

# S. J. McKee Archives



## BU 3: Office of the president

<http://archives.brandonu.ca/en/permalink/descriptions77>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 3

GMD: textual records

Date Range: 1914- c. 2000

Physical Description: approximately 35 m

History /

Biographical:

As stipulated in "The Brandon University Act (1998)," the president is the chief executive officer and the Vice-Chancellor of the university and has general supervision over and direction of the operation of the university, including the academic work of the university; supervises the teaching staff, officers, employees and students of the university; may consider and make recommendations to the board or the senate about any matter that affects the university; is an ex officio member of every committee of the board and the senate; and has any other powers and duties assigned by the board.

The President reports to the Board of Governors, while receiving direct reports from the: Vice-President (Academic and Research), the Vice-President (Administration and Finance), the Director of Development and Alumni Relations, the Director of University Relations and the Director of International Activities. The president also interacts with the Board of Governors, the Senate, students, faculty members, staff members, unions, alumni, businesses, the Brandon University Foundation, the Brandon community, rural, northern and Aboriginal Communities, donors, government officials (municipal, provincial & federal), the K – 12 school system, and institutions of higher education, in Manitoba, Canada and internationally.

Scope and Content:

Series has been divided into two sub-series, including: (1) President's files; and (2) President's reports.

Notes: Administrative information in the History/Bio field was taken from "The Brandon University Act (1998)" at <http://web2.gov.mb.ca/laws/statutes/1998/c04898e.php> (December 2005) and <http://www.brandonu.ca/admin/Policies/Administrative/position%20job%20desc%20President.pdf> (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 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



## 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



## 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 14: Brandon University Students Association (BUSU)

<http://archives.brandonu.ca/en/permalink/descriptions190>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 14

GMD: textual records

Date Range: 1907-2006

Physical Description: 2.37 m (not including The Quill)

## History /

### Biographical:

The Brandon University Student's Union (BUSU), Local 37 of the Canadian Federation of Students, was incorporated in 1969 as the students' organization of Brandon University. Its predecessor was the Brandon College Students' Association, which was established in 1899. BUSU is a not-for-profit society that serves to represent the students of Brandon University; all regular full and part-time students at Brandon University are members of the Students' Union.

BUSU has several broad functions: they are a service provider that offers programs and support services to students throughout the year; they act as lobbyists on behalf of the student body at the local, provincial and federal levels, working with the other member locals of the Canadian Federation of Students, Canada's national and provincial student movement; they represent the student body within the important, decision-making bodies at BU, such as the Board of Governors and Senate; and they provide funding for student clubs and organizations. BUSU is bound legally to the Brandon University Students' Union Constitution and Bylaws and the Universities Act of Manitoba.

BUSU draws on collected student fees to operate. Its administrative structure consists of a board of directors consisting of 11 voting members. Students elect representatives to relay their issues and concerns to the University community, the community at large, and all levels of government. A democratically elected council, made up of members from various constituencies on campus, oversees the work of the Students' Union. The council includes four executive officers (the President and three Vice Presidents – Academic, Finance, and Student Activities), numerous commissioners, and one liaison. The work of the Students' Union is also powered by the efforts and dedication of countless campus and community volunteers and staff. BUSU also has a voting student representative on the Board of Governors and Senate.

BUSU holds annual and semi-annual general meetings, full council meetings, and council committee meetings throughout the year. All meetings are broadly advertised to the membership and are open to students. As BUSU members, students have full speaking rights at any meeting of the Union, as well as voting rights at general meetings.

### Custodial History:

The records in accession 25-2003 were stored by the Brandon University Students' Union until they were donated to the McKee Archives.

### Scope and Content:

Series consists of records of Executive meetings, correspondence and financial records of the Brandon University Students' Union, as well as club records and copies of "The Sickle," "The Quill," and Student Handbooks. It has been divided into five sub-series, including: (1) BUSU Executive and Council; (3) Correspondence; (4) Clubs; and (5) Publications.

### Notes:

BUSU is a separately incorporated organization from Brandon University's Board of Governors, but for administrative purposes it has been incorporated into RG 6 Brandon University fonds. Administrative information in the History/Bio field was taken from the BUSU website at <http://www.busu.ca/aboutus.asp> (December 2005).

### Name Access:

BUSU

Brandon College Students' Association

### Subject Access:

Student government

student affairs

### Accruals:

Further accruals are expected.

### Storage Location:

RG 6 Brandon University fonds

### Related Material:

Records related to the Brandon College Students' Association are located in RG 1 Brandon College fonds.

Arrangement:

Sub-series 2 has been set aside should it be needed.



## BU Senate Planning Committee

<http://archives.brandonu.ca/en/permalink/descriptions3852>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 268

GMD: textual records

Date Range: 1970

Physical Description: 1 file

Scope and Content:

File consists of a list of committee members, correspondence and a newsclipping.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

4.2 Office of the Vice-President (Administration & Finance)

Box 7



## BU 15: Brandon University Faculty Association (BUFA)

<http://archives.brandonu.ca/en/permalink/descriptions4048>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 15

Accession Number: 25-2003 (files 1-105)

GMD: textual records

Date Range: 1957-1995

Physical Description: 1.25 m

History /

Biographical:

BUFA was formed in 1957 as an academic organization with its primary aim the entrenchment and protection of academic freedom.

In subsequent years, BUFA became more involved in promoting the economic, social and general interests of its members. This process culminated in 1971 when BUFA obtained voluntary recognition as bargaining agent for its members from the University. The relationships between the Faculty and the university were governed by the "Faculty-Administration Brief" (the precursor to the present Collective Agreement).

A dispute arose between BUFA and the University in 1976, when BUFA requested that Instructional Associates be included in the bargaining unit and that the University deduct union dues. The University rejected BUFA's request. BUFA applied to the Manitoba Labour Board for resolution of the dispute. A Board hearing was held in Brandon on May 31, 1977.



At this hearing the Labour Board determined that, since the University had rejected BUFA's contention that it was a union, it would first have to answer the question: Is BUFA a union? In a decision dated June 16, 1977, the Board ruled "that BUFA is not a union; that following therefrom the faculty administration brief is not a collective agreement."

Following this ruling, BUFA launched a certification drive in September 1977. Application for certification was filed with the Labour Board October 17, 1977. In anticipation of a favorable certification ruling, Dennis Olson and Gerald Neufeld collected existing collective agreements from other universities across Canada. They attempted to incorporate the best features from the old Faculty-Administration Brief and these other agreements into the first draft of the proposed collective agreement.

Certification was confirmed January 1978. The bargaining unit defined in the Certificate included: all full-time and part-time members of the academic, instructional and related staff at Brandon University including laboratory instructors, cartographers, counsellors, professional librarians, continuing education specialists and all other staff directly related to the teaching process. It also included sessional instructors.

Since certification in 1978, BUFA has attempted to function as a principled and effective union. These efforts have included: establishing links with other unions and progressive organizations in the community; participating in the Manitoba Organization of Faculty Associations; vigorously pursuing member and union grievance through to arbitration; advancing the rights and interests of members at the bargaining table; and promoting and protecting academic freedom.

The most recent chapter in BUFA's history was a successful strike in 1998, which started November 9th and ended at midnight November 11th.

The general objectives of BUFA are the advancement of higher education through the protection of the freedom that is necessary to it, and the improvement of the standards of the profession of University teaching. Its members include all full and part-time instructional staff of Brandon University and professional librarians.

Officers of BUFA include the: President, Past President, Vice-President, Secretary and Treasurer. Elected by the General Body at the annual meeting in March. Associate members are not eligible to serve as officers.

Executive - officers and four members elected by the General Body to represent the Faculties of Arts, Science, Education and Music. Four elected at annual meeting. Acts as liaison between BUFA and the University Administration. May appoint committees chosen from the General Body to carry on routine affairs and to act in areas of special interest as directed by the General Body or by the Executive. The Standing Committee of BUFA is the Salary and Faculty-Administration Relations Committee - its duties are to represent the interests of BUFA in negotiating the salary schedule and other benefits and the Faculty-Administration Brief with the Board of Governors or its representatives. The Vice-President of BUFA is to be the Chairman.

#### Scope and Content:

Series contains minutes, collective agreements, reports, recommendations, correspondence, memos, newsletters, reference materials and various other documents.

#### Notes:

BUFA is a separate corporate entity, but for administration purposes it has been incorporated into RG 6 Brandon University fonds. History/Bio information taken from BUFA promotional materials (File 37) and provided by Bruce Forrest (BUFA Executive) with the return of the signed donation form. Files 106-116 were extracted from the BUFA records and are in the possession of Ms. Eileen McFadden.

Storage Location: RG 6 Brandon University fonds



## Flora Cowan - BU Centennial Award for Distinguished Service

<http://archives.brandonu.ca/en/permalink/descriptions4118>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 6.5.1

File Number: 3

GMD: textual records

Date Range: ca. 1967

Physical Description: 1 file

Scope and Content:

File consists of Cowan's citation.

Storage Location: RG 6 Brandon University fonds

Series 6: Senate Office

6.5 Convocation Services, Baccalaureates Services, Banquets



## BU ski club

<http://archives.brandonu.ca/en/permalink/descriptions4137>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 14.4

File Number: 4

GMD: textual records

Date Range: 1994-1995

Physical Description: 1 file

Scope and Content:

File consists of the BU ski club constitution, applications for BUSU grants and organizational grants by-laws.

Storage Location: RG 6 Brandon University fonds

Series 14: Brandon University Students Union

14.4 BUSU clubs

Box 1



## BU literature society

<http://archives.brandonu.ca/en/permalink/descriptions4162>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 14.4

File Number: 30

GMD: textual records

Date Range: 1993-1994

Physical Description: 1 file

### Scope and Content:

File consists of the Literature Society constitution, a tentative calendar, an executive member list, and a tentative budget.

Storage Location: RG 6 Brandon University fonds  
Series 14: Brandon University Students Union  
14.4 BUSU clubs  
Box 1



## BU environmental club

<http://archives.brandonu.ca/en/permalink/descriptions4173>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 14.4

File Number: 41

GMD: textual records

Date Range: 1993-1994

Physical Description: 1 file

### Scope and Content:

File consists of an application for a BUSU grant, a membership list and financial information.

Storage Location: RG 6 Brandon University fonds  
Series 14: Brandon University Students Union  
14.4 BUSU clubs  
Box 1



## BU debating club

<http://archives.brandonu.ca/en/permalink/descriptions4174>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 14.4

File Number: 42

GMD: textual records

Date Range: 1989-1991

Physical Description: 1 file

### Scope and Content:

File consists of the BU Debating Club constitution, an application for a BUSU grant, correspondence and financial information.

Storage Location: RG 6 Brandon University fonds  
Series 14: Brandon University Students Union  
14.4 BUSU clubs  
Box 1



## BU baseball club

<http://archives.brandonu.ca/en/permalink/descriptions4175>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 14.4

File Number: 43

GMD: textual records

Date Range: 1993

Physical Description: 1 file

### Scope and Content:

File consists of the BU Baseball Club constitution, an application for a BUSU grant, and correspondence.

Storage Location: RG 6 Brandon University fonds  
Series 14: Brandon University Students Union  
14.4 BUSU clubs  
Box 1



## BU business students

<http://archives.brandonu.ca/en/permalink/descriptions4184>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 14.4

File Number: 52

GMD: textual records

Date Range: 1994

Physical Description: 1 file

Scope and Content:

File consists of an application for a BUSU grant.

Storage Location: RG 6 Brandon University fonds  
Series 14: Brandon University Students Union  
14.4 BUSU clubs  
Box 1



## BU uphill ski club

<http://archives.brandonu.ca/en/permalink/descriptions4204>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 14.4

File Number: 72

GMD: textual records

Date Range: 1990

Physical Description: 1 file

Scope and Content:

File consists of the Brandon University Uphill Ski Club constitution.

Storage Location: RG 6 Brandon University fonds  
Series 14: Brandon University Students Union  
14.4 BUSU clubs  
Box 1



## BU international relations club

<http://archives.brandonu.ca/en/permalink/descriptions4207>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 14.4

File Number: 75

GMD: textual records

Date Range: 1970-1971

Physical Description: 1 file

### Scope and Content:

File consists of the Brandon University International Relations Club constitution, financial information and a suggested general outline for planning the International Relations, Peace Garden Conference.

Storage Location: RG 6 Brandon University fonds  
Series 14: Brandon University Students Union  
14.4 BUSU clubs  
Box 1



## BU Liberal club

<http://archives.brandonu.ca/en/permalink/descriptions4212>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 14.4

File Number: 80

GMD: textual records

Date Range: 1986

Physical Description: 1 file

### Scope and Content:

File consists of the Brandon University Liberal Club constitution.

Storage Location: RG 6 Brandon University fonds  
Series 14: Brandon University Students Union  
14.4 BUSU clubs  
Box 1



## UGC - BU correspondence

<http://archives.brandonu.ca/en/permalink/descriptions4425>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 15

File Number: 26

GMD: textual records

Date Range: 1968-1972

Physical Description: 1 file

### Scope and Content:

File consists of correspondence and a copy of "Statement by the President on problems relating to the financial situation at Brandon University for submission to the UGC" by A.L. Dulmage.

Notes: Original file folder had note "To: Archives (May 8, 1980)"

Storage Location: RG 6 Brandon University fonds  
Series XV: BUFA  
Box 3



## Environment- Centre for Sustainable Development, Winnipeg, MB

<http://archives.brandonu.ca/en/permalink/descriptions4981>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 69

GMD: textual records

Date Range: 1990

Physical Description: 1 file

### Scope and Content:

File consists of news releases and questions 1990

Storage Location: RG 6 Brandon University fonds  
MG 3 Brandon University Teaching and Administration  
1.14.1 W. Leland Clark - political career  
Box 3