

**MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

**BOARD OF REGENTS**

The regular meeting of the Board of Regents was held on Thursday, March 14, 2013, at 4:00 p.m., in the Board Room of the University, Room A-2029.

**PRESENT:**

Ms. Iris Petten, Chair  
Dr. Gary Kachanoski, President and Vice-Chancellor  
Dr. David Wardlaw, Provost and Vice-President (Academic)  
Chancellor Susan Knight, via teleconference  
Ms. Sheila Ashton  
Mr. Steve Belanger  
Ms. Pat Coish-Snow  
Ms. Mary Cormier  
Ms. Michelle Daye  
Ms. Pegi Earle  
Dr. Rex Gibbons, via teleconference  
Ms. Noreen Greene-Fraize  
Ms. Kim Keating  
Mr. Asan Mohideen  
Dr. Vinod Patel  
Mr. Tony Roche  
Ms. Kathleen Roul  
Ms. Eleanor Swanson  
Mr. Edmund Walsh  
Mr. Michael Walsh  
Ms. Tina Scott, Secretary

**APOLOGIES:** Mr. Gilbert Bennett, Mr. Brian Dalton, Dr. Jim Hickey, Mr. Jim Keating, Mr. Bill Matthews, Dr. Luke Pike, Ms. Donna Stone, Mr. George Tucker, Mr. Glenn Blackwood, Dr. Christopher Loomis.

**PRESENT BY INVITATION:**

Mr. Kent Decker, Vice-President (Administration and Finance), Dr. Mary Bluehardt, Vice-President (Grenfell Campus), Mr. Glenn Collins, Interim Executive Director, Office of the Board of Regents, Ms. Karen Hollett, General Counsel.

**5967. MEETING CALLED TO ORDER**

The meeting was called to order at 4:00 p.m. by Ms. Iris Petten, Chair.

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

Ms. Sheila Ashton  
Ms. Pat Coish-Snow  
Ms. Mary Cormier  
Mr. Brian Dalton  
Ms. Michelle Daye  
Mr. Jim Keating  
Mr. Bill Matthews  
Dr. Vinod Patel  
Mr. Tony Roche  
Ms. Kathleen Roul

Ms. Petten noted that she had written the Minister thanking her on behalf of the Board for the reappointments.

Ms. Petten noted for the information of the Board the resignation of Ms. Meghan McCarthy (Marine Institute Students Union representative).

The Chair then reminded all members of the Board with regard to confidentiality.

Ms. Petten then thanked Ms. Eleanor Swanson for serving as Acting Chair during the period November 22, 2012 until February 12, 2013 and for providing the University and the Board with outstanding leadership during that time.

**5968. APPROVAL OF THE AGENDA**

The Board agreed to the following changes to the agenda for the March 14, 2013 meeting:

(i) Audit and Risk Committee

The Audit and Risk Committee recommended that:

- the Senate Minutes remain on the Consent Agenda.
- that the Board defer consideration of items 11.b “2012 Annual Health and Safety Report for Memorial University of Newfoundland” and 11.c “Report on Student Safety, Security and Performance” to a future meeting since the Committee did not have enough time to consider those items at its meeting held on March 13, 2013.
- that the Board add to its agenda as Item 11.g “Update on the External Audit Plan”.
- that under item 6.b. “Appointment to the Western Sports and Entertainment Inc. Board of Directors” that the appointment of Janice Galliot to the Board of Western Sports and Entertainment Inc. be effective March 14, 2013 and with an expiry date of September 30, 2014.

Approval of the Agenda (cont'd)

(ii) Human Relations Committee

The Human Relations Committee recommended that:

- Item 8.b. "Renewal of the University's Group Benefit Plans for the Policy Year beginning April 1, 2013" be moved to the Discussion Agenda.
- A change to Item 8.d. "Approval of Market Differential Criteria for Non-Academic Positions" requiring an annual review by the Vice-Presidents' Council with a report to the Board.

Following approval of the agenda, Ms. Petten provided members and those present by invitation with the opportunity to declare if they were in a conflict of interest position or a potential conflict of interest position with regard to any agenda items. Ms. Sheila Ashton and members of the University Administration declared a conflict with Agenda Item 8.b "Renewal of the University's Group Benefits Plans for the year beginning April 1, 2013)".

(iii) Finance Committee

The Finance Committee recommended that due to time constraints:

- Item 9.b. "Review of changes in Memorial University of Newfoundland consolidated Financial Statements that are effective for the March 31, 2013 Financial Statements with retroactive application" be deferred to a future meeting.

**5969. MINUTES**

The Minutes of the regular meeting of the Board of Regents held on February 7, 2013 as amended were approved by the Board.

**5970. IN CAMERA SESSION OF THE BOARD (CONFIDENTIAL)**

The Board moved into an in-camera session.

(The Confidential Minutes of this section of the meeting are separate from the regular meeting minutes.)

**5971. CHAIR'S REPORT**

A. Meeting of the Executive Committee

Ms. Petten advised that the Executive Committee met on February 28, 2013 to finalize the agenda for today's meeting.

B. Ken Steele - Visit to Newfoundland, March 27, 2013

The Chair advised that Mr. Ken Steele, Co-Founder of the Academica Group Inc., will be in the province on March 27, 2013 and will be presenting to the Board on that date. Ms. Petten noted that others who had been invited to attend included the Deputy Minister, Assistant Deputy Ministers of the Department of Advanced Education and Skills as well as the Chair, Vice-Chair and members of the Board of Governors and senior officials of the College of the North Atlantic.

**5972. PRESIDENT'S REPORT**

A. President's Summary of Activities

The President provided the Board with highlights of his recent activities since the February 7, 2013 Board meeting.

**CONSENT AGENDA**

Noting that the items were dealt with in detail in meetings of the appropriate committees, it was moved by Ms. Coish-Snow, seconded by Mr. Steve Belanger and carried that the consent agenda, comprising the resolutions listed in 5973 through 5977 below be approved as follows:

**5973. AUDIT AND RISK COMMITTEE**

A. Update on the establishment of the Office of Internal Audit

The Board received an update with regard to the establishment of the Office of Internal Audit. This item was received for information only and did not require a resolution of the Board.

B. Appointment to the Western Sports and Entertainment Inc. Board of Directors

The Board received background information and agreed to the appointment of Ms. Janice Galliot to the Board of Western Sports and Entertainment Inc. effective March 14, 2013 and with an expiry date of September 30, 2014.

C. Appointments to the Campus Childcare Inc. Board of Directors

The Board received background information and agreed to the appointments to the Board of Directors, Campus Childcare Inc. effective March 14, 2013, as follows:

- Ms. Kimberly Blanchard, Department of Human Resources representative for a two-year term
- Mr. Gary Pike, Department of Financial and Administrative Services representative for a two-year term
- Ms. Lisa Murphy, MUNSU representative for a one-year term
- Mr. Travis Perry, MUNSU representative for a one year term
- Dr. Tim Fletcher, parent representative for a two year term
- Mr. John Hogan, legal representative for a two-year term

**5974. 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
- Queen's College upgrade
- Aboriginal Centre
- Core Sciences Facility

Grenfell Campus

- Academic Building Atrium
- New Residence
- Environmental Research Laboratories Enhancement

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

**5975. HUMAN RELATIONS COMMITTEE**

A. Appointments Report

The Board received the Appointments Report for actions taken since February 7, 2013 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.

B. Appointment of Dr. Sandra LeFort as Interim Associate Vice-President (Academic)

The Board received background information and approved the appointment Committee of Dr. Sandra LeFort as Interim Associate Vice-President (Academic) for a two month period and as outlined in the background documentation.

C. Appointment of Ms. Laura Edwards as Director of Marketing and Communications, Grenfell Campus

The Board received background information and approved the appointment of Ms. Laura Edwards as Director of Marketing and Communications, Grenfell Campus and as outlined in the background documentation.

D. Approval of Job Posting Procedures for Senior Administrative Management (SAM), Management and Professional, and Non-Bargaining Positions

The Board received background information and agreed with the Job Posting Procedures for Senior Administrative Management (SAM), Management and Professional and Non-Bargaining positions as outlined in the background documentation.

E. Approval of Market Differential Criteria for Non-Academic Positions

The Board received background information and agreed with the criteria for Market Differential for non-academic positions as follows:

1. Where the position(s) exist in a low supply/high demand labour market. This can be characterized by high turnover accompanied by the inability to recruit qualified staff that are deemed critical to the operation of the department/university; and
2. A higher salary is deemed essential to recruit/retain an employee (or employee group) that serves a critical function that cannot be achieved by any other possible means.

The Board also agreed to empower the Vice-Presidents' Council to approve the application of market differentials to non-academic positions as recommended by the Director of Human Resources.

Further, the Board agreed to instruct that an annual review of this matter be conducted by the Vice-Presidents' Council with the results to be reported to the Board of Regents via the Human Relations Committee.

**5976. FINANCE COMMITTEE**

A. Update on the University's 2012-13 Financial Position

The Board received and reviewed background information pertaining to the update on the University's 2012-13 position. At a meeting held on May 10, 2012, the Board of Regents approved the budget estimates for the fiscal year 2012-13 which projected a balanced budget.

A review of actual revenue and expenditures has been completed. At this time, total operating expenditures for 2012-13 are projected to be under budget by approximately \$7,123,882. Surpluses are being projected in 4 specific areas where funds are flowing more quickly than they can be spent. The areas are as follows:

- Grenfell Campus Renewed Governance
- Strategic Initiatives/Committed Funding
- Graduate Studies Fellowships
- Faculty of Medicine Expansion

Update on the University's 2012-13 Financial Position (cont'd)

Grant-in-Aid of Tuition - Of the \$5.5 million grant-in-aid of tuition, \$5.5 million has been allocated by VP Council for such initiatives as the Animal Care Facility, the Classroom Teaching Infrastructure Fund, the Teaching and Learning Framework, and Space Rental/Renovation/Purchase.

Tuition Revenue - The tuition revenue included in the 2012-13 balanced budget totalled \$39,072,530. At this time, this source of operating revenue is forecasted to be \$1.3 Million over budget. This forecast is based on actual tuition revenue as of February 22, 2013 and forecasted processing fees. This surplus is included in the President's Office SI's/Committed Funding section pending allocation decisions by Vice Presidents' Council.

Indirect Cost of Research Grant - Based on research performance, the University has received an additional allocation of \$1,114 from the Federal Indirect Cost of Research Grant. This additional revenue has been included in the projected year end results. Other Revenue sources are projected to be on budget.

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

B. Termination of Canadian equity mandate of Greystone managed Investments and related Statement of Investment Policy changes

In accordance with a recommendation from the University Pensions Committee, the Board received background information and agreed to the termination of Canadian equity mandate of Greystone Managed Investments and related statement of investment policy changes as follows:

- i) the Statement of Investment Policy and Objectives be amended such that the Greystone Canadian balanced mandate be converted to separate segregated Canadian equity and Canadian fixed income mandates; and,
- ii) a search process be undertaken to replace Greystone Managed Investments as a Canadian equity manager.

C. Administrative Budget for the Memorial University Pension Plan for 2013-2014

The Board received background information and agreed to the proposed budget for the internal administrative expenditures of the Memorial University Pension Plan for the fiscal year April 1, 2013 to March 31, 2014 and as outlined in the background documentation.

D. Dissolution of the Newfoundland Quarterly Foundation - *also under the Audit and Risk Committee Agenda*

This item was considered under the report of the Audit and Risk Committee as outlined in the Minute 5978 below.

E. Dissolution of the Memorial University of Newfoundland Botanical Garden Incorporated - also under the Audit and Risk Committee Agenda

This item was considered under the report of the Audit and Risk Committee as outlined in the Minute 5978 below.

**5977. SENATE MATTERS**

The Board received reports of items of business considered by Senate at its regular meeting held on January 8, 2013. 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:

A. January 8, 2013

Item 47 Report of the Senate Committee on Undergraduate Studies  
(No. 47.1 - 47.4)

Item 48 Report of the Academic Council of the School of Graduate Studies  
(No. 48.1)

Item 50 Report of the Academic Council of the School of Graduate Studies  
(No. 50.1)

Item 51 Review Academic Appeals Regulations  
(No. 51.1 - 51.2)

**DISCUSSION AGENDA**

**5978. AUDIT AND RISK COMMITTEE**

A. Emergency Management Annual Report

The Board received and reviewed background information pertaining to the Emergency Management Annual Report. The Board was informed that at a meeting held earlier today, the Audit and Risk Committee received a thorough and detailed presentation from Ms. Karen Alexander, Emergency Management Coordinator with respect to the Emergency Management Annual Report.

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

B. Correspondence from the Office of the Auditor General of Newfoundland and Labrador dated February 6, 2013

The Board received and reviewed background documentation pertaining to correspondence from the Office of the Auditor General of Newfoundland and Labrador dated February 6, 2013 and March 8, 2013.

Correspondence from the Office of the Auditor General of Newfoundland and Labrador dated February 6, 2013 (cont'd)

Board members were advised that the Office of the Board of Regents is in receipt of a letter from the Auditor General which indicates that his office is planning a review of Memorial University of Newfoundland. A response acknowledging receipt of the letter has been forwarded to the Auditor General.

Mr. Decker noted that under Subsection 38(3) of the *Memorial University Act* the Auditor General is given the authority to examine the report and recommendations of an auditor other than the Auditor General as well as the audited financial statements of the accounts of the Board. If the Auditor General considers that information provided is insufficient to make the required report to the House of Assembly the Auditor General is given authority to conduct a further examination and investigation of the records and operations of the University as considered necessary. In that case certain provisions of the *Auditor General Act* are made applicable including provisions allowing the Auditor General broad access to information powers, as well as the powers of examination and subpoena. Mr. Decker noted further that under Section 38.1 of the *Memorial University Act*, the Auditor General is not entitled to question the "merits of decisions or actions of the Board or Senate taken in contemplation of work customarily associated with a university as reflected in the powers and authority granted to the university under Section 3(3) of the Act".

Mr. Decker then noted that the letter from the Auditor General cites Section 14 of the *Auditor General Act* as the 'operating section'. While Subsection 14(2) of that Act does apply to an auditor other than the Auditor General who audits the accounts of the board (through Subsection 38(2) of the *Memorial University Act*), the subsection deals with the duties of that auditor in supplying information to the Auditor General. As noted above, the authority for the Auditor General to investigate further, if information provided is considered insufficient, is under Section 38 of the *Memorial University Act* rather than Section 14 of the *Auditor General Act*.

Mr. Decker advised that a previous request from the Auditor General was received in November 2004 and the audit work commenced in early 2005 under the auspices of Sections 38 and 38.1 of the *Memorial University Act*. The Audit and Risk Committee of the Board of Regents received regular presentations and reports throughout and following the Auditor's process. The Auditor General released his report, which contained 26 recommendations, to the House of Assembly in January 2006.

Following a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents agreed to request the Administration to respond to the request from the Auditor General and commence discussions for the review with reference to the *Memorial University Act* and as outlined in the background documentation.

C. Dissolution of the Newfoundland Quarterly Foundation- also under the Finance Committee Agenda

The Board received and reviewed background information pertaining to the dissolution of the Newfoundland Quarterly Foundation.

Mr. Decker advised the Board that the University is the sole member of the separately incorporated entity which is known as the Newfoundland Quarterly Foundation (the "NQF"). It is proposed that the NQF be dissolved, and that the operations of the NQF be transferred to the University.

Mr. Decker noted that the current minimum number of directors required for the NQF is seven (7). He noted further that it is being recommended that the number of directors be reduced to three (3), the statutory minimum, and the Chair be provided with the discretion to appoint three (3) people to be the directors of the NQF to carry out all necessary steps to achieve the dissolution and wind up of the corporation.

Following a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the following:

1. the University assume the assets and liabilities of the NQF, and enter into such agreements and take all such actions as are necessary to achieve such assumption;
2. the University is authorized to integrate the operations of the NQF as a unit of the University, which authorization shall include the ability to establish positions for and employ as University employees, those persons currently employed by the NQF;
3. the Department of Human Resources shall integrate the NQF as a unit of the University, with employees of the NQF becoming employees of the University;
4. the University, as sole member of the NQF, approves:
  - (a) amendments to the governing documents of the NQF to change the number of directors of the corporation to three (3);
  - (b) the removal of any and all directors of the NQF with current appointments;
  - (c) the appointment of three (3) directors of the NQF by the Chair;
  - (d) the transfer of all assets and liabilities of the NQF to the University; and
  - (e) dissolution of the NQF effective 31 March 2013, or such later date as may be approved by the Chair;
5. the University hereby approves the execution of all such agreements, resolutions and other documents by the Chair on behalf of the University as are necessary to accomplish the foregoing resolutions.

D. Dissolution of the Memorial University of Newfoundland Botanical Garden Incorporated - also under the Finance Committee Agenda

The Board received and reviewed background documentation pertaining to the dissolution of the Memorial University of Newfoundland Botanical Garden Incorporated.

Board members were advised that the President of the University is a member of the separately incorporated entity known as the Memorial University of Newfoundland Botanical Garden Incorporated (MUNBG). It is proposed that MUNBG be dissolved, and that the operations of MUNBG be transferred to the University. It is noted that the current minimum number of directors required for the corporation is three (3), the statutory minimum. It is recommended that the President have the discretion to appoint three (3) people to be directors of MUNBG to carry out all necessary steps to achieve dissolution and wind up of the corporation.

Following a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the following:

1. the University assume the assets and liabilities of MUNBG, save and except those assets which are required, by the terms of a gift, to be conveyed to an entity other than the University upon the dissolution of MUNBG, and enter into such agreements and take all such actions as are necessary to achieve such assumption;
2. the University is authorized to integrate the operations of MUNBG as a unit of the University, which authorization shall include the ability to establish positions for and employ as University employees, those persons currently employed by MUNBG;
3. the Audit and Risk Committee, as successor to the SIE Committee, having approved the dissolution of MUNBG, communicate such resolution to MUNBG;
4. the University recommend to the President, in his capacity as a member of MUNBG, that he approve:
  - (a) the removal of any and all directors of MUNBG with current appointments;
  - (b) the appointment of three (3) directors of MUNBG;
  - (c) the transfer to the University of all assets and liabilities of MUNBG, save and except those assets which are required, by the terms of a gift, to be conveyed to an entity other than the University upon the dissolution of MUNBG; and
  - (d) dissolution of MUNBG effective 31 March 2013, or such later date as may be approved by the President;
5. the University hereby approves the execution of all such agreements, resolutions and other documents by the Chair on behalf of the University as are necessary to accomplish the foregoing resolutions.

E. External Audit Plan Update

The Board was advised that at a meeting held earlier today, the Audit and Risk Committee received a presentation from Ms. Lynn Healey, Engagement Partner of Ernst and Young LLP with respect to the 2013 Audit Plan update.

Mr. Belanger advised the Board that the 2013 audit plan for the University was presented to the Audit and Risk Committee at a meeting held on October 18, 2012. During that meeting, the scope of services was outlined and the key considerations that were expected to affect the 2013 audit were presented.

He further advised that since that date, Ernst and Young have completed the interim audit procedures and also commenced the audit procedures in respect of the payroll conversion audit. Based on preliminary observations stemming from the in-progress payroll conversion audit, they have determined that a change in their initial audit plan and strategy is required and the Audit and Risk was briefed earlier today by Ms. Healey who also responded to questions.

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

**5979. CAMPUS PLANNING AND DEVELOPMENT COMMITTEE**

A. Purchase of 100 Signal Road (the Battery)

The Board received and reviewed background information pertaining to the purchase of 100 Signal Hill Road (The Battery).

Dr. Kachanoski advised Board members that the purchase of 100 Signal Hill Road was finalized on the closing date March 1, 2013 following approval by the Board of Regents and the provincial government in accordance with the Memorial University Act. The government also approved the University's expenditure of up to \$16 million for renovations to the space.

Dr. Kachanoski advised further that a committee comprised of members of the University administration will be formed to commence planning for the facility. This process will also include community consultation in the neighborhoods.

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

**5980. FINANCE COMMITTEE**

A. Contract Award for Food Services

The Board received and reviewed background information pertaining to the contract award for food services.

Board members were advised that the current ten year contract for food services at Memorial with Chartwells (Compass Group Canada Ltd.) expires April 30, 2013.

Contract Award for Food Services (cont'd)

In order to prepare for the expiry, the Administration formed a "University Food Services Proposal Committee", chaired by the Deputy Provost (Students) and comprising staff, faculty and students broadly representative of the university community. A Request for Proposals was prepared, approved by the Vice-Presidents' Council, and issued in November, 2012.

Mr. Decker advised that three proposals were received and have been evaluated by a sub-committee of the University Food Services Proposal Committee. The Sub-committee members completed their evaluations independently and the scores were tabulated as a group. There was unanimous agreement on the rankings.

The Evaluation Sub-Committee ranked Aramark Canada Ltd. as the preferred proposal for the provision of residence dining, retail, and conference/catering services. The unionized staff currently employed by Chartwells providing these services will be offered employment by Aramark under the terms of their collective agreement.

The evaluation sub-committee ranked Avalon Vending Services Inc. as the preferred proposal for the provision of vending services. The Avalon Vending proposal is based on servicing the contract with non-unionized staff. The current positions are unionized. Avalon Vending has the option to withdraw their proposal if a final contract cannot be negotiated.

Members of the University Food Services Proposal Committee presented the preferred proposal options at a meeting of Vice-Presidents' Council on February 26, 2013. The details of the evaluation were reviewed and are summarized in the background documentation.

Following a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the recommendation that services for residence dining, retail and conference/catering be awarded to Aramark Canada Ltd. pending negotiation of a final contract.

Further, the Board approved the recommendation that vending services be awarded to Avalon Vending Services Inc. pending negotiation of a final contract. If Avalon Vending chooses to withdraw their proposal, then further options for the vending service will be reviewed and brought back to the Vice-Presidents' Council for approval.

- B. Increase in Membership Fees for the Canadian Federation of Students for the Memorial University of Newfoundland Students' Union, Marine Institute Students' Union, and the Graduate Students' Union, and the Memorial University of Newfoundland Students' Union membership fee as per the annual Consumer Price Index increase

The Board received and reviewed background documentation pertaining to the increase in membership fees for the Canadian Federation of Students for the Memorial University of Newfoundland Students' Union, Marine Institute Students' Union, and the Graduate Students' Union, and the Memorial University of Newfoundland Students' Union membership fee as per the annual Consumer Price Index increase.

Members of the Board were advised that in accordance with bylaws to approve annual changes to the CFS fee, for MUNSU, GSU and MISU and the MUNSU membership fee, an increase in the current rate is required. The approval provides for an annual increase in the CFS fee by indexing these fees to the National Consumer Price Index. The approval provides for an annual increase in the MUNSU membership fee to reflect increases in the Consumer Price Index (CPI) for St. John's, Newfoundland as determined by Statistics Canada. It was noted that this recommendation is forwarded annually to the Board of Regents for approval.

Following a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the following:

1. An increase in the Memorial University of Newfoundland Students' Union, Marine Institute Students' Union and Graduate Students' Union, Canadian Federation of Students Fees from \$8.40 to \$8.52 for full and part-time students for the Fall and Winter semesters only, effective September 1, 2013. This fee will be divided equally with \$4.26 per semester going to the Canadian Federation of Students and \$4.26 per semester going to the Canadian Federation of Students – Newfoundland and Labrador. This amount reflects the change in the National Consumer Price Index.
2. An increase in the MUNSU membership fee from \$41.36 to \$42.23 for full-time students, and \$17.73 to \$18.10 for part-time students effective September 1, 2013.

Mr. Michael Walsh and Mr. Asan Mohideen declared a conflict of interest with this item and abstained from voting.

- C. Update on the status of the Human Resource Management System replacement project

The Board received and reviewed background information pertaining to the update on the status of the Human Resource Management System replacement project.

Update on the status of the Human Resource Management System replacement project (cont'd)

Members of the Board were reminded that in December 2010, the Board of Regents approved a project to replace the legacy Human Resource Management System (a mainframe computer-based application) with a modern system (Banner HR) which is complementary to the University' current suite of enterprise systems.

The proposal to the Board of Regents, made by the Vice-President (Administration and Finance) included:

- provision of a software application platform which, in subsequent phases, would provide the functions and capabilities of a modern Human Resources Management System, as well as an Enterprise Data Warehouse;
- savings of approximately \$650,000 per annum as a result of no longer requiring mainframe services from an external provider (xwave);
- financing by way of an internal loan at an opportunity cost interest rate, to fund the costs associated with the project and a commitment to repay the loan with the indicated savings over a 5 year period.

The project was originally planned to be completed by March 31<sup>st</sup>, 2012, with an approved maximum budget of \$2.9 million. However, the commencement of the project was delayed by one year due to leadership changes in the Department of Human Resources.

Board members were advised that most of the fundamental objectives listed above have been met or met in part, and the Human Resources and Computing and Communications departments view the newly converted application as being in production status today. Memorial's payroll has been transferred from the xwave system to our in-house data centre and all pay for all employees during 2013, to date, has been issued from the new system.

The approved budget to the end of the project was \$2.9 million; however, the budget projections indicate that expenditures to March 31<sup>st</sup>, 2013 will be \$2.15 million. There are significant requirements, improvements and efficiencies that can be achieved during post production that require resources. The maximum budget has more than enough room to allow for these activities, and a detailed plan for finalization of the project is being completed.

It was noted that there will also be an assessment during the year of costs associated with the new system. The project team is recommending that the loan re-payment schedule be finalized at that time. In the meantime, as savings will start to be achieved as of April 1, 2013 due to the termination of the xwave mainframe contract, the payback period will commence.

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

5981. **HUMAN RELATIONS COMMITTEE**

A. Renewal of the University's Group Benefit Plans for the Policy Year beginning April 1, 2013

The Board received and reviewed background information pertaining to the renewal of the University's Group Benefit Plans for the Policy Year beginning April 1, 2013. Members of the Board were advised that the University Benefits Committee is recommending that the following plans be renewed at existing benefit levels, for the policy year beginning April 1, 2013 as follows:

- Basic life insurance plan at the existing rate;
- Dependent life insurance plan at the existing rate;
- Optional life insurance plan at the existing rate;
- Optional spousal and dependent child life insurance plans at the existing rates;
- Basic and optional accidental death and dismemberment plans at the existing rates;
- Voluntary accidental death and dismemberment plan at the existing rates;
- Long term disability plan at the existing rate;
- Supplementary health plan at the existing rate;
- Travel health insurance plan at a 49% rate increase; and,
- Dental plan at a 6.5% rate reduction.

It is further being recommended that:

- the maximum reimbursement for major restorative services under the dental plan be increased from \$1,000 to \$1,200 per calendar year with a commensurate rate increase of 1.5%, resulting in a net dental rate reduction of 5%;
- the maximum reimbursement for vision care benefits be increased from \$250 to \$300 every 24 months, the cost of which would be funded by utilization of surplus; and,
- the maximum benefit under the LTD plan be increased from \$5,500 to \$6,500 per month, the cost of which would be funded by utilization of surplus.

Following a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the renewal of the University's Group Benefit Plans for the policy year beginning April 1, 2013, as follows:

- Basic life insurance plan at the existing rate;
- Dependent life insurance plan at the existing rate;
- Optional life insurance plan at the existing rate;
- Optional spousal and dependent child life insurance plans at the existing rates;

Renewal of the University's Group Benefit Plans for the Policy Year beginning April 1, 2013 (cont'd)

- Basic and optional accidental death and dismemberment plans at the existing rates;
- Voluntary accidental death and dismemberment plan at the existing rates;
- Long term disability plan at the existing rate;
- Supplementary health plan at the existing rate;
- Travel health insurance plan at a 49% rate increase; and,
- Dental plan at a 6.5% rate reduction.

However, the Board deferred consideration of the changes noted below pending further consideration of and a recommendation from the University Benefits Committee:

- the maximum reimbursement for major restorative services under the dental plan be increased from \$1,000 to \$1,200 per calendar year with a commensurate rate increase of 1.5%, resulting in a net dental rate reduction of 5%;
- the maximum reimbursement for vision care benefits be increased from \$250 to \$300 every 24 months, the cost of which would be funded by utilization of surplus; and,
- the maximum benefit under the LTD plan be increased from \$5,500 to \$6,500 per month, the cost of which would be funded by utilization of surplus.

Ms. Ashton and members of the administration declared a conflict with this item and abstained from voting.

**5981. ANY OTHER BUSINESS**

1. Conclusion of Term - Michael Walsh, Memorial University of Newfoundland Students' Union

Ms. Petten noted that this is the last meeting for Mr. Michael Walsh whose term of office expires March 16, 2013. Ms. Petten thanked Mr. Walsh for his considerable contributions to the work of the Board during his term and wished him well in all his future endeavors. Ms. Petten also advised that a nomination is expected from the Memorial University of Newfoundland Students' Union to replace Mr. Walsh.

2. Date of Next Meeting

The next regularly scheduled meeting of the Board of Regents will be held on May 9, 2013 and will be held in Corner Brook.

**ADJOURNMENT**

The meeting adjourned at 5:25 p.m.

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**CHAIR**

\_\_\_\_\_  
**SECRETARY**

\_\_\_\_\_  
**DATE**