

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

BOARD OF REGENTS

The regular meeting of the Board of Regents was held on Thursday, May 10, 2018 at 3:00 p.m. in the Junior Common Room, R. Gushue and via teleconference and videoconference.

**PRESENT:**

Ms. Iris Petten, Chair  
Dr. Gary Kachanoski, President and Vice-Chancellor  
Dr. Noreen Golfman, Provost and Vice-President (Academic)  
Dr. Susan Dyer Knight, Chancellor  
Ms. Margaret Allan  
Ms. Michelle Baikie  
Mr. Glenn Barnes  
Mr. Robert Bishop  
Mr. Fred Cahill  
Dr. Bud Davidge  
Mr. Joe Dunford  
Ms. Cathy Duke  
Mr. John Gibbons  
Dr. Rex Gibbons  
Ms. Katharine Hickey  
Ms. Margarette Leandre, via videoconference  
Mr. Doug Letto  
Mr. Denis Mahoney  
Ms. Karen McCarthy  
Alex Noel  
Ms. Donna Rideout  
Ms. Catherine Rowsell  
Mr. Christian Samson  
Mr. George Saunders  
Ms. Sarah Stoodley  
Mr. Dennis Waterman  
Ms. Tina Scott, Secretary to the Board

**APOLOGIES:**

Apologies were received from Mr. Mark Bradbury, Mr. Kelvin Parsons, Ms. Eleanor Swanson, Mr. Morgan Cooper.

**PRESENT BY INVITATION:**

Mr. Kent Decker, Vice-President (Administration and Finance), Dr. Neil Bose, Vice-President (Research), Mr. Glenn Blackwood, Vice-President (Marine Institute), Dr. Jeff Keshen, Vice-President (Grenfell Campus), Mr. Glenn Collins, Interim Executive Director, Office of the Board of Regents, Mr. Scott Worsfold, Associate General Counsel (on behalf of Mr. Morgan Cooper, General Counsel).

**6504. MEETING CALLED TO ORDER**

The meeting was called to order at 3:00 p.m. by Ms. Iris Petten, Chair.

The Chair then advised that following consultation with the Executive Committee of the Board, it was agreed to permit a number of individuals to attend the open session of the Board meeting as visitors.

**6505. APPROVAL OF THE AGENDA/CONFLICT OF INTEREST**

Following the call for the 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.

Mr. Cahill declared a conflict with Item 11.5 "Appointment to Genesis Group Inc. Board of Directors" and with Item "12.3 "Core Science Facility (CSF) Status Update".

At the request of Alex Noel, it was agreed to move Item 7.1 "Policy Submission – Art Collection" to the Open discussion agenda.

The agenda as amended was approved by the Board.

**6506. MINUTES**

The Minutes of the regular meeting of the Board of Regents held on March 15, 2018 were approved by the Board.

**6507. CHAIR'S REPORT**

A. Meeting of the Executive Committee – April 19, 2018

The Chair noted that the Executive Committee met on April 19, 2018 to finalize and fine tune the agenda for today's meeting of the Board.

**6508. PRESIDENT'S REPORT**

A. President's Update of Activities

Dr. Kachanoski provided the Board with a written summary of his activities and University events since the March 2018 meeting of the Board and he provided the Board more detail and context on several of these activities and events.

B. Registration Report for Spring 2018 Semester

The Board received and reviewed a progress report regarding enrolments and registration for the Spring 2018 Semester.

**OPEN SESSION - CONSENT AGENDA**

It was moved by Dr. Gibbons, seconded by Ms. Stoodley and carried that the consent agenda, as recommended by the appropriate Board Committee and comprising the resolutions listed in 6509 through 6510 below be approved as follows:

**6509. SENATE MATTERS**

A. Senate matters with implications for the Board of Regents (February 13, 2018): Approval of Calendar Changes

The Board received background information pertaining to the Senate matters with implications for the Board of Regents arising from the Senate meeting held on February 13, 2018 and approved the Calendar changes as outlined in the background documentation.

B. Senate matters with implications for the Board of Regents (March 13, 2018): Approval of Calendar Changes

The Board received background information pertaining to the Senate matters with implications for the Board of Regents arising from the Senate meeting held on March 13, 2018 and approved the Calendar changes as outlined in the background documentation.

**6510. CAMPUS PLANNING AND DEVELOPMENT COMMITTEE**

A. Update on Capital Projects

The Board was advised that the following capital projects are underway or being planned:

Update on Capital Projects (cont'd)

Projects in Progress

St. John's Campus

1. Aboriginal Centre
2. Core Science Facility
3. Battery Property
4. Animal Resource Centre

Projects in Planning Stages

St. John's Campus

1. Faculty of Engineering and Applied Science – Mechanical Engineering High Bay Laboratory
2. Faculty of Engineering and Applied Science – Petroleum Engineering Building
3. Faculty of Humanities and Social Sciences Research Archival Facility
4. Redevelopment of Reid Theatre

Marine Institute

1. Holyrood Marine Base – Phase IIB Ocean Research and Training Building

Projects in Early Stages

1. Faculty of Medicine – Redevelopment of Existing Space
2. Storage Facility, Mount Scio Road
3. School of Pharmacy Extension

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

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

B. Annual Report on Leased Space

The Board received for information the Annual Report on Leased Space. The report summarized information on all property lease agreements of Memorial University for the Fiscal Year 2017-18. These leases cover agreements for external space occupied by the University as well as space Memorial has leased to other organizations.

**OPEN – DISCUSSION AGENDA**

**6511. AUDIT AND RISK COMMITTEE**

A. Policy Submission – Art Collection

The Board received and reviewed background information pertaining to the policy submission entitled "Art Collection".

Board members were advised that in July 2016, Vice-Presidents Council accepted a proposal to establish a policy that would outline mechanisms and authorities for receiving donations, displaying, storing, loaning, and selling of pieces to/from Memorial University's art collections. This will strengthen controls and minimize risk relating to cataloging, valuating for insurance purposes, and maintaining artwork. Memorial has a number of art collections which have evolved organically from the first donations received in the 1930s. The largest collection, known as the "Memorial University Permanent Collection," numbers more than 4600 pieces, and since 2003 has been managed by The Rooms Art Gallery, through a custodial agreement between Memorial University and The Rooms, Inc. Other collections are under the management of the Grenfell Campus Art Gallery, which is closely linked with Grenfell's visual arts program. Another comprises art works of past Chancellors and Presidents as well as pieces under the responsibility of various units across the University and which came mainly from donations or purchases for new spaces. An inventory was completed in 2017.

On March 6, 2018 Vice-Presidents Council endorsed the adoption of this policy that would see the establishment of a new committee of Vice-Presidents Council to serve as an overarching advisory committee for artwork and collections. This would replace the working committee established by the Provost and Vice-President (Academic) in 2016. The current Art Acquisition Committee at Grenfell will become a University-wide committee, chaired by the Director of the Grenfell Campus Art Gallery and reporting to the VPC Art Advisory Committee.

Development of the new policy and procedures followed the University's Policy Framework Process. Provided in the background documents were the following:

- Proposal for New or Revised Policy
- Policy Development Report
- Proposed Art Collection policy and related procedures
- Proposed Terms of Reference for the Advisory Committee on Memorial University Art Collections.
- Proposed Terms of Reference for the University-wide Art Acquisition Committee.

Policy Submission – Art Collection (cont'd)

After a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the "Art Collection" Policy and related procedures as outlined in the background documentation.

In addition, and during a discussion concerning the composition of the Art Acquisition Committee which is established under the authority of the Vice-Presidents Council, it was agreed to add a student member to the membership of that Committee.

**6512. FINANCE COMMITTEE**

- A. Campus Renewal Fee (St. John's Campus 2017/2018 and 2018/2019) – also on the Campus Planning and Development Committee agenda

The Board received and reviewed background information pertaining to the Campus Renewal Fee (St. John's Campus 2017/2018 and 2018/2019).

Board members were advised that in October 2017, the Board of Regents approved a funding allocation model for the Campus Renewal Fee which included a key role for a sub-committee of Vice-Presidents Council (VPC), the Enterprise Risk Management Committee (ERMC). As per the ERMC Terms of Reference, the Committee's responsibilities include:

*Providing a risk based approach to assist in determining the appropriate allocation of Campus Renewal Fees. Subsequent recommendations for funding allocations will be made to VPC.*

The allocation in 2017/2018 fiscal year, the majority of which was approved by the Board of Regents as a list of Deferred Maintenance projects in July 2017, (provided in the background documentation as Appendix A) is \$4.3 million. The total allocation 2018/2019 fiscal year for the St. John's Campus is \$6.3 million (provided in the background documentation as Appendix B). The ERMC has reviewed submissions provided by Facilities Management (FM) and Information Management Services (ITS), which have been identified as High Risk. Based on the risk framework, Very High Risks require immediate attention and development of effective controls to reduce the Probability and/or Severity of the risk. The Risk Ratings and Severity Matrix were provided in the background documentation as Appendix C.

Campus Renewal Fee (St. John's Campus 2017/2018 and 2018/2019) (cont'd)

The ERMC forwarded a recommendation to VPC for a two year allocation for the ITS Network Upgrade. This is a multiyear request, with \$2.5 million allocated in 2018/2019 and \$1.5 million in 2019/2020. The remaining funds have been allocated to infrastructure projects to be completed by FM. The list totals \$6.3 million for 2018/2019, as provided in the background documentation as Appendix B. Consultation with the Planning and Budget Committee of Senate on these recommendations occurred at the Committee's April 16, 2018 meeting. However, the yearly funding is insufficient to cover the required campus upgrades, and a number of high risk items remain unaddressed.

As per the approval process presented to the Board at its October 2017 meeting, VPC approved the allocations at its April 17, 2018 meeting, for forwarding to the Board of Regents. Pending Board approval, the administration will send the list of 2017/2018 and 2018/2019 infrastructure projects to the Minister of Advanced Education, Skills and Labour for government approval.

After a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the 2017/2018 and 2018/2019 Campus Renewal Fee allocation (St. John's Campus) as outlined in Appendix A and B of the background documentation.

B. Campus Renewal Fee - Grenfell Campus – also on the Campus Planning and Development Committee agenda

The Board received and reviewed background information pertaining to the Campus Renewal Fee for the Grenfell Campus.

Board members were advised that at its May 11, 2017 meeting, the Board of Regents approved a Campus Renewal Fee of \$50 per student per semester to be implemented in Fall 2017. The total Campus Renewal Fees budgeted for Grenfell Campus for the Fall 2017 and Winter 2018 semesters was \$313,000.

The following represents the project plan for the 2017-2018 Campus Renewal Fee for Grenfell Campus:

<b>Project</b>	<b>Amount</b>
Stairwell Upgrades	\$60,000
Sprinkler System Upgrades	\$50,000
Fine Arts Theatre Life Safety	\$203,400
<b>TOTAL</b>	<b>\$313,400</b>

It was noted that this information was presented to the Grenfell Campus Students' Union in January 2018. In addition, the initiatives were endorsed by Vice-Presidents Council on March 13, 2018.

Campus Renewal Fee - Grenfell Campus (cont'd)

After a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the allocation of \$313,400 for the initiatives proposed above and as outlined in the background documentation.

C. Increase Membership Fees for the Canadian Federation of Students for the Grenfell Campus Students' Union (GCSU)

The Board received and reviewed background information pertaining to the increase in membership fees for the Canadian Federation of Students (CFS) for the Grenfell Campus Students' Union (GCSU).

Board members were advised that in accordance with bylaws to approve annual changes to the CFS fee for the GCSU 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. This recommendation will be forwarded annually to the Board of Regents for approval.

The CFS fee for 2017-18 was \$8.98 per semester for both full and part time students. Students have proposed a fee increase of 1.5969 percent relative to the National Consumer Price Index. This translates into a charge of \$9.14 per semester for students. The revenues from the fee increase will be divided equally between the Canadian Federation of Students and the Canadian Federation of Students – Newfoundland and Labrador. The membership fees charged by the GCSU remain otherwise unchanged.

After a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve an increase in the membership fees for the Canadian Federation of Students for the Grenfell Campus Students' Union (GCSU) as outlined in the background documentation and as follows:

- an increase in the Grenfell Campus Students' Union CFS Fees from \$8.98 to \$9.14 for full and part-time students for the Fall and Winter semesters only, effective September 1, 2018. This fee will be divided equally with \$4.57 per semester going to the Canadian Federation of Students and \$4.57 per semester going to the Canadian Federation of Students – Newfoundland and Labrador. This amount reflects the change in the National Consumer Price Index.



D. Increase of Premiums for the Memorial University of Newfoundland Students' Union Health and Dental Insurance Plan

The Board received and reviewed background information pertaining to the increase of premiums for the Memorial University of Newfoundland Students' Union (MUNSU) health and dental insurance plan.

Board members were advised that in 2011, MUNSU undertook a review of the health and dental plans for students in order to develop a strategy for the plans over the next decade. Prior to 2011, few changes had been made to the structure of the plans for several years. Based on the review, MUNSU Executive agreed to change insurance providers and benefit changes were made accordingly. The changes focused on increasing dental and vision benefits, in addition to adding an accidental death and dismemberment benefits.

As provided in the background documentation, a letter from MUNSU indicates that for the 2016-17 academic year, which is the most current premium information available at this time, premiums amounted to a total of \$1,689,188 in revenue. An analysis for the 2018-19 academic year determined that \$1,857,985 in revenue will be required to ensure that the plans remain sustainable. As a result, a total of \$168,797 additional funds will be required.

It is proposed that an increase of \$168,797 be approved to ensure the plans remain sustainable. A portion of the fee change is a result of an increase in insurance premium taxes imposed by the Province of Newfoundland and Labrador in the 2016 budget. The cost of this tax increase amounts to approximately \$15,000 annually. Tables 1 and 2 provide a summary of the current and proposed annual premium increases for the dental and health plans for students.

**Total Annual Premium Increase for the Dental Plan:**

Table 1

	<b>Single</b>	<b>Family</b>
Dental Rates for 2017-18	\$143	\$264
Dental Rates effective Fall 2018-19	\$153	\$274
<b>Total Increase</b>	<b>\$10</b>	<b>\$10</b>

**Total Annual Premium Increase for the Health Plan:**

Table 2

	<b>Single</b>	<b>Family</b>
Health Rates for 2017-18	\$178	\$216
Health Rates effective Fall 2018-19	\$182	\$220
<b>Total Increase</b>	<b>\$4</b>	<b>\$4</b>

Further analysis is required, which will consider inflation and increased plan utilization, to determine the requisite rate increases for 2019-20. A subsequent proposal will be made next year to increase the rates for 2019-20.

Increase of Premiums for the Memorial University of Newfoundland Students' Union Health and Dental Insurance Plan (cont'd)

The MUNSU Board of Directors approved an increase in the health and dental plans premiums on March 28, 2018. For 2018-19, the annual rates would increase as indicated in Tables 1 and 2.

After a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve an increase to the Memorial University of Newfoundland Students' Union health and dental insurance plans effective September 1, 2018 as outlined in the background documentation and as follows:

<b>2018-19</b>	<b>Single</b>	<b>Family</b>
Health	\$182	\$220
Dental	\$153	\$274

E. Establishing a Student Union Fee for Part-Time Students at the Marine Institute

The Board received and reviewed background information pertaining to the establishment of a student union fee for part-time students at the Marine Institute.

Board members were advised that the Marine Institute Students' Union (MISU) currently does not have a student union fee structure for part-time students studying at the Marine Institute. The MISU is requesting to establish a part-time fee to accommodate part-time students, both on-campus and online.

The current student union fee for students at the Marine Institute is \$30.00 per semester and \$15.00 per technical session. This fee is charged to both part-time and full-time students. The MISU is requesting that a student union fee for part-time students be established at \$15.00 per semester.

After a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the establishment of a student union fee for part-time students at the Marine Institute of \$15.00 per semester effective as of the Fall 2018 semester and as outlined in the background documentation.

F. Annual increase in Residence Meal Plan Fees for the St. John's Campus for 2018-19

The Board received and reviewed background information pertaining to the annual increase in residence meal plan fees for the St. John's Campus for 2018-19.

Board members were advised that the current agreement between Memorial University and Aramark outlines a prescribed formula for the calculation of an annual meal plan fee increase. Based on that prescribed formula, the increase proposed for the 2018-19 academic year is 1.68%. This increase is less than that which was approved in both 2017-18 and 16-17, which were 2.73% and 3.36% respectively.

The prescribed formula for calculating meal plan fee increase as per section 8.3 of the Aramark agreement is as follows:

			Increase
Newfoundland CPI (Schedule C)	-1.0%	45%	-0.45
Labour Increase (wage)	3.2%	45%	1.44
Management Increase	6.9%	10%	0.69
			<b>1.68%</b>

This increase is applied to the per diem rate (currently \$23.94) used by Aramark to bill Memorial for each operating day on the meal plan, with the number of operating days varying from semester to semester and year to year. The new per diem charge for 2018- 2019 = \$23.94 + 1.68% (\$0.40) increase = \$24.34.

The revised per diem rate is then used to determine meal plan fees for the semester, based on the number of meal plan operating days in the academic calendar. Based on the current Significant Dates issued by the Office of the Registrar for the 2018-2019 academic calendar year, and with a built in contingency (as outlined below), there will be 104 days in the fall semester and 109 days in the winter semester. It is then rounded up to the next \$5 increment for administrative and reconciliation purposes. This results in the following fee structure:

Type	Fall			Winter		
	Per Diem	# days	Total Fee	Per Diem	# days	Total Fee
7-Day Unlimited	24.34	104	<b>\$2,535</b> (Includes \$100 flex per semester)	24.34	109	<b>\$2,655</b> (Includes \$100 flex per semester)
5-Day Unlimited	24.34	104	<b>\$2,535</b> (Includes \$200 flex per semester)	24.34	109	<b>\$2,655</b> (Includes \$200 flex per semester)

Annual increase in Residence Meal Plan Fees for the St. John's Campus for 2018-19 (cont'd)

In 2017-2018, Ancillary Operations established the inclusion on a contingency amount within each meal plan to mitigate the risk associated with extra meal service days due to unforeseen circumstances (such as storm closures that result in additional exam days). This was in response to incurring additional costs in previous years that were not recoverable. As approved by the Board in 2017, these contingency funds would be used to pay Aramark for extra service days as needed, or reinvested into the foodservice operation if not otherwise required. This contingency amount is established by rounding up the number of operating days from the known required 103.66 to 104 for the Fall semester, and from 108.66 to 109 in the Winter semester, as reflected in the above calculations.

The 7-Day and 5-Day meal plans are being implemented in response to the extensive MarketMatch research exercise undertaken at Memorial by Aramark and Ancillary Operations in 2017-2018, in an effort to better understand the needs and experiences of Memorial University's students and community as it relates to food services. This involved extensive surveying, focus groups and interviews, which was then complemented with ongoing customer feedback, industry trend analysis, and an observation of what was working successfully at other schools to improve student satisfaction.

Based on the results obtained through this process, a plan has been established to implement meal plan and retail improvements at Memorial that will enhance its program offering, improve physical space and service, and improve student satisfaction. The ultimate goal is to ensure the residential meal plan offering at Memorial is supportive of and aligns with the overall Student Residence operation and strategic plan, which will lead to increased residence occupancy and greater meal plan participation.

The proposed meal plan program responds to student feedback, offering greater convenience, more flexibility, shorter lines, improved seating and space, food program enhancements, and more.

Annual increase in Residence Meal Plan Fees for the St. John's Campus for 2018-19 (cont'd)

After a lengthy discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the residence meal plan fees effective for the 2018-19 academic year as outlined in the background documentation and as follows:

Type	Fall Total Fee	Winter Total Fee
7-Day Unlimited	<b>\$2,535</b> (includes \$100 flex dollars per semester)	<b>\$2,655</b> (includes \$100 flex dollars per semester)
5-Day Unlimited	<b>\$2,535</b> (includes \$200 flex dollars per semester)	<b>\$2,655</b> (includes \$200 flex dollars per semester)

Alex Noel voted against the motion and requested that their vote be recorded in these minutes.

G. Battery Facility - Parking Rates

The Board received and reviewed background information pertaining to the Battery Facility parking rates.

Board members were advised that the Battery Facility is scheduled to open as Memorial University's new public engagement and innovation hub in Summer/Fall 2018. As of September 2015, the facility has housed graduate student accommodations and, as of Summer 2018, will also house the Gardiner Centre, Genesis Centre, Harris Centre, Office of Public Engagement, and MUNPA, as well as include a conference center focused on enabling public engagement and other programs and events consistent with the University's mission.

A parking and transportation model for the management of staff, resident, client, and visitor parking at the Battery Facility is under development. This model defines lot allocations, access management, payment methods, administrative procedures, and other operating details. The model is consistent with existing parking regulations and identifies where future site-specific exceptions may be required to the existing regulations. The focus of this proposal is to set appropriate rates for this new site.

Parking rates for the Battery Facility have been developed in consideration of the hub's business model, which requires that revenue from all facility activities and operations cover facility expenses. Recommended rates also take into consideration existing University models, local market rates, collective bargaining agreements, location and capacity, user-group needs, the University's vision for the hub, and the fact that these are considered to be new lots with no prior rates set to date.

Battery Facility - Parking Rates (cont'd)

Ongoing collaborative discussions and consultations related to the development of a facility parking model, including proposed rates, have involved all tenant units (above), Facilities Management (FM), Office of the Chief Risk Officer, Campus Enforcement and Patrol (CEP), the Parking Office, the Graduate Student Union, and the Battery Facility Executive Management Committee. The majority of groups consulted have expressed understanding and support for the recommended rates. Consultation with the Graduate Student Union suggests that students would not agree with any rate increases. A survey to engage directly with Battery Facility residents on options for logistics and terms of use for parking at the Battery is in progress. It was noted that consultation details and open concerns were provided in the background documentation as Appendix A. In addition, a summary of each tenant-unit stakeholder's primary concern, was provided in the background documentation as Table 1.

To date, residents of and visitors to the building have been allowed to park in the upper portion of the parking lot at no cost and at their own risk. Online information and communications with residents have clearly stated that parking is currently at own risk and for no fee but that is expected to change post-capital project with details to be announced.

A University shuttle bus, which makes regularly scheduled runs between the Battery Facility and St. John's Campus between the hours of 7 a.m. and 11 p.m., Monday to Friday, began operation in February 2016. This bus will continue to be available for faculty, staff, and students, when the hub opens.

The Battery Facility is represented on the University Parking and Transportation Committee and the approach to parking model development at the Battery has been influenced by and has influenced broader ongoing discussions about St. John's Campus transportation and parking.

The proposed parking model for the Battery Facility consists of a combination of staff/resident permits and pay-per-use parking to be managed by the Battery Business Office and administered through the Parking Office on St. John's campus. For the enforcement of lots, a combination of gate technology and light CEP monitoring/enforcement is being pursued. All lot maintenance and upkeep will be managed by Facilities Management. Though some similarities exist, the nature of the Battery Facility and its public accessibility focus requires some adaptations to current parking practices on St. John's Campus. The Battery Facility requires a measure of agility to respond to external client needs in keeping with the revenue model and with the vision of the Facility.

A total of 193 parking spaces are expected to be available at the Battery Facility, including 164 on-site and an additional 29 through an arrangement with the GEO Centre. Of these 193 available spaces, 107 will be permit spaces, 76 will be pay-per-use, and 10 will be designated as 'blue-zone' spaces, in adherence with new regulations, and will accept both permit and pay-per-use options:

Battery Facility - Parking Rates (cont'd)

**Table 1:** A breakdown of available parking spaces by parking type and user group.

Parking Type	User Groups	Number of Spaces
Permit Spaces	Tenant Unit Staff; Support Staff	85
	Graduate Student Residents	22
Pay-Per-Use Spaces	Visiting Faculty, Staff, Clients, Public	76
Blue Zone Spaces	Individuals w/ Blue Zone Permit	10
<b>TOTAL SPACES</b>		<b>193</b>

Given the Battery Facility's mandate to operate on a 100% cost-recovery basis, with no base operating budget from the University, parking rates have been developed such that all parking operational/maintenance expenses are covered by parking revenues.

**Table 2:** Projected total annual parking-related expenses and estimated per-space annual expenses for the Battery Facility. For calculation details, see Appendix B.

Expense Item	Estimated Annual Cost	Per-Space Annual Cost
Winter Maintenance	\$ 55,005	\$ 285
Lot Upkeep and Painting	\$ 9,650	\$ 50
Enforcement	\$ 25,090	\$ 130
Administration	\$ 6,755	\$ 35
<b>TOTAL</b>	<b>\$ 96,500</b>	<b>\$ 500</b>

Of the \$500 annual cost per space, it is proposed that the pay-per-use spaces be utilized to partially subsidize the permit spaces such that total expenses are covered 2/3 by pay- per-use revenue and 1/3 by permit revenue. This applies to both student and staff permits.

**Table 3:** A calculation of annual per-space revenue required for each parking type in order to break-even on projected expenses if costs are covered 2/3 by pay-per-use revenue and 1/3 by permit revenue.

	Pay-Per-Use	Permit	Blue
% of Total Expenses Covered	66.7%	33.3%	0.0%
Annual Expense Amount Covered	\$ 64,400	\$ 32,100	\$ 0
Number of Spaces	76	107	10
<b>Annual Per Space Revenue Required</b>	<b>\$ 847</b>	<b>\$ 300</b>	<b>\$ 0</b>

Pay-per-use parking on St. John's campus currently costs \$1.30+HST (\$1.50) per hour. At the Battery Facility, use of this rate for each of the 76 pay-per-use spaces would require paid parking for an average of 651.5 hours per space per year, or approximately 1.8 hours per day over 365 days. It is believed that this a reasonable expectation so pay-per-use parking rates of \$1.50 per hour (HST included), equal to rates on St. John's campus, have been recommended.

Battery Facility - Parking Rates (cont'd)

Based on the above recommendation, each permit space would require annual revenue of \$300.00+HST (\$345.00) for the model to break even. As staff permits are typically purchased on an annual basis, it is recommended that staff permits be sold at a rate of \$300.00+HST per year. As student permits are typically purchased on a semester basis, it is recommended that student resident permits be sold at a rate of \$100.00+HST per semester. All permit sales will be subject to availability and the discretion of the Battery Business Office.

**Table 4:** A summary of the proposed parking financial model for the Battery Facility showing per-space expenses and revenues (using proposed rates) breaking even overall.

Parking Type	# Spaces	Annual Expenses		Annual Revenues	
		Per Space	Total	Per Space	Total
Permit Spaces	107	\$ 500	\$ 53,500	\$ 300	\$ 32,100
Pay-Per-Use Spaces	76	\$ 500	\$ 38,000	\$ 847	\$ 64,400
Blue Zone Spaces	10	\$ 500	\$ 5,000	\$ 0	\$ 0
<b>TOTAL</b>	<b>193</b>	<b>\$ 500</b>	<b>\$ 96,500</b>	<b>\$ 500</b>	<b>\$ 96,500</b>

Additional considerations and ongoing open risks include:

- Permit Market Comparison: Recommended permit rates are higher than current rates on St. John's Campus (from \$40 to \$275 +HST per year) but are significantly lower than rates charged in downtown St. John's (from \$1,500 to \$3,000 per year). A market comparable for student permits would be the Greenbelt Tennis Club which offers 20 student permits near St. John's Campus at \$150 per semester.
- Pay-Per-Use Market Comparison: The recommended pay-per-use rates are equal to those currently charged on St. John's campus and are equivalent to those on the lower end of the range charged in the downtown St. John's area (from \$1.50 to \$4.00 per hour).
- Collective Agreements: The impacts of collective bargaining agreements on the development of the parking model have been considered and will be applicable to future increases as per current collective agreements.

At this point, Ms. Leandre left the meeting.



Battery Facility - Parking Rates (cont'd)

It was moved by Mr. Bishop, seconded by Ms. Hickey that the Board approve the recommendation below concerning the parking rates for the Battery Facility effective September 2018:

User Group	Parking Type	Rate
Staff	Vehicle Permit	\$300.00 (+HST) Per Year
Graduate Student Residents	Vehicle Permit	\$100.00 (+HST) Per Semester
Visitors/Clients	Pay-Per-Use	\$1.50 (HST Incl.) Per Hour

Further, given the Battery Facility's mandate to be cost-recovery, the Board approved the recommendation to allow for an annual evaluation of parking-related revenues and costs and adjustment to rates based on this evaluation and/or cost of living adjustments.

Alex Noel then moved the following amendment to the above-noted recommendation:

User Group	Parking Type	Rate
Staff	Vehicle Permit	\$300.00 (+HST) Per Year
Graduate Student Residents	Vehicle Permit	<del>\$100.00</del> (+HST) Per Semester
Visitors/Clients	Pay-Per-Use	\$1.50 (HST Incl.) Per Hour

The Chair, based on advice from Mr. Worsfold, Associate General Counsel, ruled the amendment was out of order based on the Board's understanding of the Battery Facility Business model which requires that the facility's activities and operations cover its expenses.

After a lengthy discussion, the following resolution was passed by a majority vote:

**RESOLVED:**

That the Board of Regents approve the parking rates for the Battery Facility effective September 2018 as outlined in the background documentation and as follows:

User Group	Parking Type	Rate
Staff	Vehicle Permit	\$300.00 (+HST) Per Year
Graduate Student Residents	Vehicle Permit	\$100.00 (+HST) Per Semester
Visitors/Clients	Pay-Per-Use	\$1.50 (HST Incl.) Per Hour

Battery Facility - Parking Rates (cont'd)

Further, given the Battery Facility's mandate to be cost-recovery, the Board approve the recommendation to allow for an annual evaluation of parking-related revenues and costs and adjustment to rates based on this evaluation and/or cost of living adjustments.

Alex Noel and Mr. Samson against the motion and requested that their vote be recorded in these minutes.

**6513. EXECUTIVE COMMITTEE / FINANCE COMMITTEE**

A. Special Graduate Fee for Master of Fine Arts (MFA) Program

The Board received and reviewed background information pertaining to the special graduate fee for the Master of Fine Arts (MFA) program.

Board members were advised that at its meeting held on March 13, 2018 Senate approved the new degree program "Master of Fine Arts (MFA)". This studio-based program supports students working in all genres and forms of visual arts practice including (but not limited to) photography, drawing, fiber, printing, print media etc., within a framework of critical theory and discourse that offers a broad range of professional experiences.

The program is comprised of 18 credit-hours, plus a final project and can be completed on a full- time or part-time basis. MFA is a low residency program that can be completed in five semesters and provides the opportunity for advanced studies in visual arts. The School of Graduate Studies anticipates initial enrolment of 5 students, with first admission to the program planned for 2019.

Regular tuition will not support the development and delivery of this new program. The majority of the instructional resources will be created through per course instructors. In the absence of base funding from the Academic budget envelope to support the program, the incremental expenses associated with program support and delivery must be covered through a special fee.

The proposed special fee of \$1500 for domestic and international students would be applied as non-refundable and incremental to the regular graduate tuition resulting in the total program cost outlined in Table 1. The non-refundable special fee will be payable in the first semester:

Special Graduate Fee for Master of Fine Arts (MFA) Program (cont'd)

**Table 1: Fee Structure**

	<b>Tuition</b>	<b>Non-Refundable Special Fee</b>	<b>Total Fee</b>
Newfoundland Resident	Plan A first year (3 semesters x 953 per semester): 2859.00	1,500	4,359.00
Out-of-Province Canadian Student	1239x3 semesters = 3717*	1,500	5,217.00
International Student	1611x3=4833*	1,500	6,333.00

\*Includes 30% tuition increase for non-NL students effective September 2018.  
- Tuition and special fee are payable based on Plan A

After a lengthy discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the \$1,500 special fee for the Master of Fine Arts (MFA) program.

Alex Noel voted against the motion and requested that their vote be recorded in these minutes.

Mr. Samson abstained from voting.

B. Senate matters with implications for the Board of Regents (March 13, 2018):  
New degree program – Master of Fine Arts (MFA)

The Board received background information pertaining to the Senate matters with implications for the Board of Regents arising from the Senate meeting held on March 13, 2018 with respect to the new degree program "Master of Fine Arts (MFA) and approved the following resolution:

**RESOLVED:**

That the Board of Regents approve the new degree program "Master of Fine Arts (MFA)" as outlined in the background documentation.

C. Special Graduate Fee for Master of Occupational Health and Safety (MOHS) Program

The Board received and reviewed background documentation pertaining to the special graduate fee for the Master of Occupational Health and Safety (MOHS) program.

Special Graduate Fee for Master of Occupational Health and Safety (MOHS) Program (cont'd)

Board members were advised that at its meeting held on March 13, 2018 Senate approved the new degree program "Master of Occupational Health and Safety (MOHS)". The Master of Occupational Health and Safety is an interdisciplinary program providing advanced-level study of multiple aspects of occupation health and safety (OHS). The program will cover a wide range of OHS issues, with a focus on the history and social science of OHS, workplace organization, epidemiology, treatment and prevention of occupational injuries, ergonomics, and occupational hygiene. The program has received the support of an external review committee and was endorsed by Vice-Presidents Council on April 10, 2018.

The program is comprised of 24 credit-hours and can be completed on a full-time or part-time basis. The School of Graduate Studies anticipates initial enrolment of nine students, with first admission to the program planned for Fall 2018.

Regular tuition will not support the development and delivery of this new program. The majority of the instructional resources will be created through per course instructors. In the absence of base funding from the Academic budget envelope to support the program, the incremental expenses associated with program support and delivery must be covered through a special fee.

The proposed special fee of \$10,000 for domestic and international student would be applied as non-refundable and incremental to the regular graduate tuition resulting in the total program cost outlined in Table 1. The non-refundable special fee will be pro-rated over two semesters:

- Domestic and International Students: Special Fee \$10,000 = \$5,000 per semester payable in two consecutive semesters (semester 1 & 2).

**Table 1: Fee Structure**

	<b>Tuition</b>	<b>Non-Refundable Special Fee</b>	<b>Total Fee</b>
Newfoundland Resident	3,939	10,000	13,939
Out-of-Province Canadian Student	5,121*	10,000	15,121
International Student	6,653*	10,000	16,653

\*Includes 30% increase for non-NL students effective September 2018.

- Tuition and special fee are payable based on Plan C

Special Graduate Fee for Master of Occupational Health and Safety (MOHS) Program (cont'd)

After a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the following special fee for the Master of Occupational Health and Safety program as outlined in the background documentation and as follows:

- for Domestic and International students, a special fee of \$10,000 in addition to the regulation tuition fees for master's students.

Alex Noel voted against the motion and requested that their vote be recorded in these minutes.

Mr. Samson abstained from voting.

- D. Senate matters with implications for the Board of Regents (March 13, 2018): New degree program – Master of Occupational Health and Safety (MOHS) program

The Board received background information pertaining to the Senate matters with implications for the Board of Regents arising from the Senate meeting held on March 13, 2018 with respect to the new degree program "Master of Occupational Health and Safety (MOHS)".

After a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the new degree program "Master of Occupational Health and Safety (MOHS)" as outlined in the background documentation.

**6514. CAMPUS PLANNING AND DEVELOPMENT COMMITTEE**

- A. Campus Renewal Fee (St. John's Campus 2017/2018 and 2018/2019) – also on the Finance Committee agenda

This item was considered under the report of the Finance Committee as outlined in the Minute 6512.A. above.

B. Campus Renewal Fee - Grenfell Campus – also on the Finance Committee agenda

This item was considered under the report of the Finance Committee as outlined in the Minute 6512.B. above.

*At this point the visitors who were permitted to attend the open session of the Board left the meeting.*

**CLOSED SESSION – CONSENT 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.

Noting that the items were dealt with in detail in meetings of the appropriate committees, it was moved by Dr. Gibbons, seconded by Ms. Stoodley and carried that the consent agenda, comprising the resolutions listed in 6515 through 6518 below be approved as follows:

**6515. AUDIT AND RISK COMMITTEE**

A. Update on Information Security Improvement Program (ISIP) Plan in response to Information Technology (IT) Security Risk Assessment

The Board received for information an update on the Information Security Improvement Program (ISIP) Plan in response to Information Technology (IT) Security Risk Assessment. In 2016/17 the Office of Internal Audit engaged Deloitte to conduct an IT Security Risk Assessment focused on five specific IT units within Memorial University: St. John's Campus, Grenfell Campus, Marine Institute, Faculty of Medicine and the Centre for Health Information and Analytics. The objective was to identify and assess the University's current cybersecurity posture and risks across its critical IT functions and units. It was also noted that at a meeting held on May 9, 2018, the Audit and Risk Committee received a presentation from Mr. Steve Greene, Chief Information Officer/Director of Information Technology Services, entitled "Response to Information Technology (IT) Security Risk Assessment".

B. Office of the Chief Risk Officer 2017 Annual Report

The Board received for information the Office of the Chief Risk Officer 2017 Annual Report, a copy of which was provided in the background documentation. The Office of the Chief Risk Officer (OCRO) has prepared the 2017 Annual Report which highlights program advancements in the fields of Campus Enforcement and Patrol, Environmental Health and Safety and Enterprise Risk Management.

C. Annual Internal Audit Summary Report 2017-18

The Board received for information from the University Auditor the Annual Internal Audit Summary Report 2017-18. The Annual Internal Audit Summary report summarizes the audit work completed during the year. For the fiscal year ending March 31, 2018, two audit reports, one audit consulting memo and one investigation have been issued for a total of six audit recommendations. This report provides information related to the audit findings, the status of remediation on open recommendations and other services conducted by the Office of Internal Audit during the year.

D. Appointments to Campus Childcare Board of Directors

The Board was informed that at a meeting held on May 9, 2018, the Audit and Risk Committee approved the appointments to the Campus Childcare Board of Directors effective May 10, 2018 as outlined in the background documentation and as follows:

- Dr. Carole Peterson as Vice-Chair for a two-year term
- Dr. Anne Burke as Education Representative for a two-year term

E. Appointment to Genesis Group Inc. Board of Directors

The Board received information regarding an appointment to the Geneis Group Inc. Board of Director. Dr. Ray Gosine had been appointed as a representative of Memorial University to the Board of Directors of Genesis Group Inc. from July 1, 2017 to December 31, 2018. In July 2017 Dr. Gosine had been in the position of Vice-President (Research) (pro tempore). With the appointment of Dr. Neil Bose as Vice-President (Research) effective November 1, 2017, Dr. Gosine has returned to his permanent position of Associate Vice-President (Research) and he is currently on administrative leave. Therefore, the appointment of Dr. Neil Bose, in place of Dr. Gosine would be more appropriate.

The Board was informed that at a meeting held on May 9, 2018, the Audit and Risk Committee approved an appointment to the Genesis Group Inc. Board of Directors as outlined in the background documentation and as follows:

- a) Dr. Neil Bose as Board Director of Genesis Group Inc. effective immediately until November 30, 2022 (or until a successor is duly elected)
- b) the removal of Dr. Ray Gosine as Board Director of Genesis Group Inc.

**6516. CAMPUS PLANNING AND DEVELOPMENT COMMITTEE**

A. Architectural and Engineering Consultant Appointments for Minor Capital Projects awarded in the Fiscal Year 2017-18

The Board received for information the architectural and engineering consultant appointments for minor capital projects awarded in the Fiscal Year 2017-18. Consistent with the Board policy titled "Capital Projects", Facilities Management has prepared a report for the Fiscal Year 2017-18 indicating the firm, project title, scope, and value for each appointment awarded. \$542,181 was spent in design fees during the past fiscal year, of which \$82,933 was for studies and inspections and \$459,248 was for project design. Also, in accordance with the policy, every effort has been made to ensure that the work has been spread equitably among qualified members of the consulting industry.

B. Advancement of the Design Process for Holyrood Marine Base – Phase IIB

The Board received background information and approved proceeding to Design Development for the Holyrood Marine Base – Phase IIB Project pursuant of same from Government as required under the 4-stage Infrastructure Approval Process and as outlined in the background documentation.

C. Core Science Facility (CSF) Status Update

The Board received background documentation and approved the recommendation of the Core Science Facility Project (CSF) Governance Sub-Committee and the Campus Planning and Development Committee that because the CSF Project Execution Plan (PEP) contains confidential material and requires substantial resources to produce, that it become a tool of the CSF Project Governance Sub-Committee and therefore its distribution be limited to the Sub-Committee. Further, the Board approved the recommendation that the PEP issuance frequency be changed to once annually, instead of twice annually.

**6517. HUMAN RELATIONS COMMITTEE**

A. Senior Leadership Position vacancies and upcoming renewals

The Board received for information a status update regarding senior leadership position vacancies and their associated recruitment status and senior leadership positions held by academic administrators which may be renewed, following a five-year term, subject to review.

B. Report on Academic Appointments

The Board received for information the Report on Academic Appointments for the St. John's and Grenfell Campuses for actions taken since March 15, 2018 noting that the actions have been taken under delegated authority as provided for in the Terms of Reference for the Human Relations Committee.



C. Update – Compensation review for Senior Administrative Management (SAM) Positions

The Board received for information an update of the compensation review for Senior Administrative Management (SAM) positions. In 2016, Korn Ferry/Hay group Limited (Korn Ferry) was engaged to begin a compensation review for the Senior Administrative Management (SAM) group of positions. In conjunction with the Department of Human Resources, work was undertaken to review and analyze salaries in comparison to similar positions within Canadian Universities.

**6518. FINANCE COMMITTEE**

A. Extension of Internal Loan - Banner 9 Update and HR Document Management

The Board received background documentation and approved the extension of the original Banner internal loan for an additional two-year period to cover associated one-time costs of implementation of up to \$700,000 allocated to fund the Banner 9 project and \$100,000 to replace the Fortis HR system and migrate existing data into the new environment and as outlined in the background documentation.

**CLOSED SESSION – DISCUSSION AGENDA**

**6519. FINANCE COMMITTEE**

A. University Budget 2018-19

The Board received and reviewed background documentation pertaining to the University Budget 2018-19.

Board members were 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 2018-19. There were no further reductions to the grants above the changes announced in previous budgets.

Highlights and recommendations resulting from the Provincial Government funding from the Department of Advanced Education and Skills were included in the 2018-19 Operating Budget Report, a copy of which was provided in the background documentation. Changes in the Provincial Government funding from the Department of Health and Community Services were provided in the 2018-19 Faculty of Medicine Budget, a copy of which was provided in the background documentation.

University Budget 2018-19 (cont'd)

Mr. Decker noted that the funding changes and measures contained in the Report have been the subject of significant consultations with various groups within the University Community including:

- Senate
- Senate Planning and Budget Committee
- Integrated Planning Committee
- Deans of Faculties
- Directors of Academic Support and Administrative Units
- Student Unions

The impact of the budget changes will be significant with a 1.6% budget reduction (\$5.9 million in the current year) to be applied to all academic and administrative units. This is in addition to the second \$3.0 million reduction for attrition. Due to ongoing negotiations with the unions and government, the \$5.9 million reduction does not include the anticipated \$6.0 to \$10.0 million reduction required to cover the annual pension plan payment.

The 2018-19 budgeted revenue for the Faculty of Medicine totals \$65,303,125. The budgeted expenditures total \$69,852,224, resulting in a projected \$4,549,099 current year deficit (inclusive of a \$1.1 million contingency). The Faculty of Medicine received a \$10 million stabilization payment in 2017-18 to deal with their ongoing cumulative deficit. As at March 31, 2018, the Faculty had a surplus of \$237,039 after applying this funding to its cumulative debt. Taking into account the 2018-19 projected deficit for all operating accounts, the Faculty of Medicine is projecting a cumulative deficit of \$4,950,860 as of March 31, 2019. Discussions are currently underway between the Faculty and Government to determine options for addressing the budget deficit.

The most notable adjustments to the Health and Community Services Grant is a permanent general 1% budget reduction total \$554,100, the removal of Translational and Personalized Medicine Initiative (TPMI) funding total \$1,000,000, and additional attrition total \$174,900.

After a lengthy discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the budget estimates for the fiscal year 2018-19 as presented in the 2018-19 Operating Budget Report for the University and the Faculty of Medicine 2018-19 Budget as outlined in the background documentation.

Mr. Samson voted against the motion and requested that his vote be recorded in these minutes.

B. Integrated Planning Committee: Operating Budget Report for 2018-19

The Board received for information the Integrated Planning Committee "Operating Budget Report for 2018-19".

Board members were advised that the Integrated Planning Committee was established by the Provost and Vice-President (Academic) in 2016 to ensure that:

- the University has a set of institution-wide strategic priorities in place that guides the future direction of the University and serves as a foundation for strategic planning initiatives at Memorial;
- existing and ongoing planning exercises and the strategic priorities are aligned;
- resource allocation at Memorial is driven by strategic priorities and is integrated with the budget process; and
- its activities and any recommendations it makes are transparent.

It was noted that additional information about the Integrated Planning Committee, is available at <https://www.mun.ca/vpacademic/ipc.php>.

Over the past few months, the Integrated Planning Committee has consulted across all campuses with members of the university community, including faculty, staff and students seeking feedback on ways to address Memorial's operating budget gap. Provided in the background documentation was the committee's report, which is a culmination of in-depth analysis of the feedback and ideas generated through the consultations, as well as an analysis of Memorial University's past and present fiscal environment, institutional priorities and strategic direction.

At this time, Ms. Rowsell left the meeting.

C. Voluntary Retirement Program – also on the Human Relations Committee agenda

The Board received and reviewed background information pertaining to the Voluntary Retirement Program.

Board members were advised that Memorial engaged in a voluntary retirement program in 1996. This program, called the Voluntary Early Retirement Incentive Program (VERIP) was developed by University administration and initially offered an incentive of up to five years of additional pension service credit and a waiver of actuarial reduction. The program was later expanded to also allow the choice of a lump-sum incentive that provided an incentive of 40-80% of an annual salary dependent upon the age of the employee. Open to all academic and staff employees, the program saw approximately 67 staff and 57 academic employees avail of the initial offering (annual pension incentives). The University carries an estimated \$2.8m in liability for the academic VERIP and \$2.5m for the staff VERIP as of March 31, 2017.

### Voluntary Retirement Program (cont'd)

Analysis of voluntary retirements approaches recently conducted at other universities illustrates that a one-time program that provides a lump sum incentive to eligible employees is more typical in the current environment. This approach provides an incentive to individual employees who may be considering retirement while also allowing the University to reduce its position complement and ongoing salary liabilities in a relatively short time frame.

Within Canada, a number of Universities have designed and implemented one-time incentive programs aimed at increasing the number of voluntary retirements. Examples of universities that have engaged in such a program include University of Toronto, Trent University, University of Manitoba and University of Saskatchewan. While the application at each University differs, the overarching objective of these programs is to help address significant fiscal challenges by encouraging voluntary retirements to reduce the overall workforce complement. Some universities have also utilized such programs as a mechanism to renew the academy in light of the end of mandatory retirement. It was noted that the University's objectives are both fiscal and the need for renewal.

From the analysis conducted of publicly available information, there appears to be some success within those universities choosing to implement a retirement program. The University of Saskatchewan met their target of 80 academic positions and achieved a net savings of \$7.2m. Following this success they launched a second offering aimed at staff positions in May 2017. University of Manitoba invested \$10m into their program and successfully allocated 95% of that through the departure of 94 employees (53 of which were academic staff members). Trent University saw 45 employees avail of their program and achieved a \$3.1m savings in academic positions and a further \$1.6 M in staff savings. Some universities have chosen to reinvest a portion of savings into the academy based upon strategic goals.

This type of program offering is not without its challenges. Perception can be negative from some stakeholders. In addition, it is difficult to predict whether the incentive will change behavior with any degree of certainty. Memorial may see substantial uptake on this program; or very little. For projection purposes, a range of 40% - 60% uptake has been estimated however these amounts are speculative.

In addition, there are considerations related to unionized academic and staff employees. The union context varies within Memorial. The Memorial University of Newfoundland Faculty Association (MUNFA) collective agreement contains an article which permits the University and individual Academic Staff Members (ASMs) to negotiate phased early retirement agreements, the terms of which shall be shared with MUNFA. During recent negotiations, MUNFA has submitted proposed language changes to this article. It is recommended that the outcome of any negotiated phased retirement option remain separate from the proposed universal voluntary retirement program.

Voluntary Retirement Program (cont'd)

Staff collective agreements have also expired and the University is moving towards negotiations with both NAPE and CUPE. The CUPE collective agreement contains a memorandum of understanding noting that any retirement program offered within the University must also be offered to CUPE members. The NAPE agreement does not contain such a clause, however, it is felt that opening up the proposed Voluntary Retirement Program to all staff groups is the most effective approach.

The proposed program was presented to the relevant union groups on May 2, 2018. A high-level overview was provided and the union executives were advised of the pending board submission.

The details on the scope, application, and incentive for the voluntary retirement program was provided in the background documentation. The proposed program is based upon an \$8m one time financial commitment, including approximately \$45,000 in administrative support for the program. Allocation of annual savings, once confirmed will be identified in the annual budget process and will be dependent on the fiscal situation and the need for renewal.

After a lengthy discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the voluntary retirement program, subject to refinements, and including an \$8M one time financial commitment which will be paid out of salary savings. It is understood that the targeted net savings are \$6M. In addition, any significant program changes will be brought back to the Executive Committee of the Board of Regents.

**6520. EXECUTIVE COMMITTEE**

- A. Senate matters with implications for the Board of Regents (April 10, 2018): Approval of the awarding of the title Professor Emeritus to retired members of the faculty

The Board received background information pertaining to the Senate matters with implications for the Board of Regents arising from the Senate meeting held on April 10, 2018 and approved the awarding of the title of Professor Emeritus to the retired members of the faculty as outlined in the background documentation.

B. Decision of the ad hoc Committee to consider a Complaint

The Board received for information, the decision of the ad hoc Committee to consider a complaint. Board members were advised that at a meeting held on February 2, 2017, the Board of Regents established an ad hoc Committee to consider a complaint regarding a recent decision of the President and Vice-Chancellor to appoint a candidate to a position for which the complainant had applied. At that time, the Board granted the Committee authority to establish its own procedures and to render a decision in this complaint as long as the procedure and the decision were in compliance with all provisions of the MUN Act.

Additionally, the Board requested the ad hoc Committee to provide a written report of its deliberations and decisions to the Board of Regents for information at a future meeting of the Board. In response to this request from the Board, a copy of the Report of the ad hoc Committee to consider the Complaint was provided in the background documentation.

C. Resubmission of the appointment of Student Representative of the Graduate Students' Union

The Board received and reviewed background information pertaining to the resubmission of the appointment of the student representative of the Graduate Students' Union (GSU).

Board members were advised that at a meeting held on December 7, 2017, the Board received a recommendation for the appointment of the student representative of the GSU and agreed to recommend the appointment of Mr. Brandon Ellis as a student member of the Board for a term in accordance with the Memorial University Act. Subsequently, in a letter dated February 21, 2018, the Deputy Minister of the Department of Advanced Education, Skills and Labour advised that since Mr. Ellis had completed his program of studies he was no longer a graduate student at the University and therefore was no longer eligible to sit on the Board. As a result, it was requested that the GSU be contacted to determine how they wish to proceed to fill their vacancy on the Board.

Since that time, the Office of the Board of Regents received an email dated April 24, 2018 from the GSU indicating that they would like to move forward with their nomination of Mr. Brandon Ellis, who has been accepted into a new graduate program of studies, contingent on receiving confirmation of full-time graduate status for spring semester 2018.

Resubmission of the appointment of Student Representative of the Graduate Students' Union (cont'd)

After a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents accept the nomination of Mr. Brandon Ellis as requested by the GSU and provided he is registered as a full-time student and recommend his appointment to the Lieutenant-Governor in Council for a term of office in accordance with the Provisions of the *Memorial University Act*.

D. Appointment of Student Representative of the Grenfell Campus Students' Union

The Board received and reviewed a recommendation from the Grenfell Campus Students' Union (GCSU) for the appointment of Mr. Kryston Munnings as its representative on the Board of Regents.

After a discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents accept the nomination of Mr. Kryston Munnings as requested by the Grenfell Campus Students' Union and that the Board recommend his appointment to the Lieutenant-Governor in Council for a term of office in accordance with the Provisions of the *Memorial University Act*.

**6521. HUMAN RELATIONS COMMITTEE**

A. Voluntary Retirement Program – also on the Finance Committee agenda

This item was considered under the report of the Finance Committee as outlined in the Minute 6519.C. above.

**6522. ANY OTHER BUSINESS**

A. Resignation of Ms. Margarett Leandre

The Chair noted for the information of the Board the resignation of Ms. Margarett Leandre, Grenfell Campus Students' Union representative. The Chair, on behalf of the Board, acknowledged with sincere gratitude the valuable service given by Ms. Leandre to the University during her term on the Board.

B. Date of Next Meeting

The Chair advised that the next regular meeting of the Board of Regents is scheduled to be held on July 5, 2018.

**ADJOURNMENT**

The meeting adjourned at 5:20 p.m.

\_\_\_\_\_  
**CHAIR**

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

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