHARDS (1924-1935)

Cyril Fuller Richards was born in Dunedin, New Zealand. He came to America in 1905, taking his college preparatory work at the academy of Linfield College, McMinnville, Oregon. Richards spent seven years at Linfield College, four as he earned his B.Sc. and three as an instructor in biology. During that time he also became a naturalized American citizen and married Alice Louise Wood. Together they had one child, Margaret Ruth, who died in 1943.

After leaving Linfield College, Richards obtained his Bachelor of Divinity degree from Colgate-Rochester Divinity School. In 1924, he joined the faculty of Brandon College as Registrar and Professor of Psychology and Philosophy. Richards left the Registrar position in 1935 to take over as College Dean. During his years at Brandon College, he also received his M.A. from the University of Manitoba (1935).

In 1937, Richards accepted the position of Dean of Men at Denison University in Granville, Ohio. Richards held this position until 1945, having been appointed Dean of the College there the preceding year. In 1950-1951, he served as acting President of Denison, becoming Vice-President following the appointment of the new president. Richards received an honorary doctor of humane letters degree from Linfield College in 1947.

Cyril Fuller Richards died in September 1954 at the age of 59 in Granville, Ohio.

M.S. DONOVAN (1935-1936)

No biographical information yet.

N. KEITH MCKINNON (1936-1938)

Information can be found under the heading Office of the Bursar.

H. STEWART PERDUE (1938-1948)

Information on Dr. Perdue can be found under the heading Office of the College Dean.

D.R. MACKAY (1948-1962)

D.R. MacKay was born in Weyburn, Saskatchewan. He graduated from Brandon College in 1939. MacKay served in the Canadian Army in Canada and Overseas from 1940 to 1947. He was appointed Registrar/Bursar in 1948. MacKay also served as Comptroller, Public Relations Officer, Director of Development and Secretary to the Board of Governors. He remained as Bursar until after Brandon College became Brandon University. He received the Alumni Award in 1974, and the Distinguished Service Award in 1981. MacKay retired in 1984, then served on the Brandon University Foundation Board of Directors. He died on April 1, 1990.

NORMA E. WALMSLEY (1962-1964)

Dr. Walmsley served in the Royal Canadian Air Force Women's Division in World War II. At the time she became Registrar she was an Associate Professor of Political Science. In 1964, Walmsley resigned as Registrar to accept a position on the Research Branch of the Royal Commission on Bilingualism and Biculturalism.

L.F. PELTZ (1965-Brandon University)

No biographical information yet.

Scope and Content:

This series is primarily correspondence between the Registrar of Brandon College and various other people. The letters deal with students, examinations, curriculum, scholarships, and tuition. The Registrar was the liaison between McMaster University and the University of Manitoba when dealing with subject matter during the time that Brandon College was affiliated with these schools. There is a great deal of correspondence between the Brandon College Registrars and the Registrars from these schools. The series also includes correspondence to students from the Registrar regarding room and board at the College. Student and class standings are also included in this collection. Most of the student records are arranged alphabetically by year.

Notes:	History/Bio information on C.F. Richards taken from a Brandon Sun article (September 8, 1954).
Storage Location:	RG 1 Brandon College fonds Series 4: Office of the Registrar
Related Material:	See RG 6, sub series 4.2 (Office of the Vice-President (Administration & Finance)), RG 6, series 10 (Office of Development) and MG 3 1.9 Don MacKay for additional records related to D.R. MacKay.

Arrangement:

Series has been divided into eleven sub-series, including: (1) S.J. McKee; (2) S. Everton; (3) L.S. Johnston; (4) Cyril F. Richards; (5) M.S. Donovan; (6) N. Keith McKinnon; (7) H. Stewart Perdue; (8) D.R. MacKay; (9) Norma E. Walmsley; (10) L.F. Peltz; and (11) Registration cards.



## MPE B Central Office Records

<http://archives.brandonu.ca/en/permalink/descriptions8215>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Series

Series Number: MPE B

GMD: textual records

Date Range: 1923-2001

Physical Description: 16.82 m

History /

Biographical:

The structure of the Manitoba Pool Elevators from its beginning in 1925 until its restructuring in 1968 placed importance in the principle of democracy. The company was run from the local associations, the central office acting as a hub that facilitated communication between all the locals and between the locals and the selling agencies. The central office was not powerless, but important decisions or by-laws could not be made without the consent of the majority of the locals.

After the restructuring of MPE in 1968 the central office took on more responsibilities. It became the top of the administrative structure and instead of members belonging to their local elevator, they were now direct members of MPE. This administrative structure continued until the 1998 merger with the Alberta Wheat Pool to form AgriCore.

Scope and Content:

Series B consists of an artificially assembled collection of Central Office records. It has been divided into the following sub-series: (1) Central Office minute books; (2) Documents; (3) Local Association Minutes; (4) Local association financial statements; (5) District and Sub-district records; (6) Circulars; (7) Annual reports; (8) Speeches & Addresses; (9) Correspondence; (10) Broadcasts; (11) General Reports; (12) Indexes; (13) Summary of Association Operations; (14) Acquisitions; (15) Inter-provincial Committees; (16) Historical Topics.

Name Access: Manitoba Pool Elevators

Manitoba Wheat Pool

Central Office

Accruals: Miscellaneous sub-series has yet to be processed.

Storage Location: RG 4 Manitoba Pool Elevator fonds



## BC 6: Office of the college dean

<http://archives.brandonu.ca/en/permalink/descriptions4248>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 6

GMD: textual records

Date Range: 1925-1967

Physical Description: 32 cm

History /

Biographical:

The Brandon College Dean was the head of the College in the absence of the President. It was created in 1925 after the sudden passing of Dr. Sweet. Dr. Harris MacNeill, who had been Dean in Arts up until that time assumed the position of College Dean. The duties of the College Dean were as follows:

1. In the absence of the President of the College he shall exercise the functions of the President in relation to all "inside" College matters; it being understood that frequently it may be necessary for him to exercise his personal judgment apart from anything that may be specified in this memorandum.
2. With respect to matters of special importance arising unexpectedly he shall consult with the Chairman of the Board, or by telegram with the President, or both.
3. All questions arising that have a direct connection with the "business" aspects of College affairs shall naturally be referred to the Chairman of the Board, or the President, or both.
4. In the absence of the President he shall preside at all Faculty meetings, Committee meetings of which the President is Chairman, and shall attend meetings of Committees of which the President is an ex-officio member.
5. In the President's absence he shall preside at the regular Chapel Exercises and at special College gatherings in the Chapel at which the President would naturally be expected to preside.
6. He shall also keep in touch with the work of the several departments of the College and shall consult frequently with the Heads of such departments.
7. While the Lady Principal and the Resident Master are responsible for the detailed administration and discipline of the College life and activities of Clark Hall and Brandon College respectively, the College Dean shall have the absent President's responsibility for the general discipline of the College in respect of the students' relation to Courses of Study, Corridor, Campus, etc.
8. That the President when absent may be kept in touch with the work of the Institution it is desirable that the College Dean keep him informed of the more important happenings and problems with College life.
9. Throughout the Session the College Dean shall be Registering Head of the Arts Department.

The position of College Dean continued until 1952. In 1952 the position became known as the Dean of Arts and Science. In 1963, another change occurred, with the two departments going separate ways. From that time on there was both a Dean of Arts and a Dean of Science.

#### BRANDON COLLEGE DEANS:

##### HARRIS LACHLAN MACNEILL (1925, 1926-1928)

Dr. MacNeill was born in Paisley, ON on November 29 or 30, 1871, the son of Rev. Donald and Amanda (Hemenway) MacNeill. He received his B.A. from McMaster University in 1894. He was also educated at the Ontario College of Pedagogy and the University of Toronto. From 1895 until 1898 he was a teacher at Woodstock College. In 1899 he married Anne Hatch. From 1899 until 1903 he was a professor of Latin at Washburn College in Topeka, Kansas. In 1903 he accepted an offer to teach Latin and German at Brandon College. In 1909 he was a Professor of the New Testament, Language and Literature, as well as Resident Master. Dr. MacNeill was the Academy Principal for two years. He then received his Ph.D. from the University of Chicago in 1911. MacNeill acted as the Dean of Arts from 1912 until 1930. Dr.

MacNeill was the central figure in the scandal involving Brandon College in the early 1920's. The Fundamentalist Baptists accused Brandon College, and Dr. MacNeill especially, of teaching Modernist views. He was absolved of any charges at the 1924 Baptist Convention in Chicago.

Dr. MacNeill was Acting President of Brandon College after Dr. Sweet died for the period from January 1925 until Dr. Bovington was hired in August 1925. After Dr. Bovington resigned in May of 1926, Dr. MacNeill again accepted the position of Acting President from May 1926 until April 3, 1928, when he retired as College Dean. Dr. MacNeill taught Latin and Greek for two more years then retired from Brandon College in 1930. He accepted a position at Fairview Church in Vancouver, B.C. where he remained until 1932. In 1932 he was offered a teaching position at McMaster University. He married his second wife, Vera Leech, in 1939. He remained at McMaster teaching New Testament Interpretation until 1943 when he retired. Dr. MacNeill was the first person to receive an honorary degree from Brandon University in 1967. He continued to do religious research until his eyesight failed at age 97. On January 15, 1974, Dr. MacNeill died at the Chedoke Hospital at the age of 102.

#### JOHN ROBERT CHARLES EVANS (1928)

Information on J.R.C. Evans can be found under the heading Office of the President.

#### W. BURTON HURD (1929-1935)

No biographical information yet.

#### C.F. RICHARDS (1935-1937)

Information on C.F. Richards can be found under the heading Office of the Registrar.

#### REV. EVAN M. WHIDDEN (1937-1938)

See MG 1 Brandon College Teaching and Administration, 1.8 Evan McDonald Whidden fonds for biographical information and additional records related to Rev. Evan M. Whidden.

#### A. HAYWARD FOSTER (1938-1939)

No biographical information yet.

#### F.J. WESTCOTT (1939-1945)

Frederick James Westcott was born in Douglas, Manitoba. He began taking classes in the Academy at Brandon College in 1918. He entered the Arts course in 1921 and specialized in Political Economy. He received the Special Political Economy Medal in his final year. He was very active on committees and associations, as well as sports. Westcott served as the Senior Stick during the school term 1924-1925. He graduated with his B.A. from Brandon College in 1925.

Westcott received the position of Student Assistant in the Academy the following year. He left soon after to pursue post-graduate work. He received his M.A. in economics from Harvard and spent two years at the University of Toronto on a teaching scholarship in economics, completing the course work leading to the Ph.D. degree. In 1929, he returned to Brandon College and took up the position of Associate Professor of Political Economy. It was also in 1929, that Westcott married Rose Vasey, a 1926 Brandon College graduate. The following year, Westcott was the Resident Master of Brandon College, as well as being an Instructor in Political Economy and Sociology. The Resident Master position only lasted the one school year. He accepted the post of Acting Dean of Arts and Science in 1939. From 1942 until 1945 he was away on military leave with the National War Finance Committee. He resigned from the



position of College Dean in 1945. From 1945 on Westcott and his family resided in Toronto. He died suddenly in 1961.

#### HENRY STEWART PERDUE (1947-1952)

Dr. Perdue was born in 1904 near Souris. He graduated from the Souris Collegiate in 1920. After working several odd jobs, Dr. Perdue entered Brandon College in 1924. He graduated with his B.A. in 1928. After graduation, Dr. Perdue was hired as a teacher in the Academic Department. He received his M.A. in 1930, and went on to receive his Ph.D. in Geology from the University of Chicago. In 1930, Dr. Perdue became the Director of the Matriculation Department as well as an Instructor in Geology. In 1931, he took over the position of Resident Master. In 1937, he married Ella May Higgins, who was the Resident Nurse. From 1938 until 1948, Dr. Perdue acted as Registrar of Brandon College.

In 1947, Dr. Perdue accepted the position of College Dean. This position ran until 1952, when it was changed to the position of Dean of Arts and Science. Dr. Perdue also held this position until 1962, when the office separated into the Dean of Arts and the Dean of Science. Dr. Perdue continued in the position of Dean of Science until 1967. After Dr. Evans' death in July of 1959, Dr. Perdue became Acting President. He held this position from August 1959 until August 1960, when Dr. Robbins was appointed President. Dr. Perdue retired from teaching Geology in 1973. He died on December 22, 1979 at the age of 75.

#### DEAN OF ARTS AND SCIENCE:

##### H.S. PERDUE (1952-1963)

Information on H.S. Perdue can be found under the heading College Dean.

#### DEAN OF ARTS

##### R.F.B. KING (1963 - Brandon University)

Information on R.F.B. King can be found under RG 6 Brandon University fonds, sub-sub series 7.1.1 Dean of Arts.

#### DEAN OF SCIENCE:

##### H.S. PERDUE (1963-1967)

Information on H.S. Perdue can be found under the heading College Dean.

#### Scope and Content:

The series consists of records from MacNeill's term as College Dean (1921-1928). It also includes correspondence during the time that MacNeill was Acting President. It contains letters to and from MacNeill regarding examinations, students, business, and finances. Some earlier letters also include correspondence regarding the controversy MacNeill was in during the Baptist Fundamentalist/Modernist Debate in the early 1920's.

Records from Evans' term as Acting Dean have been included in his Presidents' files. There are no records from the terms of the other College Deans, except R.F.B. King; his records have been incorporated into RG 6 (Brandon University fonds), 7.1.1 (Dean of Arts).

Storage Location: RG 1 Brandon College fonds  
Series 6: Office of the College Dean

Related Material: RG 6, sub sub series 7.1.1 (Dean of Arts) for additional Dean's records  
and RG 6, series 9 (Department of Extension) for additional records  
related to H.S. Perdue.



## MPE B 1 Central office minute books Box 1

<http://archives.brandonu.ca/en/permalink/descriptions10012>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.1.1

File Number: 1

GMD: textual records

Date Range: 1923 - 1953

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.1

Custodial History:

See custodial history for sub-series B.1

Scope and Content:

Box contains bound volumes of Manitoba Wheat Pool and Manitoba Pool Elevators central office meeting minutes. Volumes in this box include:

Manitoba Wheat Co-operative Producers, Ltd. July 1923 – May 1929; Manitoba Wheat Pool  
June 1929 – June 1934

MPE Minute Book May 1925 – July 1937

MPE Minute Book Sept 1953 – July 1959

MPE Minute Book August 1946 – July 1953

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Minutes

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



## MPE B 1 Central office minute books Box 2

<http://archives.brandonu.ca/en/permalink/descriptions10013>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.1.2

File Number: 2

GMD: textual records

Date Range: 1953-1971

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.1

Custodial History:

See custodial history for sub-series B.1

Scope and Content:

Box contains bound volumes of Manitoba Pool Elevators central office meeting minutes.

Volumes in this box include:

MPE Minute Book Sept 1953 – July 1959

MPE Minute Book Oct 1959 – July 1964

MPE Minute Book Oct 1964 – Oct 1968

MPE Minute Book Oct 1968 – July 1971

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Minutes

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



## MPE B 1 Central office minute books Box 4

<http://archives.brandonu.ca/en/permalink/descriptions10015>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.1.4

File Number: 4

GMD: textual records

Date Range: 1981-1988

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.1

Custodial History:

See custodial history for sub-series B.1

Scope and Content:

Box contains unbound Manitoba Pool Elevators central office meeting minutes including MPE Board of Directors minutes January 15-16, 1985 to July 17, 1996.

Notes: Description by Jillian Sutherland (2009).

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Minutes

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



## MPE B 1 Central office minute books Box 5

<http://archives.brandonu.ca/en/permalink/descriptions10016>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.1.5

File Number: 5

GMD: textual records

Date Range: 1989-1995

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.1

Custodial History:

See custodial history for sub-series B.1

Scope and Content:

Box contains unbound Manitoba Pool Elevators central office meeting minutes. Folders in this box include: unbound minutes of MPE Annual and Special Meetings 1976-98; Prospectus Nov 28 1997; MPE Annual Meeting Minutes 1990 and 1991; MPE Delegates Meetings 1989-1998; MPE Board of Directors Meetings July 16 1997 – May 19 1998; MPE Board of Directors Meetings August 20 1996 - June 18 1997; Agricore / AWP / MPE Board of Directors Meetings June 12 1998 – Oct 30 1998.

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Minutes

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



## BU 7: Faculties and schools

<http://archives.brandonu.ca/en/permalink/descriptions152>

Part Of: RG 6 Brandon University fonds  
Description Level: Series  
Series Number: 7  
GMD: multiple media  
Date Range: 1900-2004; predominant 1920-1988  
Physical Description: 18.22 m  
History /  
Biographical:

This is an artificially created series.

### Scope and Content:

Series has been divided into five sub-series, including: (1) Faculty of Arts; (2) Faculty of Science; (3) Faculty of Education; (4) School of Music; and (5) School of Health Studies.

Storage Location: RG 6 Brandon University fonds



## BU 9: Department of extension

<http://archives.brandonu.ca/en/permalink/descriptions175>

Part Of: RG 6 Brandon University fonds  
Description Level: Series  
Series Number: 9  
GMD: multiple media  
Date Range: 1960-1973, 1989; predominant 1967-1972  
Physical Description: 1.58 m  
History /  
Biographical:

In 1970, the Department of Extension was divided into the Department of Extension (Non-Credit) and the Department of Extension (Credit). In 1974, the two departments were amalgamated into the Department of Extension (Credit and Non-Credit). The department's name was changed again in 1977, when it became the Department of Continuing Education (Credit and Non-Credit).

In 1986, the Office of Continuing Education and Summer Session was renamed the Office of Extension with responsibility for non-credit offerings, distance education and off-campus credit courses. From 1999 to the 2001-2003 calendar, Kathleen Matheos, the last Director of Extension, is listed as the Director of the Education Technology Unit. After the 2001-2003 calendar, the Department of Extension became part of Campus Manitoba.

### DIRECTORS OF EXTENSION:

R.B. INCH - Extension (1967-1969) and Extension (Non-Credit) (1970-1971)

George Robert Boyer Inch, more commonly known as R.B. Inch, was born in 1903 in Oak Point, New Brunswick. His father, James Nathaniel Inch, was a local shopkeeper and served as town postmaster. James Inch married Phoebe Elizabeth Inch (nee Boyer), a native of Hartland, New Brunswick. While working in Ontario between 1939 and 1939, R.B. Inch met

and married Elizabeth Gowling of Ottawa. The couple had two children; a son named George and a daughter named Jeanne. Elizabeth Inch (nee Gowling) passed away in 1956.

R.B. Inch was educated first at Mount Allison Academy in Sackville, New Brunswick. He later went on to study at Mount Allison University, where he earned a Bachelor of Arts degree in 1924. After graduating, Inch traveled to western Canada looking for employment in his chosen field of journalism. From 1924-1926 Inch was unable to find a job in the newspapers so he subsisted by teaching classes at Mount Royal College in Calgary and attending lessons at the Calgary Normal School. In June 1926, the Calgary Herald, then known as the Calgary Albertan, hired Inch as a regular journalist. He stayed in that position in Calgary for two years. Inch later accepted a job with the Winnipeg Free Press, where he worked from 1928-1929.

In 1929, Inch accepted a position with the National Research Council in Ottawa as Secretary to the President and information officer. Between 1929 and 1933 he also volunteered as editor of the magazine "Interdependence," the official publication of the League of Nations Society in Canada. In 1935, Inch resigned his post at the National Research Council to become the National Secretary of the League of Nations Society in Canada. There he served until the collapse of the League at the outbreak of World War II in 1939.

In 1942, Inch was commissioned by the Canadian Broadcasting Corporation (CBC) to prepare a series of programs entitled "Of Things to Come - Inquiry on the Post-War World." In 1943, Inch joined the Royal Canadian Army Service Corps, but never saw action in Europe. After the war, Inch was hired by his alma mater, Mount Allison University, to serve as Director of Alumni and Public Relations. He remained in Sackville from July 1945 through to 1967. In July 1967, Inch was hired by Brandon University as the Director of Extension and as a political science lecturer.

After retiring in 1972, Inch was active in the formation of the Canadian branch of Amnesty International. He would later become National Director Emeritus of the organization.

R.B. Inch died in Brandon, Manitoba on January 7, 1983.

#### H.S. PERDUE - Extension (Credit) (1970-1971)

Dr. Henry Stewart Perdue was born in 1904 near Souris, Manitoba. He graduated from Souris Collegiate in 1920. After working several odd jobs, Perdue entered Brandon College in 1924. He graduated with his B.A. in 1928. After graduation, Perdue was hired as a teacher in the Academic Department. He received his M.A. in 1930, and went on to receive his Ph.D. in Geology from the University of Chicago. In 1930, Perdue became the Director of the Matriculation Department, as well as an Instructor in Geology. In 1931, he took over the position of Resident Master. In 1937, he married Ella May Higgins, who was the Resident Nurse. From 1938 until 1948, Perdue acted as Registrar of Brandon College.

In 1947, Perdue accepted the position on College Dean. This position ran until 1952, when it was changed to the position of Dean of Arts and Science. Perdue also held this position until 1962, when the office separated into the Dean of Arts and the Dean of Science. Perdue continued in the position of Dean of Science until 1967. After Dr. Evans' death in July of 1959, Perdue became acting President. He held this position from August 1959 until August 1960, when Dr. Robbins was appointed President. Perdue held the position of Director of Extension (Credit) from 1970-1971. He retired from teaching Geology in 1973. Dr. Perdue died on December 22, 1979 at the age of 75.

#### EVAN H. PEPPER - Extension (Credit) (1972-1974)

Evan H. Pepper was born in Windsor, Ontario. He received his BSc in Biology and Chemistry from the University of Detroit and his MSc and PhD from Michigan State University in the same fields. Pepper also attended the Henry Ford Trade School, the United States Brewer's

Academy (Brewing Technology) and the Ryerson Institute (Instructional Technology). In 1945-1946 he served in the U.S. Merchant Marine, and from 1954-1956, in the U.S. Army.

From 1960-1962, Pepper was a technical coordinator for Ladish Malting Co. He began his academic career in 1962 as an Assistant Professor in the Department of Plant Pathology at North Dakota State University, leaving that position in 1967. From 1967-1988, he was an Associate Professor, and later a Professor (1971-1988) in the Department of Botany at Brandon University.

While at Brandon University, Pepper served on the Brandon University Senate, the Senate Executive Committee, the Extension Committee, the University Act Committee and the Senate By-Laws Revision Committee. He was also assigned as a liaison to Inter-Universities North (IUN) and helped to design the RN/RPN program (1970). Pepper's administrative duties included Director of Credit Extension, Director and designer of the FOCUS program and Chair of the Botany Department. In addition, he also taught, designed and developed several courses for the Biology and Botany Departments at Brandon University.

Evan Pepper retired in 1988. He died on March 27, 2013.

R. BRUCE MCFARLANE - Extension (Non-Credit) (1972-1973); Extension (Credit and Non-Credit) (1974-1976); Continuing Education (Credit and Non-Credit) (1977-1986); and Extension - acting (1990)

No biographical information yet.

B. WESTFALL - Extension (1987-1989)

Beth Westfall was born in Birmingham, England. Her undergraduate degree in European Studies was obtained from the University of Sussex; she received her Master's Degree in German from the University of British Columbia and her Ed.D. in adult education from Nova University.

Westfall came to Brandon University in January 1987, as the Director of Extension. Prior to that time she was a director on a regional campus on the College of New Caledonia in British Columbia. She also had extensive experience in teaching basic adult education and English as a second language, and in facilitating women's support groups and communication skills workshops.

In September 1989, Westfall became Brandon University's Dean of Student Services. See RG 6, series 12 (Student Services) for additional biographical information.

K. MATHEOS (1990 - 1997/1998)

Kathleen Matheos was appointed Director of the Office of Extension for a five year term effective September 1, 1990. Prior to coming to Brandon University, she was the Agricultural Distance Education Coordinator/Community Programs Division at Assiniboine Community College. In 1999, Matheos' title was changed to Director of the Education Technology Unit and ca. 2003 the Office of Extension was absorbed into Campus Manitoba. Matheos left Brandon University some time thereafter, and currently (January 2006) works for the Department of Extension at the University of Saskatchewan.

#### Scope and Content:

The series is divided into four sub series, including: (1) General files; (2) FOCUS; (3) Brandon University Art Exhibition Committee; and (4) Publications.



Notes: History/Bio information was taken from Brandon University calendars and an article in "The Quill" (January 9, 1986). Biographical information on R.B. Inch was taken from the finding aid for the R.B. Inch collection written by Matthew Palmer (2003). Biographical information on H.S. Perdue was taken from the "Brandon College finding aid" prepared by Karyn Riedel for McKee Archives in 1998. Biographical information for Evan H. Pepper was taken from his resume (given to the Archives in 2006). History/Bio information for Kathleen Matheos was taken from Campus News - July/August 1990.

Storage Location: RG 6 Brandon University fonds

Related Material: Additional material on R.B. Inch is located in MG 3 1.8 R.B. Inch collection.



## BU 12: Student services

<http://archives.brandonu.ca/en/permalink/descriptions183>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 12

GMD: textual records

Physical Description: 4.6 m

### History /

### Biographical:

The department of Student Services was established in 1968 under the name Student Personnel Office. In 1968, it was renamed Student Affairs. The name was changed to Student Services in 1984 or 1985. In 1999, the position of Dean of Student Services was amalgamated with the University Registrar, becoming Dean of Students/University Registrar. The Dean of Students position was separated from that of University Registrar in August 2008.

Student Services is presently located in Room 115 of the A.E. McKenzie Building. Its purpose is to assist students in their intellectual, vocational, personal and social development. Various services such as counselling and learning skills are made available to students requiring assistance.

### Scope and Content:

Series has been divided into two sub-series, including: (1) Director's files - correspondence/minutes; and (2) Impacte/Core.

Notes: Administrative information in the History/Bio field was taken from Brandon University Calendars (1967-2006) and the Student Services webpage at <http://www.brandonu.ca/studentsvc/#Top> (December 2005).

Storage Location: RG 6 Brandon University fonds



## BU 6: Brandon University Senate

<http://archives.brandonu.ca/en/permalink/descriptions145>

Part Of: RG 6 Brandon University fonds

Description Level:	Series
Series Number:	6
GMD:	textual records
Physical Description:	10.48 m

In accordance with "The Brandon University Act (1998)" the Brandon University Senate consists of the following members: (a) the chancellor of the university; (b) the president of the university; (c) the vice-presidents of the university; (d) the deputy minister of the department whose minister is responsible for The Council on Post-Secondary Education Act, or his or her designate; (e) the deans of each faculty and school in the university; (f) the director of the Educational Technology Unit or, if there is none, the person exercising comparable functions (g) the chair of the Bachelor of General Studies degree program or, if there is none, the person exercising comparable functions; (h) the University Librarian or, if there is none, the person exercising comparable functions; (i) the Dean of Students or, if there is none, the person exercising comparable functions; (j) one member of the board appointed by the board; (k) one representative from each faculty or school who has been on the staff of the university for at least two years, elected by and from the staff of that faculty or school; (l) six professors or associate professors of the university, elected by the professors, associate professors, assistant professors and lecturers; (m) two assistant professors or lecturers of the university who have been on the staff of the university for at least two years, elected by the professors, associate professors, assistant professors, and lecturers; (n) one member of the rank of professional associate of the university elected by the members of that rank; (o) eight students elected or appointed as follows: (i) one appointed by the executive of the Brandon University Students' Union who is a member of that executive. (ii) one elected from each faculty or school of the university, (iii) the remainder elected from the student body of the university at large.

Elected and appointed members of the senate, other than student members, are to hold office for two years, beginning on July 1 of the year in which they are elected or appointed. Student members of the senate are to hold office for one year, beginning on the first day of July of the year in which they are elected. Ex officio members are to hold office until they cease to hold the position that qualify them for membership. An elected or appointed member of the senate is eligible for re-election or re-appointment, but the senate may set a maximum number of consecutive terms of office that any member may hold.

The president of the university shall be the chair of the senate. If the president of the university is absent or unable to act as chair, the vice-president (academic and research) or, in his or her absence, an academic dean appointed by the president, shall be the chair at meetings of the senate. The registrar of the university or, if there is none, the person exercising comparable functions shall be the secretary of the senate.

The senate shall meet at least four times a year and may meet more often if its rules so provide. The secretary of the senate shall call special meetings at the request of the chair or at the written request of at least four members of the senate.

The senate is responsible for the academic policy of the university. The senate may (a) establish rules and procedures for the conduct of its proceedings, including fixing a quorum; (b) elect the chancellor of the university; (c) appoint any standing and other committees that it considers necessary; (d) consider and determine all courses of student, including requirements for admission, examination and graduation; (e) recommend to the board the establishment of additional faculties, school, departments, chairs and courses of instruction; (f) determine the degrees, honorary degrees, diplomas and certificates of proficiency to be granted by the university, and the persons to whom they are to be granted; (g) award scholarships, medals and prizes; (h) make rules and regulations respecting the academic conduct and activities of students; (i) consider and make recommendations to the board about any other matters that the senate considers appropriate for achieving the objects and purposes of the university.

Scope and Content:

Series has been divided into six sub-series, including: (1) Senate minutes; (2) Committees of Senate; (3) General Faculty Council; (4) Ad Hoc Committees of Senate; (5) Convocation services, Baccalaureate services, Banquets; and (6) Brandon College/University calendars.

Notes: Information in the History/Bio field was taken from "The Brandon University Act (1998)" at [http://www.brandonu.ca/administration/governors/documents/BU\\_Act.pdf](http://www.brandonu.ca/administration/governors/documents/BU_Act.pdf) (December 2005).

Storage Location: RG 6 Brandon University fonds



## BU 11: Brandon University Foundation

<http://archives.brandonu.ca/en/permalink/descriptions182>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 11

GMD: textual records

Physical Description: 12 cm

History /

Biographical:

The Brandon University Foundation was incorporated by an act of the Legislature in 1981, with the express purpose of promoting education in the Brandon area. The Foundation is limited to 21 Directors. There Foundation also has a Liaison Committee, formed as a communications link between the Board of Governors and the Foundation, composed of three members from each group.

Scope and Content:

Series consists of the following files: preliminary investigation; Annual Giving Committee; BUFund (establishment) Committee; general; Student Assistant Fund; Student Christmas Fund; Blair Fraser Memorial Fund; Friends of Brandon College Inc. (USA); and Brandon University Association (1967-72).

Notes: History/Bio information taken from Campus News - September/October 1986.

Storage Location: RG 6 Brandon University fonds