

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

BOARD OF REGENTS

The regular meeting of the Board of Regents was held on Thursday, December 8, 2011, at 4:00 p.m., in the in the Board Room of the University, Room A-2029.

PRESENT:

Mr. Robert E. Simmonds, Chair
Dr. Gary Kachanoski, President and Vice-Chancellor
Dr. David Wardlaw, Provost and Vice-President (Academic)
Ms. Sheila Ashton
Mr. Steve Belanger
Mr. Gilbert Bennett
Mr. Roger Bill, via teleconference
Mr. Jerry Byrne
Ms. Pat Coish-Snow
Ms. Mary Cormier
Mr. Brian Dalton
Ms. Pegi Earle
Mr. Rex Gibbons
Mr. Jim Hickey
Mr. Jim Keating
Ms. Kim Keating
Mr. Bill Matthews
Dr. Vinod Patel
Mr. Tony Roche
Ms. Eleanor Swanson
Mr. George Tucker
Ms. Tina Scott, Secretary

APOLOGIES: Chancellor Rick Hillier, Mr. Richard Chislett, Ms. Michelle Daye, Ms. Noreen Greene-Fraize, Ms. Sarah-Ann King, Dr. Luke Pike, Ms. Kathleen Roul, Ms. Donna Stone, Mr. Michael Walsh.

PRESENT BY INVITATION:

Mr. Glenn Blackwood, Vice-President (Marine Institute); Dr. Mary Bluechardt, Vice-President (Grenfell Campus); Mr. Kent Decker, Vice-President (Administration and Finance), Dr. Christopher Loomis, Vice-President (Research); Mr. Glenn Collins, Advisor to the Board; Ms. Karen Hollett, General Counsel.

5840. MEETING CALLED TO ORDER

The meeting was called to order at 4:00 p.m. by Mr. Simmonds, Chair.

5841. WELCOME TO NEW REGENTS

The Chair welcomed the following newly appointed Lieutenant Governor in Council representatives:

Mr. Steve Belanger
Mr. Michael Walsh - Memorial University of Newfoundland Students' Union

The Chair then welcomed the following reappointed Lieutenant Governor-in-Council representatives:

Mr. Gilbert Bennett
Mr. Jerry Byrne
Ms. Noreen Greene-Fraize
Ms. Donna Stone

The Chair also welcomed back Ms. Eleanor Swanson who had served six years as an Alumni representative and now, has been appointed as a Lieutenant Governor-in-Council representative for a term of three years effective immediately. Mr. Simmonds also noted his reappointment as Chair for an additional three years effective immediately.

On behalf of the Board, Mr. Simmonds congratulated Mr. Glenn Blackwood who has been named as Vice-President (Marine Institute).

5842. APPROVAL OF THE AGENDA

The agenda for the meeting was approved.

Following approval of the agenda, Mr. Simmonds provided members with the opportunity to declare if they are in a conflict of interest position or a potential conflict of interest position with regard to any agenda items.

5843. MINUTES

The Minutes of the regular meeting of the Board of Regents held on October 20, 2011 were approved by the Board.

5844. CHAIR'S REPORT

A. Campus Planning and Development Committee - Selection of Consultant for Functional Space Planning Study HSC

The Chair advised that at a meeting held on July 7, 2011, the Board of Regents authorized the Campus Planning and Development Committee to select the successful proponent for a functional space planning study for space to be vacated in the Faculty of Medicine. In an email poll conducted on October 31, 2011, members of the Campus Planning and Development Committee received and reviewed background information on the selection of a consultant and agreed with the selection of PHB Group as the preferred proponent for a functional space planning study for existing space in the Faculty of Medicine.

B. Nomination of Graduate Students' Union representative to the Board of Regents

The Board received and reviewed a recommendation from the Graduate Students' Union for the appointment of Asan Meera Sahib Haja Mohideen as its representative on the Board of Regents.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents accept the nomination of Asan Meera Sahib Haja Mohideen as requested by the Graduate Students' Union as its representative on the Board of Regents and recommend his appointment to the Lieutenant Governor in Council for a term effective June 6, 2012 and in accordance with the MUN Act.

C. Board of Regents Resolution of September 8, 2011 - Delegation of Board Authority to the President and Vice-Chancellor with respect to new Student Appeals under the Sexual Harassment Policy

The Chair advised that in an email poll conducted on November 4, 2011, members of the Executive Committee rescinded the motion of the September 8, 2011 meeting of the Board of Regents regarding Delegation of Board Authority to the President and Vice-Chancellor with respect to new student appeals under the Sexual Harassment Policy.

5845. EXECUTIVE COMMITTEE

Mr. Simmonds advised that the Executive Committee met on November 23, 2011 to finalize the agenda for today's Board meeting.

5846. PRESIDENT'S REPORT

A. President's Summary of Activities

The President provided the Board with highlights of his recent activities since the October 2011 Board meeting.

B. Appointment of Vice-President (Marine Institute)

Dr. Kachanoski noted that he was pleased to advise members of the Board that the process surrounding the review and appointment of the Vice-President (Marine Institute) as approved by the Board of Regents at a meeting held on July 7, 2011, has been finalized and that following a successful review, Mr. Glenn Blackwood was appointed as Vice-President (Marine Institute) effective November 1, 2011.

C. President's Awards Recipients

Dr. Kachanoski reported that Memorial's exceptional faculty and staff were recognized at the President's Awards ceremony held on December 7, 2011. He noted that the President's Awards are granted for teaching, research, exemplary service and exceptional community service.

CONSENT AGENDA

Noting that the items were dealt with in detail in meetings of the appropriate committees, it was moved by Ms. Ashton, seconded by Ms. Coish-Snow and carried that the consent agenda, comprising the resolutions listed in 5847 through 5851 below be approved as follows:

5847. FINANCE COMMITTEE

A. Update on the University's 2011-12 Financial Position

The Board received and reviewed background information pertaining to the update on the University's 2011-12 position. The Board was reminded that at a meeting held on May 19, 2011, the budget estimates for the fiscal year 2011-12 were approved projecting a balanced budget.

A review of actual revenue and expenditures has been completed. At this time, total operating expenditures for 2011-12 are projected to be under budget by approximately \$4,030,844. This projection takes into account a \$2.2 million deficit projection by the Marine Institute, which is a result of increased operating costs that are unfunded and a reduction in revenue from the Offshore Safety and Survival Centre and the Safety and Emergency Response Training Centre.

There are also areas where funds are flowing more quickly than they are being deployed. These are matters of timing that will resolve over the coming months.

Tuition Revenue is forecasted to be balanced based on actual tuition revenue for the spring and fall semesters and a projection for the winter semester.

Other revenue sources are projected to be on budget. It was noted that Regents will receive a further update at the February 2012 meeting.

This item was received for information and did not require a resolution of the Board.

B. Approval of Signatories for Royal Bank of Canada

The Board received and reviewed background information and agreed to the recommendation that any two of the Vice-President (Grenfell Campus), Associate Vice-President (Academic) Grenfell Campus, Associate Vice-President (Research) Grenfell Campus, Associate Vice-President (Administration and Finance) Grenfell Campus, Staff Accountant (Grenfell Campus) or Bookstore Manager (Grenfell Campus) be authorized as Bank signing Officers for the two imprest account held by Grenfell Campus at the Royal Bank of Canada and as outlined in the background documentation.

5848. CAMPUS PLANNING AND DEVELOPMENT COMMITTEE

A. Update on Progress of Capital Projects

The Board received a summary report of the following capital projects currently underway or being planned:

St. John's Campus

- New Residence
- Residence Renovations
- Newfoundland & Labrador Centre for Interdisciplinary Research in Human Genetics and Faculty of Medicine Building Extension, HSC
- Ocean Science Centre Cold Water Supply
- Dr. Jack Clark Building and the S.J. Carew Building expansions

Grenfell Campus

- Academic Building
- New Residence
- Environmental Research Laboratories

Marine Institute

- Offshore Safety and Survival Centre Enhancement

The Board was advised that projects are on time and on budget unless otherwise noted.

5849. HUMAN RELATIONS COMMITTEE

A. Appointments Report

The Board received the Appointments Report for actions taken since October 20, 2011 noting that the actions have been taken under delegated authority as provided in the Terms of Reference for the Human Relations Committee.

This item was received for information only and did not require a resolution of the Board.

5850. AUDIT AND RISK COMMITTEE

A. Enterprise Risk Management - Annual Report (2010-11) and Review of Insurance

The Board received and reviewed background information pertaining to “Enterprise Risk Management - Annual Report 2010-11 and Review of Insurance”.

The Board was advised that established in February 2004, the Department of Enterprise Risk Management (ERM) is responsible for implementing a risk management function that enables the University to fulfill its mission and strategic goals. This encompasses strategic, operational, compliance, reputational and financial risks.

The Annual Report 2010-11 summarizes the significant activities in which the Department of Enterprise Risk Management had been involved during the past year. It provides quantitative and qualitative information related to the initiatives being undertaken to move forward with a strategy of integrating ERM with the University’s ongoing academic, research, student life and administrative activities. It was noted that the report provides a summary in relation to internal audit, strategic and operational risk identification, assessment and response, policy development, departmental risk management, emergency management, safety and security, international activities and risk transfer.

This item was received for information and did not require a resolution of the Board.

5851. SENATE

The Board received reports of items of business considered by Senate at its regular meeting held on October 11, 2011. Approval was given to the following items requiring Board approval under Section 56(h) (course of study) and 56(s) (making or altering a rule or regulation) of the Act:

1. October 11, 2011

Item 17 Report of the Senate Committee on Undergraduate Studies
(No. 174.1 - 17.3)

Item 18 Report of the Academic Council of the School of Graduate Studies
(No. 18.1 - 18.3)

Item 19 Report of the Senate Committee on Undergraduate Studies
(No. 19.1)

Item 20 Report of the Academic Council of the School of Graduate Studies
(No. 20.1)

2. Amendment to the Constitution of the Academic Council, School of Graduate Studies

The Board received background information and agreed to the amendments to the Constitution of the Academic Council, School of Graduate Studies.

3. Amendments to the School of Pharmacy Academic Council Constitution and By-Laws

The Board received background information and agreed to the amendments to the School of Pharmacy Academic Council Constitution.

DISCUSSION AGENDA

5852. FINANCE COMMITTEE

A. Establishment of Application Fee, Refundable Deposit and revision of Program Fee for the Intensive English Program (IEP)

The Board received and reviewed background information pertaining to the establishment of an application fee, refundable deposit and revision of the program fee for the Intensive English Program (IEP) as outlined in the background documentation.

The Board was advised that the IEP is one of the programs and services offered by the English as a Second Language (ESL) unit in the Faculty of Arts. It primarily serves students with provisional admission to Memorial's undergraduate and graduate programs. The six-level, multi-skill program is designed to prepare students to achieve their educational goals by improving academic English language proficiency and knowledge of Canadian academic and general culture. In addition, the program aims to increase student success and retention by helping IEP students integrate into the wider university community. This full-cost recovery program makes a significant contribution to international student recruitment at Memorial e.g., over 120 students entered degree programs at Memorial from the IEP in 2010.

The IEP is comprised of two components: (1) a Core Intensive English (Reading and Writing) component which requires 15 hours of instruction per week and (2) a Speaking, Listening and Culture component which requires 10 hours of instruction per week. The total program fee per term for students enrolled in both components is recommended to be \$3,500 and the majority of students complete this route. The cost for the Core Intensive English Component only is \$2,215 per term and the cost for the Speaking, Listening and Culture Component only is \$1,285 per term. The one-time application fee of \$150 and the refundable deposit of \$400 are required for the entire program registration or for one component only.

A deposit on program fees is a common requirement of similar programs in Canada. The purpose of the deposit is to assist with planning for the semester, including the hiring of instructors and logistics. The deposit is only refundable if the student requests a refund four weeks prior to the beginning of the semester.

Establishment of Application Fee, Refundable Deposit and revision of Program Fee for the Intensive English Program (IEP) (con't)

All fees must be paid by the student prior to the beginning of the semester in order to be registered in the IEP. A student may withdraw from the program and receive a refund of the entire program fee within the first two weeks of the semester.

Following a discussion, the following resolution was passed:

That the Board of Regents approve the revision of the program fee for all students (domestic and international) from \$3,000 per semester to \$3,500 per semester and the establishment of the following fees for the Intensive English Program (and as outlined in the background documentation):

- (1) an additional one-time application fee of \$150
- (2) a required deposit towards the program fee of \$400 payable no later than four weeks before the start of each semester.

It was further agreed that the implementation date(s) for these amended and new fees would be determined by the Vice-President's Council. It was noted that all acceptance letters issued by the ESL Program will indicate program and other fees.

5853. PRESENTATION REGARDING THE RESEARCH FRAMEWORK

Mr. Simmonds welcomed to the meeting, Dr. Christopher Loomis, Vice-President (Research) who then introduced the University's Strategic Research Framework. In doing so, Dr. Loomis noted that the Research Framework for the University which was launched as a direct response to Memorial's Strategic Plan was unanimously endorsed by Senate at a meeting held on September 13, 2011. Dr. Loomis then introduced Dr. Ray Gosine, Associate Vice-President (Research) who described the development of the Strategic Research Framework.

Dr. Gosine provided an overview of the process covering the following major topics:

- public sessions were held throughout Newfoundland and Labrador
- an External Advisory Committee guided the process
- the content of the Strategic Research Framework which includes:
 - vision
 - mission
 - guiding principles
 - goals and objectives
 - strategic research themes
 - next steps

Following a question and answer period, Mr. Simmonds, on behalf of the Board, thanked Dr. Loomis and Dr. Gosine for their very informative presentation (a copy of which is located in the Board files).

5854. PRESENTATION FROM THE DEAN OF SCIENCE

Mr. Simmonds welcomed to the meeting, Dr. Mark Abrahams, Dean, Faculty of Science, who provided the Board with a presentation regarding the Faculty of Science.

Dr. Abrahams provided the Board with an overview of the Faculty of Science covering the following topics:

- who they are which includes the various departments within the Faculty;
- what they do which includes the vision, the infrastructure, programs, specialized units and research;
- where they are going which includes research, teaching, profile/media campaign
- what they need to get there which includes infrastructure and space challenges.

Following a lengthy question and answer period, Mr. Simmonds, on behalf of the Board, thanked Dr. Abrahams for his very informative presentation noting that it does indeed reinforce the need for redevelopment of the St. John's Campus core science facilities which the Board at its last meeting endorsed as one of three Strategic Initiatives being proposed to the Provincial Government for the fiscal years ending March 31, 2013, 2014 and 2015.

5855. ANY OTHER BUSINESS

1. Date of Next Meeting

The next regularly scheduled meeting of the Board of Regents will be held on February 9, 2012.

ADJOURNMENT

The meeting adjourned at 6:20 p.m.

CHAIR

SECRETARY

DATE