

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

BOARD OF REGENTS

The regular meeting of the Board of Regents was held on Thursday, May 10, 2012, at 3:40 p.m., at the Grenfell Campus in the Arts and Sciences Building, AS-2016.

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. Gilbert Bennett
Mr. Roger Bill, via teleconference
Ms. Mary Cormier
Ms. Michelle Daye
Ms. Pegi Earle
Mr. Rex Gibbons
Mr. Jim Hickey
Ms. Sarah-Ann King
Dr. Vinod Patel
Dr. Luke Pike
Mr. Tony Roche, via teleconference
Ms. Donna Stone
Ms. Eleanor Swanson
Mr. Michael Walsh
Ms. Tina Scott, Secretary

APOLOGIES: Chancellor Rick Hillier, Mr. Steve Belanger, Mr. Richard Chislett, Ms. Pat Coish-Snow, Mr. Glenn Collins, Mr. Brian Dalton, Ms. Noreen Greene-Fraize, Mr. Jim Keating, Ms. Kim Keating, Dr. Christopher Loomis, Mr. Bill Matthews, Ms. Kathleen Roul, Mr. George Tucker.

PRESENT BY INVITATION:

Mr. Glenn Blackwood, Vice-President (Marine Institute), Dr. Mary Bluehardt, Vice-President (Grenfell Campus); Mr. Kent Decker, Vice-President (Administration and Finance), Ms. Karen Hollett, General Counsel.

5887. MEETING CALLED TO ORDER

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

5888. 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 were in a conflict of interest position or a potential conflict of interest position with regard to any agenda items.

5889. MINUTES

The Minutes of the regular meetings of the Board of Regents held on February 9, 2012 and March 15, 2012 were approved by the Board subject to amendments suggested by General Counsel.

5890. IN CAMERA SESSION OF THE BOARD (CONFIDENTIAL)

The Board moved into an in-camera session.

Dr. Kachanoski, Dr. Wardlaw, Mr. Decker, Mr. Blackwood, Dr. Bluehardt, and Ms. Hollett left the meeting during this session of the meeting.

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

5891. CHAIR'S REPORT

Dr. Kachanoski, Dr. Wardlaw, Mr. Decker, Mr. Blackwood, Dr. Bluehardt, and Ms. Hollett returned to the meeting at this point.

A. Resignation

The Chair noted for the information of the Board the resignation of Mr. Jerry Byrne (Lieutenant Governor in Council appointment). The Chair, on behalf of the Board, thanked Mr. Byrne for his contributions to the work of the Board during his term.

B. Expiring Terms

Mr. Simmonds noted that this is the last meeting for Mr. Roger Bill and Ms. Sarah-Ann King whose term of office expires June 6, 2012. Mr. Simmonds thanked Mr. Bill and Ms. King for their contributions to the work of the Board during their term and wished them both well in all their future endeavors.

C. Canadian University Boards Association 2012 Annual Conference

Mr. Simmonds reminded the Board that Memorial University hosted the 26th annual Canadian University Boards Association (CUBA) Conference from April 19 - 21, 2012. The conference brought together the chairs, vice-chairs and members and staff of the governing boards of universities across Canada to “the eastern edge of the western world”. He reported that the conference provided a forum whereby leaders in University governance from all across Canada came together, pushed the boundaries, and explored the edge of conventional thinking. Mr. Simmonds noted that the comments received from conference delegates suggest that, in addition to being informed, they were also entertained. CUBA 2012 was not only a great learning experience but also quite a memorable one. Mr. Simmonds, on behalf of the Board, thanked the keynote speakers, sponsors, the organizing committee and others involved in the conference.

D. Executive Committee

Mr. Simmonds advised that the Executive Committee met on April 27, 2012 to finalize the agenda for today’s Board meeting.

E. Appointment of Dr. Greg Naterer as Dean of Engineering and Applied Science and Professor with tenure effective August 1, 2012

Mr. Simmonds reported that as a result of the desire for a timely appointment and noting that the Board of Regents was not scheduled to meet until May 10, 2012, the Executive Committee of the Board, through an email poll conducted on April 5, 2012, approved the recommendation that Dr. Greg Naterer be appointed as Dean of Engineering and Applied Science and Professor with tenure effective August 1, 2012. The appointment is subject to the Terms and Conditions of Appointment contained in a letter of offer from Dr. David Wardlaw to Dr. Naterer and included in the Report to the Board of Regents dated March 14, 2012.

F. Travel Policy for Members of the Board of Regents

The Board received and reviewed background documentation pertaining to the Board of Regents’ Policy : Travel - Regents. Ms. Swanson advised the Board that the first version of this Policy was adopted by the Board in October 2008 and has been revised to clarify the guidelines for claimable travel expenses for members of the Board of Regents. The Policy has also been reformatted to align with the policy format used with the Administration’s policies.

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the Travel-Regents Policy (revised), to be effective immediately.

G. Appointment of Student Representative for the Grenfell Campus Students' Union

The Board received and reviewed a recommendation from Grenfell Campus Students' Union for the appointment of Edmund Walsh 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 Edmund Walsh as requested by the Grenfell Campus Students' Union as its representative on the Board of Regents and recommend his appointment to the Lieutenant Governor in Council for a term of two years effective immediately upon approval by the Lieutenant Governor in Council.

5892. PRESIDENT'S REPORT

A. President's Summary of Activities

The President provided the Board with highlights of his recent activities since the March 2012 Board meeting.

B. Registration progress Report for the Spring 2012 Semester as of April 26, 2012

The Board received and reviewed a registration progress report for the Spring 2012 semester as of April 26, 2012 outlining positive growth in overall enrolments and registrations as of that date.

CONSENT AGENDA

Noting that the items were dealt with in detail in meetings of the appropriate committees and/or by Senate, it was moved by Mr. Bennett, seconded by Ms. Swanson and carried that the consent agenda, comprising the resolutions listed in 5893 through 5897 below be approved as follows:

5893. FINANCE COMMITTEE

A. Vision Care improvement and Dental Fee Guide Advancement

The Board received background information and agreed that vision care benefits not be improved at this time. Further, the Board agreed that the advancement of the dental fee guide be funded 50% through utilization of dental plan surplus with the corresponding premium rate adjustments to be implemented effective June 1, 2012.

5894. 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 Atrium
- New Residence
- Environmental Research Laboratories

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

B. Annual Report on Leased Space

The Board received for information the annual report on Leased Space. The annual report, a copy of which was provided in the background documentation, summarizes the information on all property lease agreements of Memorial University. The leases cover agreements for external space occupied by the University as well as space Memorial has leased to other organizations.

C. Architectural and Engineering Consultant Commissions for projects with a capital value of less than \$1M awarded in 2011-12

The Board received for information the annual report pertaining to architectural and engineering consultant commissions for projects with a capital value of less than \$1M awarded in 2011-12.

D. Increase in Budget for Hatcher House Renovations

The Board received background information and agreed to increase the budget for Hatcher House renovations to a total of \$13.2M and as outlined in the Board submission.

E. Aboriginal Centre for Memorial University

The Board received for information background documentation pertaining to the Aboriginal Centre for Memorial University. Planning is currently underway to establish an Aboriginal Centre at the University. The vision is to have a centrally located, highly visible, dedicated Aboriginal space on the St. John's campus. Features of the space could include: gathering/performing space which could also serve as a lounge, two offices for the Aboriginal Resource Office staff, study rooms, a conference room, a kitchen, washrooms, student lockers and a storage room. The space would also allow for programming growth and provision of an office for an Elder in residence.

5895. HUMAN RELATIONS COMMITTEE

A. Appointments Report

The Board received the Appointments Report for actions taken since March 15, 2012 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. Scott MacKinnon as Acting Dean of the School of Human Kinetics and Recreation

The Board received background information and agreed with the appointment of Dr. Scott MacKinnon as Acting Dean of the School of Human Kinetics and Recreation effective July 1, 2012 and as outlined in the background documentation.

5896. AUDIT AND RISK COMMITTEE

A. Request to extend the appointment of Ernst and Young as the Auditors for the University's Financial Statements and the Financial Statements for the MUN Pension Plan

The Board received background information and agreed to extend the appointment of Ernst and Young as Auditors for the University and for the MUN Pension Plan for one year (fiscal (2012/13)).

5897. SENATE

The Board received reports of items of business considered by Senate at its regular meetings held on February 14, 2012 and March 13, 2012. 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:

Senate (cont'd)

A. February 14, 2012

- Item 67 Report of the Senate Committee on Undergraduate Studies
(No. 67.1 - 67.21)
- Item 68 Report of the Academic Council of the School of Graduate Studies
(No. 68.1 - 68.10)
- Item 71 Report of the Senate Committee on Undergraduate Studies
(No. 71.1 - 71.7)
- Item 72 Report of the Academic Council of the School of Graduate Studies
(No. 72.1 - 72.4)

B. March 13, 2012

- Item 79 Report of the Senate Committee on Undergraduate Studies
(No. 79.1 - 79.2)
- Item 80 Report of the Senate Committee on Undergraduate Studies
(No. 80.1 - 80.5)

C. Change in status of the Ocean Sciences Centre from a Research Unit to an Academic Unit

The Board received background documentation and agreed to the request to change the status of the Ocean Sciences Centre from a research unit to an academic unit.

D. Change in the name of the Department of Women's Studies to the Department of Gender Studies

The Board received background documentation and agreed to the request to change the name of the Department of Women's Studies to the Department of Gender Studies.

DISCUSSION AGENDA

5898. FINANCE COMMITTEE

A. 2012-2013 Budget Estimates

The Board received and reviewed background documentation pertaining to the 2012-13 budget estimates. Mr. Kent Decker then provided a presentation on the Memorial University of Newfoundland Budget 2012-13.

2012-2013 Budget Estimates (cont'd)

Mr. Decker advised that the University has received its grant from the Department of Advanced Education and Skills and the Department of Health and Community Services for the fiscal year 2012/13 with increases of \$22,816,500 and \$1,571,200 over the previous year respectively. The increases cover operating and capital expenses as shown in Tables 1 and 2 of the Board submission.

Highlights of the Provincial Government funding include:

- \$5.0 million step and general salary increases in accordance with collective agreements.
- \$0.8 million increase for the Pension Plan solvency funding.
- \$5.5 million grant-in-aid of tuition freeze.
- \$2.1 million for Marine Institute base funding.
- \$1.7 million for Faculty of Engineering expansion.
- \$0.1 million for the Doctoral Clinical Psychology Program.
- \$10 million for Deferred Maintenance
- \$4.4 million for Lab Safety Repairs.
- \$0.3 million for Marine Institute Ocean Safety and Research Simulator.
- \$0.1 million to complete the Grenfell Campus Academic Building.
- Capital cash flow requirements for the construction of new residences in St. John's (500 beds) and Corner Brook (200 beds).
- Continuing funding for the expansion of the Faculty of Medicine.

Dr. Kachanoski advised that while there are no new capital projects for Memorial University funded in the budget, the provincial government recognizes the critical role of modern infrastructure at the University to propel its economic strategy, especially related to ocean science and technology. He noted that the government has committed to work closely with the University to identify priorities and begin the planning process.

The \$5.5 million grant-in-aid of tuition freeze will be allocated throughout the fiscal year by the Vice Presidents' Council to cover expenses to enable major strategic initiatives and academic priorities such as planning for the new science building, implementation of the frameworks (research, teaching and learning, and engagement), and alternative on/off-campus space.

The Federal Government is again providing a special grant of \$4,346,640 for indirect costs of research expenses.

Tuition revenue for the University (excluding the Faculty of Medicine) is budgeted at the 2011/12 final tuition revenue amount, which includes \$1,510,000 for the International Undergraduate Tuition Attribution Model. Tuition revenue for the Faculty of Medicine has been increased by \$137,000 for 2012/13. Tuition fees remain unchanged for Undergraduate and Graduate students.

In order to absorb the \$3,903,000 base budget reduction the University will reduce administrative costs across all units and will focus on administrative savings and ensure that the impact on academic programming and student academic activities is minimal.

2012-2013 Budget Estimates (cont'd)

The Board was further advised that the University Administration has undertaken a thorough budget review in consultation with envelope heads and is recommending a balanced budget. The resulting estimates for the University are summarized in Tables 3 and 4, respectively of the submission.

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the budget estimates for the fiscal year 2012-13 as presented in *Table 3: Revenue, Expenditure and Capital Estimates for the University (excluding the Faculty of Medicine) for 2012/13* and in *Table 4: Revenue, Expenditure and Capital Estimates for the Faculty of Medicine for 2012/13*.

B. Closure of the Division of Lifelong Learning

The Board received and reviewed background information pertaining to the closure of the Division of Lifelong Learning.

Dr. Kachanoski advised members of the Board that the Division of Lifelong Learning was established in 2001 with a mandate to offer a variety of certificate programs as well as personal enrichment and professional development programming. The business model for the Division included that its course offerings would generate revenue to cover the cost of providing its services. Despite the best efforts of employees to develop, deliver and promote programming of interest and quality, sufficient demand did not materialize and a significant fee increase would be required in many programs to cover the costs of the offerings. Currently, the unit has a cumulative deficit of approximately \$700,000. The following table demonstrates the funding which has been provided by Memorial's operating budget in the two most recent fiscal years:

Lifelong Learning	2010-11	2011-12
Operating Budget allocated	424141	349971
Surplus/(Deficit) incurred	-175157	-227502
Total Cost	599298	577473

Dr. Kachanoski noted that the senior administration has determined that it is in its best interest to re-structure the programming of the Division of Lifelong Learning at its St. John's campus, and to close the division effective August 31, 2012. Normal operations of the Division will continue until the closure. He further noted that transitional plans established to date to implement the closure of the Division include:

- All programming scheduled for the spring and summer will be offered, including the kids@MUN summer camps and the Summer Bridging Program for new students to Memorial.

Closure of the Division of Lifelong Learning (cont'd)

- All university-level academic certificate programs will continue to be offered, but those operations will shift to appropriate faculties and departments throughout the university.
- Some programming will move to the University's Gardiner Centre in the Faculty of Business Administration.
- The Testing Centre, which administers approximately 200 on-line standardized tests and invigilation of distance exams for Canadian universities, will continue to operate but will report to another university unit.
- Programming that will conclude at the end of August includes personal enrichment offerings (non-credit individual courses), and services such as summer camps for children (the summer camps scheduled for this year, however, will go ahead as scheduled).
- Some online programming is available directly from the provider of origin and can be accessed without having Lifelong Learning as an access portal.
- English as Second Language unit in the faculty of Arts has decided to offer one or two of the conversational language courses on a trial basis.

It was noted that efforts by Lifelong Learning to find administrative homes for remaining courses and programs will continue throughout the spring and summer. Further, ten full-time employees in the Division of Lifelong Learning plus the Director are affected. There are also instructors hired on a course by course contract depending on the individual courses offered that year. The university is working with the division's full-time employees and their unions, where applicable, to identify and explore other potential job opportunities within the institution.

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents adopts, approves, ratifies and confirms the closure of the Division effective August 31, 2012 and hereby:

- (i) authorizes, empowers and directs, the Senior Administration, in the name of and on behalf of the University, to do all such further acts, including but not limited to, the negotiation of (and any required amendment(s) to) any and all agreements, the drafting or commissioning of any reports, documents, instruments, notices, applications and or certificates, and the payment of any fees and costs associated with these resolutions; and

Closure of the Division of Lifelong Learning (cont'd)

- (ii) approves, adopts, ratifies and confirms in all respects as the acts and deeds of the University, all prior acts and deeds of any of the officers of the University taken to carry out the intent and accomplish the purposes of these resolutions.

Mr. Michael Walsh and Ms. Sarah-Ann King voted against the motion.

C. Accommodation Rates for St. John's Campus Residences for 2013/14; and Establishment of related Financing for Food Services Renovations

The Board received and reviewed background documentation pertaining to the accommodation rates for St. John's Campus Residences for 2013/14 as well as the related financing for food services renovations. Mr. Decker advised that the new 500 bed residence currently being constructed in St. John's is scheduled to open in September 2013 (250 beds) and January 2014 (250 beds). Residence rates have been proposed to accommodate three separate but linked cost items as follows:

- Annual operating costs
- A deferred maintenance fund
- Food services renovations

Mr. Decker noted that the rates proposed per semester, effective for September 2013, are as follows:

New Residence Rate:	\$1,995.00		
	2009/10 -		
	2012-13	2013/14	Increase
Paton College Double	\$1087	\$1387	\$300
Paton College Single	\$1328	\$1628	\$300
Burton's Pond	\$1522	\$1822	\$300
Baltimore (monthly)	\$795	\$875	\$80

Mr. Decker further noted that each of the rates above includes \$100 per semester for a deferred maintenance fund and \$100 per semester toward renovations required to expand food services operations to accommodate the additional 500 students. The remaining \$100 of the increase reflects the projected costs to operate the residences. Details of each component are as outlined in the background documentation for the following:

- annual operating costs
- deferred maintenance fund
- food services renovations

Also included in the background documentation were details concerning:

- consultation with students
- comparator universities

Accommodation Rates for St. John's Campus Residences for 2013/14; and Establishment of related Financing for Food Services Renovations (cont'd)

At a meeting of the Finance Committee held earlier today where it was noted that sufficient reasons for increased costs for a deferred maintenance fund were not provided in the background documentation, that Committee agreed to recommend to the Board that the proposed rates would not at this time include the \$100 per semester for a deferred maintenance fund. It was agreed to refer this matter to the Provost and the Deputy Provost requesting that they conduct further consultation and provide an expanded rationale for the \$100 per semester deferred maintenance fund before the July meeting of the Board.

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the accommodations rates for the St. John's Campus effective September 2013 as outlined above. However, it is understood that the proposed rates will not at this time include the \$100 per semester for a deferred maintenance fund as the matter will be referred to the Provost and the Deputy Provost requesting that they conduct further consultations and provide an expanded rationale for the \$100 per semester deferred maintenance fund before the July meeting of the Board.

Further, the Board approved the recommendation that an internal loan of \$3.6 million be established to fund the Food Services Renovations.

Mr. Michael Walsh and Ms. Sarah-Ann King voted against the motion.

D. Increases in Meal Plan Fees for the St. John's Campus for 2012-13

The Board received and reviewed background documentation pertaining to the increases in meal plan fees for the St. John's campus for 2012-13. Following discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the recommendation to increase meal plan fees by approximately 3.8% for the St. John's campus effective September 1, 2012 and as follows:

- 10 meal plan - from \$1,856 to \$1,926/semester
- 14 meal plan - from \$2,005 to \$2,081/semester
- 19 meal plan - from \$2,092 to \$2,171/semester

E. Collection of the Grenfell Campus Students' Union Building Fund Fee, Grenfell Campus

The Board received and reviewed background documentation pertaining to the inconsistency in the collection of the Grenfell Campus Students' Union (GCSU) Building Fund fee, Grenfell Campus.

Members of the Board were advised that full-time students at Grenfell Campus have paid a \$5 per semester 'Building Fund' fee, one of the mandatory GCSU fees, since 1991. Student records and the University Calendar indicate that this \$5 fee has been collected from full-time students in Fall and Winter semesters, but not in Spring. Part-time students at Grenfell have also paid the \$5 building fund fee since 1994, as part of an \$11 part-time student fee. This is collected from part-time students in Fall, Winter and Spring semesters.

The GCSU proposes addressing this inconsistency, so that all full and part-time Grenfell students pay the \$5 fee in the Spring semester. This request is supported by constitutional changes made by the GCSU in 2010, and approved in a student referendum at that time. The GCSU constitution now indicates that the Building Fund fee is "payable each semester by both full and part-time students". However, it is currently not collected from full-time students at Grenfell Campus in the Spring semester.

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the collection of the \$5 Grenfell Campus Student Union Building Fund fee for full-time students at that Campus, each semester including spring, effective academic year 2012-13 and as outlined in background documentation.

F. Increase in the Grenfell Campus Students' Union Membership Fees for Full and Part-Time Grenfell Campus Students

The Board received and reviewed background documentation pertaining to the increase in Grenfell Campus Students' Union (GCSU) membership fees for full and part-time Grenfell Campus students.

Members of the Board were advised that the 2010 GCSU constitutional changes, which were approved by Grenfell students through a referendum, allow the GCSU to adjust union fees with 15 days notice to students and a 2/3 majority vote of Council. The GCSU followed this process and notified Grenfell students on February 2, 2012 of their intention to increase GCSU membership fees by \$16 per semester for full-time students and by \$21.50 per semester for part-time students. This matter was voted on by the GCSU on February 17, 2012 and approved.

Increase in the Grenfell Campus Students' Union Membership Fees for Full and Part-Time Grenfell Campus Students (cont'd)

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the recommendation to increase the Grenfell Campus Students' Union membership fees for full and part-time Grenfell Campus students as follows:

- an increase of \$16 in the Grenfell Campus Students' Union (GCSU) membership fees for full-time Grenfell students, effective Fall 2012, thereby adjusting that fee from \$49 to \$65 per semester.
- an increase of \$21.50 in GCSU membership fees for part-time Grenfell students, effective Fall 2012, thereby adjusting that fee from \$11 to \$32.50 per semester

G. Increase in the Application Fee for Undergraduate and Graduate Applications

The Board received and reviewed background documentation pertaining to the increase in the application fee for undergraduate and graduate applications.

Members of the Board were advised that Memorial University has acknowledged the importance of maintaining ancillary fees at levels which reflect the increasing costs associated with delivering the related services. The general application processing fee for Canadian undergraduate and graduate applicants for admission/readmission was last increased in winter 1998 when it was set at \$40. The separate \$40 undergraduate fee for international applicants and those transferring from institutions outside Newfoundland and Labrador was introduced in 2000. A similar, separate \$40 application fee for international graduate applicants was approved in 2010. A number of other ancillary student administrative fees, including those for transcripts and graduation, were eliminated by the University in the early 2000's.

The Board was further advised that increasing the general and additional application fees by \$10 each would recognize the increased application handling and processing costs that have accrued to the University since these fees were introduced. The additional revenue would also support the efforts of the Office of the Registrar and School of Graduate Studies to not only meet current service expectations, but also to enable superior service to applicants and academic units. For example, efforts are underway to implement document imaging and work flow solutions that will address paper waste, file storage, document management, efficiency, and inter-office communication challenges and will ultimately improve the quality and timing of admission and transfer articulation decisions. The proposed fee increase is expected to provide additional annual net revenue of approximately \$90,000 and \$60,000 each for the Registrar's Office and School of Graduate Studies respectively. The actual impact will depend on total application numbers in each year and the number of applicants for each semester who are required to pay the incremental processing fee.

Increase in the Application Fee for Undergraduate and Graduate Applications (cont'd)

The revised fees would be comparable to, or lower than, those charged by many other Canadian universities (see Appendix 1 of the Board submission) and would, as is common, continue application fees at a rate that is rounded to the nearest \$10. This simplifies recruit and applicant communication and related fees transactions for prospects and applicants.

In recognition of the University's desire to regularly review ancillary service fees so that they may be set at levels which reflect cost increases or recognized cost-of-living indices such as the CPI, it is suggested that application fees be scheduled for regular review every five years with a view to adjusting fees, if appropriate, in increments rounded to \$5 or \$10.

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the recommendation for an increase in the general and additional undergraduate and graduate general application processing fees (2011-2012 Calendar, University General Regulations, Sections 2.2.1.2 and 2.2.2) by \$10 each such that the revised fees for applications are as follows:

Undergraduate

- Canadian applicants: \$50
- International applicants and applicants transferring from institutions outside of Newfoundland and Labrador: \$100

Graduate

- Canadian applicants: \$50
- International applicants: \$100

It was further agreed to recommend that the revised application processing fees would be implemented on September 5, 2012 for applications received for the Winter 2013 semester and forward.

H. Increase to the *Canadian Nursing Students' Association (CNSA) Fees*

The Board received and reviewed background information pertaining to an increase to the Canadian Nursing Students' Association (CNSA) fees collected along with the University tuition fee.

Members of the Board were advised that the CNSA is the national representative body for nursing students across Canada. The three Schools of Nursing comprise a CNSA chapter school and currently 100% of our students are CNSA members. In order to maintain our chapter membership in CNSA, students at the Centre for Nursing Studies (CNS), the Western Regional School of Nursing (WRSON) and the MUN School of Nursing pay an annual fee. The annual fee is calculated by CNSA based on the number of full-time and part-time students enrolled in the BN (Collaborative) Program.

Increase to the Canadian Nursing Students' Association (CNSA) Fees (cont'd)

In January 2011, students met at the annual national CNSA conference and approved an increase in the annual CNSA fees from \$5.00 to \$10.00 (for full-time students) and from \$3.00 to \$5.00 (for part-time students) effective December 1, 2012.

It was noted that the CNSA membership benefits include:

- opportunity to attend regional and national conferences.
- access to the *Nurse-One web Portal.
- opportunity to serve on national nursing boards such as the Canadian Nurses Association.

The Board was further advised that the nursing students at the three Schools of Nursing have been consulted on this issue and the Presidents of the Nursing Student Associations (CNS and WRSON) have provided letters of support as contained in the background documentation. It was noted that the MUN School of Nursing student President was out of the country and therefore was not available to provide a letter at the time of the Board submission. The three Nursing Student Associations are currently in the process of consulting the Memorial University of Newfoundland Students' Union.

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the recommendation for an increase to the *Canadian Nursing Students' Association (CNSA)* membership fees collected along with the nursing students' tuition fee from \$5 to \$10 (for full-time students) and from \$3 to \$5 (for part-time students) effective fall semester 2012 and as outlined in the background documentation.

5899. AUDIT COMMITTEE

A. Internal Audit Status Report

The Board received and reviewed background information pertaining to the Internal Audit Status Report - May 2012. The Board was informed that at a meeting held on May 8, 2012, the Audit and Risk Committee received a presentation from Mr. David Head and Mr. David Royle, Enterprise Risk Management with regard to the Internal Audit Status report.

Since the September 2011 update, reports have been finalized with respect to three internal audit projects: Legislative Compliance - Memorial University Act; Fixed Assets - Department of Biology, Faculty of Medicine and Office of Collaborations and Partnerships; and Faculty Research and Education Trust Account (FRET) - Faculty of Science and Office of Research. These reports will be forwarded to the Vice-Presidents' Council for review. Throughout the audit process, no improprieties were found, however, areas of risk have been identified in the reports contained in the background documentation and recommendations have been provided to reduce or eliminate those risks. In total the audit reports contained 26 recommendations.

Internal Audit Status Report (cont'd)

In addition, Internal Audit expects to receive management responses in the near future to the recommendations in four draft reports: Office of Collaborations and Partnerships - Procedural Review; Scholarships and Awards; English as a Second Language (ESL); and Amex Card Program.

The Internal Audit unit is also currently engaged in work with respect to two other projects: Cell Phones and Data Devices; and the Public Tendering Act.

Since the establishment of Enterprise Risk Management in 2004, final reports have been accepted on 28 internal audit projects. In addition to those projects, two draft reports are awaiting acceptance by the Vice-Presidents' Council; and cash counts (cash floats/petty cash) and fixed assets are ongoing and are classified as three projects (one draft report on fixed assets is awaiting acceptance by the Vice-Presidents' Council) for a total of 33 projects (of these 33 projects, 13 are considered complete ie. 93% of the recommendations have been implemented and 7% have not been accepted. Work continues on the implementation of the recommendations contained in the other 20 projects. In total, these 20 projects contain 823 recommendations, of which 83% (686) have been implemented, 12% (96) are under development, 3% (22) are outstanding and 2% (19) were not accepted by management.

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

B. Internal Audit Plan for 2012-13

The Board received and reviewed background information pertaining to the Internal Audit Plan for 2012-13.

Mr. Decker advised that Internal Audit operates as a unit within the Enterprise Risk Management Department. Its main objective is to identify and assess risks, improve processes and evaluate compliance by monitoring the effectiveness of controls and adherence to policy, procedure and legislative requirements. The Unit is also responsible for forensic audits and investigations in cases where inappropriate activity is suspected with respect to University funds or assets. The plan, as outlined in the Board submission, is primarily risk-based, adopting a thematic approach to define audit projects scheduled for the current fiscal year. In addition, other projects have been proposed to ensure that specific aspects of the University's operations that have not been addressed for a number of years are reviewed.

It was further noted that in preparing the audit plan, input was sought from the President's Office, Vice-Presidents' Council, academic and administrative deans and directors, managers of finance and administration and others across the University. Additionally, research was carried out with respect to audit projects being undertaken at other universities.

Internal Audit Plan for 2012-13 (cont'd)

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the Enterprise Risk Management Internal Audit Plan for 2012-13 and as outlined in the Board submission.

5899. ANY OTHER BUSINESS

1. Date of Next Meeting

The next regularly scheduled meeting of the Board of Regents will be held on July 5, 2012.

ADJOURNMENT

The meeting adjourned at 5:25 p.m.

CHAIR

SECRETARY

DATE