

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

BOARD OF REGENTS

The regular meeting of the Board of Regents was held on Thursday, September 4, 2014 at 3:00 p.m. in the Junior Common Room, R. Gushue Hall.

PRESENT:

Ms. Iris Petten, Chair
Dr. Gary Kachanoski, President and Vice-Chancellor
Dr. Noreen Golfman, Provost and Vice-President (Academic), Pro Tempore
Chancellor Susan Knight
Ms. Sheila Ashton
Mr. Steve Belanger
Mr. Gilbert Bennett
Ms. Pat Coish-Snow
Ms. Mary Cormier
Ms. Michelle Daye
Mr. Rick Dillon
Ms. Colleen Galgay-Johnston
Ms. Katharine Hickey
Mr. John Hogan
Mr. Jim Keating
Ms. Kim Keating
Mr. Denis Mahoney
Dr. Vinod Patel
Ms. Candace Simms
Ms. Donna Stone
Ms. Eleanor Swanson
Mr. George Tucker
Ms. Tina Scott, Secretary to the Board

APOLOGIES:

Mr. Bill Matthews, Ms. Kathleen Roul, Mr. Tony Roche.

PRESENT BY INVITATION:

Mr. Kent Decker, Vice-President (Administration and Finance), Dr. Richard Marceau, Vice-President (Research), Mr. Glenn Blackwood, Vice-President (Marine Institute), 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.

6125. MEETING CALLED TO ORDER

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

6126. WELCOME TO NEW REGENTS

Ms. Petten extended a very special welcome to the following newly elected MUN Alumni Association representatives noting that their appointment is for a three year term effective September 1, 2014:

Ms. Colleen Galgay-Johnston
Ms. Katharine Hickey
Mr. John Hogan
Mr. Denis Mahoney
Ms. Kim Keating, who has been re-elected to the Board for a further three years
Mr. George Tucker, who has been re-elected to the Board for a further three years.

Ms. Petten also extended a special welcome to Richard Dillon who was appointed by the Lieutenant-Governor-in-Council for a three year term to the Board of Governors at the College of the North Atlantic and to the Board of Regents effective July 9, 2014.

Ms. Petten also welcomed Dr. Noreen Golfman who commenced her position as Provost and Vice-President (Academic), Pro Tempore on September 1, 2014.

6127. APPROVAL OF THE AGENDA

The Board agreed to the following changes to the agenda for the September 4, 2014 meeting:

i) Audit and Risk Committee

Remove from the consent agenda Item 6.2 “Delegation of appointments of Separately Incorporated Entities (SIE) Boards”.

ii) Human Relations Committee

Move to the discussion agenda Item 9.3 “Review of Collective Bargaining Activities”.

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.

6128. MINUTES

The Minutes of the regular meeting of the Board of Regents held on July 3, 2014 were approved by the Board.

6129. CHAIR'S REPORT

A. Meeting of the Executive Committee

The Chair advised that the Executive Committee met on August 5, 2014 and approved the one year extension of appointment of Dr. James Rourke as Dean of the Faculty of Medicine. The Committee also established an ad hoc Committee to consider the appeal of a student regarding the decision of the Provost and Vice-President (Academic) in a case of sexual harassment.

The Executive Committee also met on August 13, 2014 and approved the appointment of Dr. Noreen Golfman as Provost and Vice-President (Academic) Pro Tempore. The Committee also approved the appointment of Dr. Faye Murrin as Dean of the School of Graduate Studies, Pro Tempore.

On August 22, 2014, the Committee met to finalize the agenda for today's meeting.

6130. PRESIDENT'S REPORT

A. President's Update of Activities

Dr. Kachanoski provided the Board with a written summary of his activities and events since the July 2014 Board meeting and he provided the Board more detail and context on many of these activities.

In doing so, Dr. Kachanoski noted the establishment of a Senate Review Committee to review Senate operations and how the Senate relates to the Board.

B. Registration Report for the Fall 2014 Semester

The Board received and reviewed a registration progress report for the Fall 2014 Semester.

C. President's Awards: University Research Professor and the John Lewis Paton Distinguished University Professorship

The Board received and reviewed background information pertaining to the President's Awards "University Research Professor" and "The John Lewis Paton Distinguished University Professorship". Dr. Kachanoski provided an overview of both awards.

President's Awards: University Research Professor and the John Lewis Paton Distinguished University Professorship (cont'd)

University Research Professor

The appointment of University Research Professors honors leading scholars. Candidates have a superior and sustained academic record at the rank of full professor and individuals must have demonstrated a consistently high level of scholarship, including graduate student supervision and other mentoring activities. Research is expected to be international in stature. Up to two University Research Professorships may be awarded annually. The full terms of reference for the award were provided in the background documentation. The President has approved the nominations of Dr. Trevor Bell from the Department of Geography and Dr. Christopher Kovacs from the Faculty of Medicine.

John Lewis Paton Distinguished University Professorship

The John Lewis Paton Distinguished University Professorship, named for the first president of Memorial University College, recognizes faculty who embody the university's mission by demonstrating exceptional teaching, undertaking world-class research and sharing their knowledge and expertise widely.

The award is comprised of the lifetime designation "Distinguished University Professor" and a one-time unrestricted grant (\$20,000) to support future research, teaching and/or public engagement activities at Memorial University. The President has approved the nomination of Dr. John (Sean) Brosnan from the Faculty of Science (Biochemistry).

Dr. Kachanoski noted that the awards will be presented to the incumbents at a ceremony later in the Fall. Other Awards to be presented at that ceremony are:

President's Award for Excellence in Teaching and Graduate Supervision
President's Award for Exemplary Service
President's Award for Outstanding Research
President's Award for Exceptional Community Service

The recipients of the above awards will be determined in the coming weeks. Further background on all the recipients will be available when they are all finalized.

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

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. Belanger and carried that the consent agenda, comprising the resolutions listed in 6131 through 6135 below be approved as follows:

6131. AUDIT AND RISK COMMITTEE

- A. Update on the transition of the Pepsi Centre to the City of Corner Brook and dissolution of Western Sports and Entertainment Inc.

The Board received and reviewed background information pertaining to an update on the transition of the Pepsi Centre to the City of Corner Brook and dissolution of Western Sports and Entertainment Inc. (WSEI).

The Board was advised that in January of this year, there was a joint agreement by Memorial University and the City of Corner Brook to explore a transition of the Pepsi Centre to another management model and early termination of the lease agreement with Memorial University. At its meeting on March 13, 2014, the Board of Regents approved the establishment of a working group with the intention of transferring the governance of the Pepsi Centre to the City of Corner Brook.

After several months of discussions, both parties agreed to a transition Memorandum of Understanding (MOU) that outlined the key areas that needed to be addressed in order to allow a smooth transition of the Pepsi Centre. The core issue that had to be resolved by the City was the governance of the facility and it has now been confirmed it will return to being a City-operated facility. Both parties agreed to work towards a transition date of September 1, 2014. Issues around the transition of staff to the City of Corner Brook, accounts payable and receivable, and contracts and agreements have been reviewed and either have been resolved or are being actioned.

The financial position of WSEI will not be fully determined until the final audited statements are prepared with the wind-up of the SIE. As per the MOU with the City of Corner Brook, the SIE will be responsible for any accumulated operating deficit net of any prior year surpluses. Tentative figures project this deficit amount to be in the range of \$100,000 subject to adjustments for any salary and benefit accruals or accounts receivable write-off. The Vice-Presidents Council will determine the source of funds to cover the WSEI operating deficit following the dissolution of the SIE and the completion of an audit.

Update on the transition of the Pepsi Centre to the City of Corner Brook and dissolution of Western Sports and Entertainment Inc. (cont'd)

Following the transition of the facility to the City of Corner Brook on September 1, 2014, the following steps will be taken to facilitate the dissolution of WSEI:

1. Complete final transactions for WSEI, prepare final financial statements and conclude audit.
2. Engage the Board of WSEI as necessary to initiate wind-up process for the SIE.
3. Prepare and submit legal documents to officially wind-up WSEI.

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

B. Internal Audit Status report for the first quarter of the Fiscal Year 2014-2015

The Board received and reviewed background information pertaining to the Internal Audit Status Report for the first quarter of the Fiscal Year 2014-2015.

The internal audit status report summarizes the status of audit project work completed in the last quarter. The risk ranking associated with each project and any potential pan-university issues identified as a result of audit testing were presented as a means of identifying where leadership oversight is required.

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

C. Update on the implementation of Memorial's Incident Management System

The Board received and reviewed background information pertaining to an update on the implementation of Memorial's "Incident Management System".

At a meeting held earlier in the day, the Audit and Risk Committee received a presentation of the Incident Management System and at that time, the Committee was reminded that Memorial University is committed to fully understanding its risk and providing a safe environment for its students, staff and faculty. The university is currently managing multiple systems and procedures to report and manage incidents related to safety, security and risk across several units on all four campuses. Examples of the incidents and departments/units recording them include:

Update on the implementation of Memorial's Incident Management System (cont'd)

- Security related incidents and investigations through CEP;
- Health and safety incidents through the Department of Health and Safety;
- Residence incidents recorded by Housing, Food and Conference Services; and
- Student code of conduct issues through Student Affairs and Services.

As a result, incident management at the university currently has minimal coordination or collaboration between units and campuses. This creates information management and protection risks and difficulty with analysis and reporting, and effective incident reporting and management is considered essential to proper risk management.

In December 2013, the Vice-Presidents Council approved a project to acquire and implement an incident reporting and management system. Since that time a request for proposals was issued with D3 Security Systems being the successful proponent. Configuration of the system to meet Memorial's needs began in May 2014 and it is anticipated that the system will go live during the fall semester for a selected pilot group consisting of Campus Enforcement and Patrol, Health & Safety, and Housing, Food and Conference Services at the St. John's Campus. The system has been subjected to a privacy compliance review and vulnerability analysis by the university's IT Security team.

Once implemented Memorial's Incident Management System will:

- amalgamate and streamline multiple reporting systems into one data base;
- provide real time access to incident information for designated/approved users;
- drastically enhance incident and risk management capabilities by allowing users to assess, respond, prioritize and report on incidents in a consistent manner;
- provide senior university officials with detailed reports and statistical analysis;
- expedite emergency response capabilities of CEP and the Emergency Operations Centre Group; and
- support the Assessment and Care Protocol team with a centralized database.

The D3 Security System offers Memorial several different modules encompassing dispatch, incident reporting, e-alerts, tasks, officer tracking (Guardtour), case management and statistical analysis. Enhanced features such as integration with the Banner System and TMN System (floor plan data) will ensure accuracy and consistency of reporting.

Update on the implementation of Memorial's Incident Management System (cont'd)

Access to the D3 system will be via a secure login at www.mun.ca/MIMS where users will use their regular "mun.ca" logins. This will facilitate ease of use and make reporting more accessible to the University community. A mobile app will also allow system users to report incidents from the convenience of their mobile device. Once logged into the system, the modules are reflected in an operational dashboard that is able to show dispatches, incidents, tasks and e-alerts that are assigned to the user, or in the case of a supervisor/manager their entire unit. Depending on the user level access and/or permissions assigned to a user type they may see all or some of the modules and recorded information.

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

D. Auditor General (AG) Review of Memorial University – Update

The Board received and reviewed background information pertaining to an update of the Auditor General (AG) Review of Memorial University.

The Auditor General commenced a review of various areas of Memorial's operations during the summer of 2013. The objectives of the review were to determine whether:

- the University is adequately monitoring its financial position and operations; including by Faculty, Program and student;
- compensation and recruitment practices are in accordance with University and Government policies;
- leave and overtime are properly monitored;
- infrastructure assets are adequately monitored;
- travel and hosting expenditures are approved and paid in accordance with University and Government policies.

In May the Administration was provided with a "pre-draft" version of the report for the purposes of correcting any factual errors that it might contain. The report was reviewed by appropriate members of the Administration and corrections were communicated during June and July.

There has not been any communication or follow-up by the AG since the beginning of the summer and an official "Draft Report" has yet to be received.

Upon receipt of the Draft Report, the Administration will prepare responses for review by the Audit and Risk Management Committee prior to submission to the AG. This is expected to occur before the end of the calendar year.

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

E. Ernst and Young Management Letter for 2013/14 Audit and 2014 Audit Results Supplement

The Board received and reviewed background information pertaining to the Ernst and Young Management Letter for 2013/14 Audit and 2014 Audit Results Supplement. It was noted that at a meeting held earlier today, Ms. Lynn Healey, Ernst and Young, presented both documents.

The management letter provided by Ernst and Young is a follow up to the audit of the consolidated accounts of Memorial University for fiscal 2013/14 presented at the July meeting of the Board of Regents. Management responses to the points raised in the letter were included. Also provided in the background documentation was a "2014 Audit Results – Supplement" document that provides the 2014 summary of fees paid by Memorial University to Ernst and Young for various engagements during the fiscal year.

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

6132. CAMPUS PLANNING AND DEVELOPMENT COMMITTEE

A. Update on progress of Capital Projects

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

St. John's Campus

- Residence Renovations
- Newfoundland & Labrador Centre for Interdisciplinary Research in Human Genetics and Faculty of Medicine Building Extension, HSC
- Ocean Sciences Centre - Cold Water Supply
- Aboriginal Centre
- Core Science Facility
- Battery Property
- Clock Tower Modifications

Marine Institute

- Building Expansion to House New Offshore Operations Simulator

Details for the projects listed above were given to the Campus Planning and Development Committee by Ms. Browne, Mr. Decker and Dr. Kachanoski. The Board was informed that projects are on time and on budget unless noted otherwise.

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

6133. FINANCE COMMITTEE

A. Update on the transition of the Pepsi Centre to the City of Corner Brook and dissolution of Western Sports and Entertainment Inc.

The Board received and reviewed background information pertaining to an update on the transition of the Pepsi Centre to the City of Corner Brook and dissolution of Western Sports and Entertainment Inc. (WSEI).

The Board was advised that in January of this year, there was a joint agreement between Memorial University and the City of Corner Brook to explore a transition of the Pepsi Centre to another management model and early termination of the lease agreement with Memorial University. At its meeting on March 13, 2014, the Board of Regents approved the establishment of a working group with the intention of transferring the governance of the Pepsi Centre to the City of Corner Brook.

After several months of discussions, both parties agreed to a transition Memorandum of Understanding (MOU) that outlined the key areas that needed to be addressed in order to allow a smooth transition of the Pepsi Centre. The core issue that had to be resolved by the City was the governance of the facility and it has now been confirmed it will return to being a City-operated facility. Both parties agreed to work towards a transition date of September 1, 2014. Issues around the transition of staff to the City of Corner Brook, accounts payable and receivable, and contracts and agreements have been reviewed and either have been resolved or are being actioned.

The financial position of WSEI will not be fully determined until the final audited statements are prepared with the wind-up of the SIE. As per the MOU with the City of Corner Brook, the SIE will be responsible for any accumulated operating deficit net of any prior year surpluses. Tentative figures project this deficit amount to be in the range of \$100,000 subject to adjustments for any salary and benefit accruals or accounts receivable write-off. The Vice-Presidents Council will determine the source of funds to cover the WSEI operating deficit following the dissolution of the SIE and the completion of an audit.

Following the transition of the facility to the City of Corner Brook on September 1, 2014, the following steps will be taken to facilitate the dissolution of WSEI:

1. Complete final transactions for WSEI, prepare final financial statements and conclude audit.
2. Engage the Board of WSEI as necessary to initiate wind-up process for the SIE.
3. Prepare and submit legal documents to officially wind-up WSEI.

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

6134. HUMAN RELATIONS COMMITTEE

A. Increase in Work Term Student Employment Rates of Pay

The Board received and reviewed background information pertaining to increase work term student employment rates of pay.

Memorial occasionally employs students on work terms from programs at the college and university level. In past practice, a revision to rates of pay for work term students employed by Memorial has been approved and implemented based upon changes in the corresponding rates within the provincial government. The government rates are reflective of the local market, and the government Student Compensation policy allows equality within the various degree and diploma programs by offering the same rate across the faculties for each work term year. Effective April 1, 2014, a rate increase was applied to the Provincial Government Student Compensation Policy and Salary Scale by Treasury Board.

By implementing increased recommended rates of pay, the University's monthly rates of pay for work term and law students hired at Memorial will be consistent with that of the Provincial Government. The current approved Memorial University work term student rates of pay were provided in the background documentation for information purposes.

April 1, 2011 approved work term employment rates (monthly)

Work Term/ Year of Study	Diploma Programs	Degree Programs		
		Undergraduate	Masters	Ph.D
I	1,918.58	2,180.97		
II	2,020.20	2,362.97		
III	2,174.90	2,544.97		
IV	2,331.12	2,726.97		
V	2,485.82	2,908.97		
VI	2,642.03	3,089.45		
Masters			3,115.23	
Ph.D				3,474.68

Recommended April 1, 2014 work term student employment rates (monthly)

Work Term/ Year of Study	Diploma Programs	Degree Programs		
		Undergraduate	Masters	Ph.D
I	1,918.58	2224.95		
II	2061.15	2409.98		
III	2218.88	2596.53		
IV	2378.13	2781.57		
V	2535.87	2966.60		
VI	2695.12	3151.63		
Masters			3178.93	
Ph.D				3542.93

Increase in Work Term Student Employment Rates of Pay (cont'd)

Based upon the utilization of work term students employed during the spring 2014 semester, the projected, annualized increase in cost would be approximately \$15,500 with \$11,200 covered by operating funds over 11 units and the remaining costs to be covered by external funds. Funding associated with the hiring of students is made on a faculty/department basis and is dependent on available/discretionary funding for that period.

After a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the increase to Work Term Student employment rates of pay with an effective date of April 1, 2014 as outlined in the background documentation and as follows:

Work Term/ Year of Study	Diploma Programs	Degree Programs		
		Undergraduate	Masters	Ph.D
I	1,918.58	2224.95		
II	2061.15	2409.98		
III	2218.88	2596.53		
IV	2378.13	2781.57		
V	2535.87	2966.60		
VI	2695.12	3151.63		
Masters			3178.93	
Ph.D				3542.93

B. Update on Collective Bargaining with the Memorial University of Newfoundland Faculty Association

The Board received and reviewed background information pertaining to an update on Collective Bargaining with the Memorial University of Newfoundland Faculty Association.

On May 16, 2014 the University's bargaining team achieved a tentative Collective Agreement with MUNFA which represents approximately 850 faculty, librarians, counselors and co-operative education coordinators at the St. John's Campus, Grenfell Campus (Corner Brook) and the Marine Institute.

Update on Collective Bargaining with the Memorial University of Newfoundland Faculty Association (cont'd)

If ratified, the collective agreement will be in effect from September 1, 2013 to August 31, 2017. With respect to compensation, the agreement is consistent with the Provincial Government public sector template: salary increases of 0 % (September 1, 2013), 0 % (September 1, 2014), 2 % (September 1, 2015) and 3 % (September 1, 2016), and a one-time payment of \$1,400 prorated based on the previous 12 months on September 1, 2014. Further details about the tentative collective agreement will be presented to the Human Relations Committee at a future meeting.

It was noted that the MUNFA Executive has not yet announced the date of the ratification vote for its membership. Subject to a positive ratification vote by MUNFA, the Board of Regents will be asked to ratify the collective agreement.

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

C. 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.

D. Appointments Report

The Board received the Appointments Reports for the St. John's and Grenfell Campuses for actions taken since July 3, 2014 noting that the actions have been taken under delegated authority as provided for in the Terms of Reference for the Human Committee.

(i) Extension of appointment of Dr. Alice Gaudine as Dean Pro Tempore of the School of Nursing

The Board received and agreed to the extension of appointment of Dr. Alice Gaudine as Dean Pro Tempore of the School of Nursing for a four month period effective October 1, 2014 or until a permanent candidate is recruited, whichever occurs first and as outlined in the background documentation.

6135. SENATE MATTERS

A. Senate Matters with implications for the Board of Regents (April 22, 2014)

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 22, 2014 and agreed to the Calendar changes arising from that meeting and as outlined in the background documentation.

DISCUSSION AGENDA

6136. HUMAN RELATIONS COMMITTEE

A. Review of Collective Bargaining Activities

The Board received and reviewed background information pertaining to an update of collective bargaining activities.

Mr. Decker advised Board members that Memorial University works with ten different collective bargaining units. The Department of Human Resources is responsible for relations with staff bargaining units through agreements with five Newfoundland Association of Public Employees (NAPE) locals and one Canadian Union of Public Employees (CUPE) local. The Office of Faculty Relations is responsible for relations with the Memorial University of Newfoundland Faculty Association (MUNFA), the Lecturers Union of Memorial University of Newfoundland (LUMUN) and the Teaching Assistants of Memorial University of Newfoundland (TAUMUN).

As provided in the background documentation, the chart details progress to date on collective bargaining activities with Memorial University's ten bargaining units. Agreements have been signed with six bargaining units with the following noted about the four outstanding collective agreements:

- A tentative agreement has been reached with MUNFA with signing expected in mid-October.
- A tentative collective agreement with TAUMUN was ratified by both parties in May 2014, with signing expected in early-October.
- A tentative collective agreement was reached with the Marine Institute NAPE Local 7850 (Support Staff) on August 26, 2014
- Marine Institute NAPE Local 7405 (Instructors) have not yet commenced bargaining.

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

6137. CAMPUS PLANNING AND DEVELOPMENT COMMITTEE

A. Multi-Year Infrastructure Plan 2014-2020

The Board received and reviewed background information pertaining to the Multi-Year Infrastructure Plan 2014-2020. Ms. Petten then welcomed Ms. Ann Browne, Associate Vice-President (Facilities) to the meeting. Mr. Decker and Ms. Browne then advised Board members that the Multi-Year Infrastructure Plan 2014-2020 has been developed by senior administration with consultation at the leadership levels of the St. John's, Grenfell, and Marine Institute campuses.

Multi-Year Infrastructure Plan 2014-2020 (cont'd)

Drafts have been provided to the Board of Regents at its meetings in March, May and July of this year. There have also been presentations at the Planning and Budget Committee of Senate, and Senate, as well as to officials at the Departments of Advanced Education and Skills, and Transportation and Works.

The intent is that this plan will be reviewed and updated annually and presented to the Board of Regents to outline progress and set annual priorities. Significant changes and additions have taken place in the past few months with the completion of the Enrolment Plan and the Strategic Research Intensity Plan. Work will continue to put in place a process to prioritize the projects that are not yet approved. Projects currently in process were provided in the background documentation.

After a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the "Multi-Year Infrastructure Plan 2014-2020" as a planning document to be updated yearly with individual projects to be approved by the Board, according to Board policy and as outlined in the background documentation.

6138. FINANCE COMMITTEE

- A. Annual Budget submission to the Provincial Government for fiscal years ending March 31, 2016, 2017 and 2018

The Board received and reviewed background information pertaining to the annual budget submission to the Provincial Government for fiscal years ending March 31, 2016, 2017 and 2018.

Mr. Decker advised Board members that in October, the University will be expected to provide Government with its budget submission for the fiscal years ending 2016, 2017, and 2018. It was noted that the University's regular operating and capital budget submission was provided in the background documentation. The submission to Government has been prepared based on the principles outlined at the September 2013 Board Meeting.

Annual Budget submission to the Provincial Government for fiscal years ending March 31, 2016, 2017 and 2018 (cont'd)

The principles are as follows:

- The salary block is maintained whole by the Province (eg. Collective Agreement template increases, pension costs);
- University will hold operating expenditures flat and fund any increases through efficiency reviews;
- Grant in lieu of tuition increase;
- Engineering strategic initiative incremental funding continues;
- Capital maintenance and equipment grants continue;
- University will address Infrastructure deficit by diverting grant in lieu of tuition increases.

Mr. Decker noted that the Faculty of Medicine Submission will be prepared in the traditional format and included in the request to government. A copy of the budget submission was also provided in the background documentation.

After a discussion, the following recommendation was passed:

That the Board of Regents approve the budget submission for the University to the Provincial Government for fiscal years ending March 31, 2016, 2017 and 2018.

6139. AUDIT AND RISK COMMITTEE

A. Student Matters Report for the Winter Semester of 2014 from the Student Matters Steering Committee

The Board received and reviewed background information pertaining to the Student Matters Report for the winter semester 2014 from the Student Matters Steering Committee.

At this point, Ms. Petten welcomed Dr. Cecilia Reynolds, Deputy Provost (Students) and Associate Vice-President (Academic), Undergraduate Studies who presented the "Student Matters Report – Winter 2014".

Board members were advised that the Office of the Provost and Vice-President (Academic) received direction in January 2013 from the President that the Board of Regents receive regular reports from senior administration concerning student matters such as student safety, student performance indicators and student discipline.

Student Matters Report for the Winter Semester of 2014 from the Student Matters Steering Committee (cont'd)

The report, a copy of which was provided in the background documentation, is presented by the Student Matters Steering Committee (as provided in the Terms of Reference) and results from the collection and synthesis of data gathered by departments and units from across Vice-President portfolios. The report presents information on student patterns based on information available in the winter semester, 2014.

It was noted that a draft of this report has been shared with all members of the steering committee and was reviewed by Vice-Presidents Council at its meeting on August 20, 2014.

Mr. Belanger noted that regular updates would be received at the Audit and Risk Committee meetings. Ms. Petten then thanked Dr. Reynolds for presenting the Student Matters Report and she left the meeting.

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

6140. GOVERNANCE COMMITTEE

A. Amendments to the Board of Regents' Policies: "Travel – Regents" and "Travel – Chancellor"

The Board received and reviewed background information pertaining to amendments to the Board of Regents Policies "Travel – Regents" and "Travel – Chancellor".

Ms. Swanson noted that the original of this Policy, which was adopted by the Board in October 2008, has now been revised to align with the University's practices for driving on University business. Effective January 30, 2014, completion of the "Request to Drive on University Business" forms is no longer required for insurance purposes for University employees. In a similar vein, members of the Board of Regents as well as the Chancellor will no longer be required to file a copy of their driver's licenses with the office of the Board of Regents.

In this regard, changes to the Board of Regents Policies "Travel - Regents" and "Travel – Chancellor" are recommended to delete section 12(a)i and 12(a) respectively as provided in the attached documentation.

Amendments to the Board of Regents' Policies: "Travel – Regents" and "Travel – Chancellor" (cont'd)

After a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the amendments to the "Travel – Regents" Policy and the "Travel – Chancellor" Policy, to be effective immediately and as outlined in the background documentation.

6141. MATTERS OF STRATEGIC IMPORTANCE TO THE BOARD

A. Update on the Operations and Budget Review

Ms. Petten welcomed to the meeting Dr. Andy Fisher, Associate Dean in the Faculty of Engineering and Applied Science and Mr. Bruce Gorman, Office of the Vice-President (Administration and Finance) who provided the Board with a presentation entitled "Efficiency Review of Operations and Budget". Dr. Kachanoski thanked Dr. Fisher and Mr. Gorman for their on-going work in the preparation of the presentation which provides an update on the operations and budget review.

Dr. Fisher and Mr. Gorman then provided an overview of the Efficiency Review of Operations and Budget and in doing so, covered the following topics:

- Background
- Goals of the Operation and Budget Review (OBR)
- OBR Structure
- National Context on University Expenditures
- Administrative Services Data Collection
- Memorial Cost Base and Addressable Cost Base within this review
- Administrative Service areas in order of Largest to Smallest in Terms of FTE
- Process for Administrative Services Review
- What constitutes an opportunity
- Efficiency Project Examples
- Academic Services

Following a question and answer period, Ms. Petten on behalf of the Board, thanked Dr. Fisher and Mr. Gorman for their informative presentation (a copy of which is located in the Board files).

6143. PRESENTATION – GRADUATE STUDIES AT MEMORIAL (2011-13)

Dr. Noreen Golfman, Provost and Vice-President (Academic) Pro Tempore, provided the Board with a presentation entitled “Graduate Studies at Memorial – 2011-2013” which included the following topics:

- Key performance indicators (2011 – 2013)
- Emerging challenges
- Priorities for 2014-2015

Following a question and answer period, Ms. Petten, on behalf of the Board, thanked Dr. Golfman for her very informative presentation (a copy of which is located in the Board files).

6144. ANY OTHER BUSINESS

A. Date of Next Meeting

The next regular meeting of the Board of Regents is tentatively scheduled to be held on October 16, 2014.

ADJOURNMENT

The meeting adjourned at 5:50 p.m.

CHAIR

SECRETARY

DATE