

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

BOARD OF REGENTS

The regular meeting of the Board of Regents was held on Thursday, May 9, 2013, at 3:30 p.m., in the Room AS-2016 at Memorial University's Grenfell Campus.

PRESENT:

Ms. Iris Petten, Chair
Dr. Gary Kachanoski, President and Vice-Chancellor
Dr. David Wardlaw, Provost and Vice-President (Academic)
Chancellor Susan Knight
Ms. Sheila Ashton
Mr. Steve Belanger
Mr. Gilbert Bennett
Ms. Pat Coish-Snow
Ms. Mary Cormier
Mr. Brian Dalton, via teleconference
Ms. Michelle Daye
Dr. Rex Gibbons
Ms. Noreen Greene-Fraize
Dr. Jim Hickey, via teleconference
Mr. Asan Mohideen
Mr. Tony Roche
Ms. Eleanor Swanson
Mr. George Tucker
Mr. Edmund Walsh
Ms. Tina Scott, Secretary

APOLOGIES:

Ms. Pegi Earle, Mr. Jim Keating, Ms. Kim Keating, Mr. Bill Matthews, Dr. Vinod Patel, Dr. Luke Pike, Ms. Kathleen Roul, Ms. Donna Stone, Mr. Glenn Blackwood.

PRESENT BY INVITATION:

Mr. Kent Decker, Vice-President (Administration and Finance), Dr. Christopher Loomis, Vice-President (Research), Dr. Mary Bluechardt, Vice-President (Grenfell Campus), Mr. Glenn Collins, Interim Executive Director, Office of the Board of Regents, Mr. Greg French, Acting General Counsel.

Ms. Petten extended a warm welcome to Dr. Richard Marceau who will assume the role of Vice-President (Research) on June 1, 2013 and to Mr. Greg French, Acting General Counsel.

5982. MEETING CALLED TO ORDER

The meeting was called to order at 3:30 p.m. by Ms. Iris Petten, Chair.

5983. PRESENTATION FROM DR. ANTONY CARD, ASSOCIATE VICE-PRESIDENT (GRENFELL CAMPUS) RESEARCH

Ms. Petten welcomed to the meeting, Dr. Antony Card, Associate Vice-President (Grenfell Campus) Research, who provided the Board with a presentation regarding research at the Grenfell Campus.

Following a question and answer period, Ms. Petten, on behalf of the Board, thanked Dr. Card for his very informative presentation and he left the meeting.

5984. APPROVAL OF THE AGENDA

The Board agreed to the following changes to the agenda for the May 9, 2013 meeting:

(i) Human Relations Committee

The Human Relations Committee recommended that:

- under item 8.b "Benefit improvements deferred from March 14, 2013 Meeting of the Board of Regents", defer consideration of Recommendation No. (iii) pending further discussions between the University administration and the University Benefits Committee.

(ii) Audit and Risk Committee

The Audit and Risk Committee recommended that:

- the Board defer consideration of items 6.a. "Internal Audit Status Report - May 2013" and 11.b "Internal Audit Plan for 2013-14" to a future meeting since the Committee did not have enough time to consider those items at its meeting held on May 9, 2013.

(iii) Finance Committee

The Finance Committee recommended that:

- the Board add a new agenda item 12.e. "Increase the Graduate Students' Union (GSU) Fees".

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. Ashton, Ms. Greene-Fraize and all members and visitors in attendance who are employees of the University declared a conflict with Agenda Items 8.b and 9.a. - Benefit improvements deferred from March 14, 2013 meeting of the Board of Regents.

5985. **MINUTES**

The Minutes of the regular meeting of the Board of Regents held on March 14, 2013 were approved by the Board.

5986. **CHAIR'S REPORT**

A. **Meeting of the Executive Committee**

Ms. Petten advised that the Executive Committee met on April 26, 2013 to finalize the agenda for today's meeting.

B. **Appointment of the Associate Vice-President (Academic) Faculty Affairs**

Ms. Petten 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 9, 2013, the Executive Committee of the Board, at a meeting held on April 10, 2013, approved the appointment of Mr. Morgan Cooper as the Associate Vice-President (Academic) Faculty Affairs and Associate Professor in the Environmental Studies Program in the Division of Social Science, with an association with the Environmental Policy Institute effective April 15, 2013.

C. **Senior Leadership Position Vacancies Status Update (as of May 7, 2013)**

Ms. Petten noted that at the Executive Committee meeting held on April 10, 2013, it was agreed that at each Board meeting it would be beneficial to have a summary/status report of on-going senior searches in progress highlighting in particular those searches which may conclude before the next regularly scheduled Board meeting. In that way the Board could decide whether or not to delegate an appointment to its Executive Committee. In this regard, Dr. Kachanoski noted that there may be a recommendation for the appointment of the Associate Vice-President (Facilities) and also, the Chief Risk Officer prior to the July 4, 2013 meeting of the Board. In this regard, the Board agreed to delegate authority to the Executive Committee in order to consider those recommendations.

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents delegates its authority to the Executive Committee of the Board of Regents with regard to consideration of the appointment of the Associate Vice-President (Facilities) and the Chief Risk Officer.

Dr. Wardlaw further noted that the recommendation for the appointment of the Dean of Human Kinetics and Recreation may also be ready prior to the July 4, 2013 meeting of the Board and in this regard the Board agreed to delegate its authority as noted above.

D. Appointment of Student Representative of the Memorial University of Newfoundland Students' Union (MUNSU) Representative to the Board of Regents

The Board received and reviewed a recommendation from the Memorial University of Newfoundland Students' Union (MUNSU) for the appointment of Ms. Candace Simms 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 Ms. Candace Simms as requested by the Memorial University of Newfoundland Students' Union as its representative on the Board of Regents and recommend her appointment to the Lieutenant Governor in Council for a term in accordance with Section 22(2)(d) of the Memorial University Act.

E. Report of the ad hoc Committee to review a Student Appeal

The Chair reminded members that at a meeting held on February 7, 2013, the Board established an ad hoc committee to consider an appeal of the decision of the Provost and Vice-President (Academic) whereby two students appealed the sanction which was imposed in respect of a sexual harassment complaint.

The ad hoc Committee, comprised of three members of the Board of Regents (Mr. George Tucker, Ms. Pegi Earle, Mr. Edmund Walsh), adjudicated the appeal following the rules and procedures established by the Committee. Following extensive discussion and review, the ad hoc Committee found no error that would warrant setting the decision aside or otherwise varying the decision. The Committee further concluded that the sanction imposed was reasonable and appropriate in the circumstances and the appeal was denied. The Student and the complainant have been advised of the Committee's decision and have further been advised that within the University, no further appeal is possible. Ms. Petten also noted that one of the students withdrew his/her appeal.

Ms. Petten then advised that as a result of the Committee's discussions, the following resolution was approved:

"That following final determination of the appeal, the ad hoc Committee regarding a Sexual Harassment Appeal agreed to refer the "Report of Investigation of Sexual Harassment Complaint" by Ann Fagan, QC to the Audit and Risk Committee recommending that the matters identified in the Report be investigated in a manner to be determined by the Audit and Risk Committee and that a report be prepared for the Audit and Risk Committee outlining findings and recommendations before the July 4, 2013 meeting of that Committee.

Report of the ad hoc Committee to review a Student Appeal (cont'd)

It was further agreed that the names of the complainant and respondents be removed from the report.”

Ms. Petten then noted that at a meeting held earlier today, the report was brought to the attention of the Audit and Risk Committee which approved the above-noted recommendation and requested that the University Administration conduct an investigation of the matters identified in the Report and as outlined above in time for consideration by the Audit and Risk Committee at its July 4, 2013 meeting.

F. Guidelines for use by the Chair and the Executive Committee in the application of paragraphs 3 and 4 of the Policy regarding Continuing Education and Professional Development of Board Members

The Board received and reviewed background information pertaining to the “Guidelines for use by the Chair and the Executive Committee in the application of paragraphs 3 and 4 of the Policy regarding Continuing Education and Professional Development of Board Members”.

Ms. Swanson advised Board members that the ad hoc Sub-Committee to Develop Board Policies has developed a set of guidelines for use by the Chair and the Executive Committee in the application of Paragraphs 3 and 4 of the Policy regarding Continuing Education and Professional Development of Board members. The ad hoc Sub-Committee and the Executive Committee have noted the importance of continued development of orientation and continued education for Board members and Committee members and the development of a framework and budget to support these functions.

At a meeting held on April 26, 2013, the Executive Committee of the Board agreed to forward the Guidelines, as outlined in the background documentation, for consideration of the Board at the May 9, 2013 meeting.

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the “Guidelines for use by the Chair and the Executive Committee in the application of Paragraphs 3 and 4 of the Policy regarding Continuing Education and Professional Development of Board Members” as outlined in the background documentation. It was further noted that the Guidelines are to be effective immediately subject to budgetary considerations.

Ms. Petten asked members to think about and consider future opportunities for professional development.

G. Autonomy Meeting of the Joint Government/University Advisory Committee on Autonomy

Dr. Kachanoski provided an update with regard to recent meeting of the Joint Government/University Committee on University Autonomy held on April 8, 2013 with himself, Ms. Petten, Dr. Noreen Golfman, Dean of the School of Graduate Studies, and Mr. Darrin Pike, Deputy Minister of Advanced Education and Skills.

5987. PRESIDENT'S REPORT

A. President's Summary of Activities

The President provided the Board with highlights of his recent activities since the March 2013 Board meeting.

B. Capstone Report

Dr. Kachanoski provided the Board with a presentation entitled "Capstone 2020". He advised that the document *Capstone 2020* brings together the essential planning initiatives that guide the development and activities of Memorial University of Newfoundland for the remainder of the decade.

Dr. Kachanoski provided an overview of *Capstone 2020* and covered the following major topics:

- *Capstone 2020*
- Vision, Mission Values
 - Vision 2012 - 2020
 - Mission 2012 - 2020
 - Core Values 2012 - 2020
- The Frameworks
 - Teaching and Learning Framework
 - Research Strategy Framework
 - Public Engagement Framework
 - Other Plans and Initiatives

He noted that feedback from Board members on the document would be welcomed by his office before the document is brought back to the Board for final approval.

C. Registration Report

The Board received and reviewed a registration progress report for the Spring Semester 2013 as of April 25, 2013 outlining enrolments and registrations as of that date.

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 5988 through 5992 below be approved as follows:

5988. AUDIT AND RISK COMMITTEE

A. Internal Audit Status Report

On the recommendation of the Audit and Risk Committee, the Board deferred consideration of the "Internal Audit Status Report - May 2013" until the July 4, 2013 Board meeting.

5989. 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 Science Facility
- Battery Property

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 2012-13

The Committee received and reviewed background documentation pertaining to the architectural and engineering consultant commissions for projects with a capital value of less than \$1m that were awarded in 2012-13.

5990. HUMAN RELATIONS COMMITTEE

A. Appointments Report

The Board received the Appointments Report for actions taken since March 14, 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. Benefit improvements deferred from March 14, 2013 meeting of the Board of Regents - also under the Finance Committee agenda

This item was also considered under the Finance Committee Agenda as outlined in the Minute 5991 below

C. Nominations for Professor Emeritus - also under Senate Matters

This item was also considered under the Senate Matters as outlined in the Minute 5992 below.

5991. FINANCE COMMITTEE

A. Benefits improvements deferred from March 14, 2013 meeting of the Board of Regents - also on the Human Relations Committee agenda

The Board received background information and agreed to the benefits improvements, deferred from March 14, 2013 meeting of the Board of Regents, to be effective June 1, 2013 as follows:

- the maximum reimbursement for major restorative services under the dental plan be increased from \$1,000 to 1,200 per calendar year at a rate increase of 1.5%;
- the maximum benefit under the LTD plan be increased from \$5,500 to \$7,500 per month, the cost of which would be funded by utilization of surplus and an increased volume of coverage; and
- the accidental dental provision under the health plan be updated to reflect the Blue Cross standard language, including an increase in the time limit for completion of dental work from 6 months to 24 months and provisions for deferral of dental treatment where necessary.

Benefits improvements deferred from March 14, 2013 meeting of the Board of Regents
- also on the Human Relations Committee agenda (cont'd)

The Board deferred consideration of the change noted below pending further discussions between the University Administration and the University Benefits Committee:

- 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.

5992. SENATE MATTERS

The Board received reports of items of business considered by Senate at its regular meetings held on February 12, 2013 and March 12, 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. Minutes of a meeting of Senate held February 12, 2013

- Item 59 Report of the Senate Committee on Undergraduate Studies
(No. 59.1 - 59.34)
- Item 60 Report of the Academic Council of the School of Graduate Studies
(No. 60.1 - 60.18)
- Item 63 Report of the Senate Committee on Undergraduate Studies
(No. 63.1 - 63.7)
- Item 64 Report of the Academic Council of the School of Graduate Studies
(No. 64.1)

B. Minutes of a meeting of Senate held March 12, 2013

- Item 72 Report of the Academic Council of the School of Graduate Studies
(No. 72.1 - 72.5)
- Item 75 Report of the Academic Council of the School of Graduate Studies
(No. 75.1)

C. Nominations for Professor Emeritus - also under the Human Relations
Committee Agenda

The Board received background information and agreed with a recommendation from Senate to award the title of Professor Emeritus to the following retired members of the faculty:

Nominations for Professor Emeritus - also under the Human Relations Committee Agenda (cont'd)

Dr. Robert Adamec, Faculty of Science
Dr. David Bell, Faculty of Arts
Dr. Lan Gien, School of Nursing
Dr. Gordon Jones, Faculty of Arts
Dr. Michael Parmenter, Faculty of Science
Dr. Ronald Rompkey, Faculty of Arts
Dr. Shannon Ryan, Faculty of Arts
Dr. Steven Wolinetz, Faculty of Arts

DISCUSSION AGENDA

5993. AUDIT AND RISK COMMITTEE

A. Presentation on Student Safety, Security and Performance

The Board was informed that at a meeting held earlier today, the Audit and Risk Committee received a thorough and detailed presentation from Dr. Cecilia Reynolds, Deputy Provost (Students) and Associate Vice-President (Academic) Undergraduate Studies, and Dr. Sandra LeFort, former Acting Deputy Provost (Students) and Associate Vice-President (Academic) Undergraduate Studies, with respect to a Progress Report on Student Matters - Safety, Security, Health, Wellness and Performance Indicators.

The Board encouraged the Administration to continue with the development of these indicators and to follow up with these presentations to the Board.

B. Internal Audit Plan 2013/2014

On the recommendation of the Audit and Risk Committee, the Board agreed to defer consideration of the Internal Audit Plan 2013/2014 until the July 4, 2013 Board meeting.

C. Health and Safety Annual Report

The Board received and reviewed background information pertaining to the Health and Safety 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. Sheila Miller, Director of the Department of Health and Safety.

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

D. Accident Incident Quarterly Report

The Board received and reviewed background information pertaining to the Accident and Incident Quarterly Report.

Accident Incident Quarterly Report (cont'd)

The Board was advised that the Department of Health and Safety (DHS), in collaboration with the Department of Human Resources, receives and tracks accident and injury reports for all campuses throughout the University. The report, as outlined in the background documentation, provides an overview of the accident and incident statistical information for the first quarter for the years 2010, 2011, 2012 and 2013. It also gives a status report on the Slips, Trips and Fall Prevention Program.

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

5994. FINANCE COMMITTEE

A. 2013/2014 Budget Estimates

The Board received and reviewed background information pertaining to the 2013/14 budget estimates.

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 2013/14, with adjustments of (\$19,813,900) and \$1,691,800 over the previous year, respectively. The increases cover operating and capital expenses as shown in Table 1 and 2 of the Board submission. The Faculty of Medicine received an operating base budget reduction from the Department of Health and Community Services totaling \$1,730,000.

Highlights of the Provincial Government funding include:

- \$4.1 million step and general salary increases in accordance with collective agreements. Step and general salary increases were not provided to the Faculty of Medicine.
- \$0.9 million increase for the Pension Plan funding.
- \$3.8 million grant-in-aid of tuition freeze.
- \$2.3 million for Marine Institute base funding.
- \$1.1 million for Faculty of Engineering expansion.
- \$0.8 million for Master of Nursing Nurse Practitioner Program transfer from Eastern Health
- \$10 million for Deferred Maintenance
- Capital cash flow requirements for the Lab Safety Repairs.
- Capital cash flow requirements for the construction of new residences in St. John's (500 beds) and Corner Brook (200 beds).
- Capital cash flow requirements for the residences upgrades in St. John's.
- \$1.5 million net increase in Medicine Operating Budget due to \$2.5 million for expansion, \$0.7 million for student accommodations, and \$1.7 million general operating budget reduction.
- Continuing funding for the expansion of the Faculty of Medicine.

2013/2014 Budget Estimates (cont'd)

Dr. Kachanoski then advised that there are no new capital projects for Memorial University funded in the budget. However, he noted that 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. The government has committed to work closely with the University to identify priorities and begin the planning process.

The \$3.8 million grant-in-aid of tuition freeze will be allocated throughout the fiscal year by Vice Presidents' Council to cover expenses to enable major strategic initiatives and academic priorities such as planning for new science building, implementation of the frameworks (research, teaching and learning, and engagement); and inflation for expenses such as increased water tax \$400,000 and energy \$750,000, etc.

The Federal Government is again providing a special grant of \$4,318,800 for indirect costs of research expenses.

Tuition revenue for the University (excluding the Faculty of Medicine) is budgeted at the 2012/13 final tuition revenue amount, which includes \$2,190,000 for the International Undergraduate Tuition Attribution Model. Tuition revenue for the Faculty of Medicine has been increased by \$428,000 for 2012/13. Tuition fees remain unchanged for Undergraduate and Graduate students.

The Board was 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.

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the budget estimates for the fiscal year 2013-14 as presented in *Table 3: Revenue, Expenditure and Capital Estimates for the University (excluding the Faculty of Medicine) for 2013/14* and in *Table 4: Revenue, Expenditure and Capital Estimates for the Faculty of Medicine for 2013/14*.

B. Increase in the Grenfell Campus Students' Union Membership Fees, including Canadian Federation of Students Fees and increase in the Health Care Plan Fee

The Board received and reviewed background information pertaining to the increase in the Canadian Federation of Students (CFS) national and provincial fees for full and part-time students at Grenfell Campus and increase in student health plan fees for full-time students at Grenfell Campus.

Increase in the Grenfell Campus Students' Union Membership Fees, including Canadian Federation of Students Fees and increase in the Health Care Plan Fee (cont'd)

Ms. Coish-Snow advised that in 2010, the Grenfell Campus Students' Union (GCSU) made constitutional changes, which were supported by Grenfell Campus students through a referendum and approved by the Board of Regents. These changes allowed the GCSU to adjust union fees with 15 days' notice to students and a 2/3 vote of Council. That 2010 referendum also defined union fees to include CFS fees, health, dental fees, etc. Mr. Decker noted that membership fees for CFS (national and provincial) may be adjusted annually based on changes in the Consumer Price Index (CPI) for the previous calendar year.

The Board was further advised that the GCSU did not implement any CFS fee changes for the 2011-12 academic year. However, in accordance with their constitution, the GCSU notified Grenfell students on February 27, 2013 of their intention to increase CFS fees for the 2013-14 academic year, as per notification from CFS. The GCSU voted on this matter on March 19, 2013 and the motion was passed. As a result, the GCSU is proposing an increase of 4.4% in CFS national and CFS provincial fees, effective September, 2013. If approved, this would increase CFS (national) and CFS (Newfoundland & Labrador) fees from \$4.08 to \$4.26 each per semester. Grenfell's CFS fees would then be in line with CFS fees charged by all other student unions at Memorial. These fees are collected from full and part-time Grenfell College students in the Fall and Winter semesters only.

In accordance with the 2010 constitutional changes noted, the GCSU also informed Grenfell students on March 6, 2013 of their intention to adjust student health plan fees, in order to include coverage for the Gardasil vaccination. The GCSU subsequently voted on this issue (March 26, 2013), and the motion passed. As a result, the GCSU proposes an increase of 3.16% in the health plan fee charged to full-time Grenfell Campus students. If approved, this would increase student health plan fees from \$84.50 to \$87.66 per semester.

Following a discussion, the following resolution was passed:

RESOLVED

That the Board of Regents approve an increase to the Canadian Federation of Students (CFS) national and provincial fees for full and part-time students at Grenfell Campus and an increase in the student health plan fees for full-time students at Grenfell Campus as follows:

1. An increase of \$.18 in CFS (national) and CFS (Newfoundland and Labrador) fees, effective September 2013, thereby adjusting these fees from \$4.08 to \$4.26 each per semester. These fees are charged to all full and part-time students at Grenfell Campus.
2. An increase of \$3.16 in the student health plan at Grenfell Campus, effective September 2013, thereby adjusting these fees from \$84.50 to \$87.66 per semester. These fees are charged to full-time students only at Grenfell Campus.

C. Student Housing Rates, Grenfell Campus, Memorial University of Newfoundland

The Board received and reviewed background information pertaining to the student housing rates at the Grenfell Campus.

Dr. Bluehardt advised the Board that after approximately ten years with no increases to Student Housing's operating budgets, an increase is proposed for rooms in the Arts and Science residence and the chalets, Grenfell Campus. Additionally, room rates are recommended for Grenfell's new residence, which will open in September, 2013.

Mr. Decker then noted that in 2008, with the Board's approval, Grenfell began implementing a series of annual fee increases in Student Housing, where all the new revenue was targeted for an 'upgrades account', to address deferred maintenance in the residence and chalets. These 2008-2011 upgrade increases are still in place in Student Housing at Grenfell. This currently results in approximately 19% of annual revenue from residence and chalet fees earmarked for upgrades. The dollar amount transferred per student per semester to the upgrades account will remain the same under this proposal. This upgrades account is a carryover account, so funds unused at end of one fiscal year are carried forward and may be utilized for future/longer-term housing initiatives. It was noted that none of these funds are used for day-to-day operating expenses. Student Housing is now at the point where fee increases are proposed in order to meet routine expenses of the operation.

In conjunction with Grenfell Campus Administration and Finance, a review of the Student Housing budgets was conducted and it was determined, based on anticipated occupancy rates and actual costs of operating the residences and chalets, that a 10% increase was necessary to make Student Housing a cost-neutral operation. There have been cost increases in most areas over the past 10 years, including salaries, internet and telephone, utilities, etc. Therefore, a 10% increase in all room rates for the Arts and Science residence and chalets is proposed, effective September 2013.

Room rates for Grenfell's new 200-bed residence, which will open in Fall, 2013, are also proposed. The proposed rate for the new residence was determined by comparing costs of the current Arts and Science residence to those of the new residence, due to their similar design, size, etc. Routine maintenance and repair costs are included in the new residence's operating budget. While it is not anticipated that deferred maintenance will be an issue in the new residence for the next several years, if an issue should arise, the existing housing upgrades account can be utilized, as well as the projected, overall Student Housing operating budget.

The additional value of living in a new residence was also considered. Therefore the rate was set \$90.00 higher (6.5%) than the proposed rate for the Arts and Science residence.

Student Housing Rates, Grenfell Campus, Memorial University of Newfoundland (con'td)

Members were further advised that student leaders at Grenfell Campus have been consulted about these proposed fees. While students prefer that fees not increase, they understand the necessity to do so at this time, and for the most part they are in agreement with these proposed increases.

In addition, members were provided with the following information:

Grenfell Campus Housing Fees

	Current 12/13 Fees	Proposed 13/14 Fees	% increase
Chalet			
Chalet fees (per semester)	\$1,472.00	\$1,619.00	10.00
Family Housing fees (per semester)	\$2,380.00	\$2,618.00	10.00
A & S Residence			
Residence fees (per semester)	\$1,264.00	\$1,390.00	10.00
Res. Bachelor Apts (per semester)	\$1,385.00	\$1,523.00	10.00
New Residence			
Residence fees (per semester)		\$1,480.00	

Residence Fees between semesters (nightly): The proposed between-semester nightly rate is calculated on a proration of the semester rate, based on an average 110 nights per semester.

Chalet Apartment	\$15.00
Arts & Science Residence	\$13.00
New Residence Complex	\$13.00

For Comparison purposes, the St. John's Campus Housing Fees are as follows:

	Fees for 2013/2014
Burton's Pond Apartments (per semester)	\$1,822.00
Patos College (Single room)	\$1,628.00
New Residence (Single room-2 bed suite)	\$1,995.00

Student Housing Rates, Grenfell Campus, Memorial University of Newfoundland (con'td)

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the student housing rates, Grenfell Campus as follows and as outlined in the background documentation:

- an increase of 10% in all Student Housing room rates in the Arts and Science residence and chalet apartments at Grenfell Campus , effective September 2013. It is understood the proposed increase would also apply to family units in the chalets.
- the rate of \$1,480 per room per semester for the new residence opening at Grenfell Campus in September.
- daily room rates of \$15, \$13 and \$13 for the chalets, Arts and Science residence and new residences respectively.

D. Use of Credit Cards as a form of payment for Tuition and Residence Fees

The Board received and reviewed background information pertaining to the use of credit cards as a form of payment for tuition and residence fees.

Mr. Decker reminded members of the Board that at a meeting held on February 7, 2013 the Board of Regents conditionally rescinded the earlier decision to discontinue credit card acceptance for student account payments assuming that an agreement could be reached with Moneris under which the customer pays a convenience fee to Moneris.

Mr. Decker advised that negotiations have been ongoing with Moneris and an agreement is now ready to be signed to implement a convenience fee effective July 1, 2013, for on-line student account payments. Credit cards will not be accepted for in-person student account payments. During negotiations the University was advised that VISA is considering whether or not they will allow the convenience fee model to continue to be used in the future. MasterCard has remained silent. Therefore, the agreement with Moneris will state "if we are required by the Card Brand to immediately cease the arrangements described herein, we reserve the right to immediately terminate this agreement". As the charging of convenience fees, as well as some other credit card issues, is currently before the Competition Bureau, it is possible that the convenience fee model may not be permitted in Canada in the future. The convenience fee model is currently utilized by some businesses and by the University of Saskatchewan. It is likely that, if a change in policy does occur, there will be a period of time to notify students of the change. If this change occurs, Memorial will no longer accept credit cards for payment of student accounts.

Use of Credit Cards as a form of payment for Tuition and Residence Fees (cont'd)

Mr. Decker noted that during initial implementation of the convenience fee, the Tuition Payment Working Group, that was formed to review the credit card acceptance issue, recommends that the University extend the fees payment deadline to the *last day for undergraduate students to drop courses and receive a 100% refund* (instead of the first day of classes) for the Fall 2013 and Winter 2014 semesters in order to assist students with the transition to charging a convenience fee. If a student drops a course and does not add another, it will cost the student \$5 per course in convenience fees; approximately 250 to 300 students drop courses and do not add additional courses each semester. Extending the fees payment deadline will cost the University approximately \$25,000 in lost interest and an unknown amount of lost late payment fees.

Following a discussion, the following resolution was passed:

That the Board of Regents approve the recommendation of the University Administration that the convenience fee agreement with Moneris be signed and that the payment deadline for the Fall and Winter semesters in fiscal year 2013-14 be extended to the end of the last day for undergraduate students to drop courses and receive a 100% refund and as outlined in the background documentation.

E. Increase in the Graduate Students' Union (GSU) Fees

The Board received and reviewed background information pertaining to the increase in the Graduate Students' Union (GSU) fees.

Members of the Board were advised that the Graduate Students' Union have requested an increase in its fees effective September 2013. The fees are currently \$20 per semester and the requested increase is \$10 per semester (resulting in a \$30 per semester fee).

The increase in fees was voted on by graduate students in a referendum held during its annual election held March 27-April 1, 2013. The referendum was held in accordance with the Constitution of the Graduate Students' Union. The referendum also approved the implementation of an annual increase equal to the increase in the Consumer Price Index. It was noted that correspondence from the President of the GSU was included in the background documentation.

Following a discussion, the following resolution was passed:

That the Board of Regents approve the increase in the Graduate Students' Union (GSU) fees as follows:

- an increase of \$10 per semester in the Graduate Students' Union student fees (resulting in a \$30 per semester fee);
- subsequent annual increases equal to the increase in the Consumer Price Index.

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

5995. ANY OTHER BUSINESS

1. Thank you to Dr. Christopher W. Loomis, Vice-President (Research)

Ms. Petten noted that after many years of dedicated service, Dr. Christopher Loomis will conclude his second term as the Vice-President (Research) in June 2013 and that this meeting would be his last official meeting with the Board of Regents. On behalf of the Board of Regents and Memorial University of Newfoundland, Ms. Petten thanked and acknowledged Dr. Loomis for his many years of dedicated service to the University as Vice-President (Research), Vice-President (Academic) *Pro Tempore* and President and Vice-Chancellor, *Pro Tempore*. Ms. Petten then proposed the adoption of the following resolution:

RESOLVED THAT the Board of Regents of Memorial University of Newfoundland acknowledges and thanks Dr. Christopher Loomis for his many years of dedicated service and his outstanding contributions to the University during his 25 years of service at the University.

2. Convocation, May 28 - 31, 2013

Ms. Petten noted that in addition to the Convocation at Grenfell Campus taking place on May 10, 2013, nine sessions of Convocation will take place in St. John's from May 28 - 31, 2013. She then reminded the Board that the Chancellor's installation will take place on May 28, 2013 and requested members to take note of this important date. Ms. Petten further highlighted some of the events being held during the Convocation week and in doing so, noted that former Chancellor General Rick Hillier and former Chair of the Board, Robert Simmonds, would both receive Honorary Doctorates on May 29, 2013. Ms. Petten encouraged as many Board members as possible to attend these sessions.

3. Date of Next Meeting

The next regularly scheduled meeting of the Board of Regents will be held on July 4, 2013 and will be held in St. John's.

ADJOURNMENT

The meeting adjourned at 5:40 p.m.

CHAIR

SECRETARY

DATE