

**MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

**BOARD OF REGENTS**

A meeting of the Board of Regents was held on Tuesday, February 1, 2005 at 2:00 p.m. in Grenfell Room A, the Glynmill Inn, Corner Brook

**PRESENT:**

Lorne Wheeler, Chair  
Dr. Georgina Hedges, Vice-Chair  
Dr. Axel Meisen, President and Vice-Chancellor  
Gail Aylward  
Mary Broderick  
Lisa Browne  
Calvin Butt  
Sam Chaulk  
Pat Coish-Snow  
Dr. Wynanne Downer  
Thom Duggan  
Dorothy George  
Ed Kelly  
Dr. Brendan Lewis  
Harvey Short  
Eleanor Bennett, Secretary

**APOLOGIES:** Dr. John Crosbie, Chancellor, Dr. Eddy Campbell, Hayward Blake, Sharon Duggan, Leslie Galway, Earl Ludlow, Gary Peddle, Joan Pinsent, Dave Porter, Andrea Quinlan, Darlene Russell and Roxana Vernescu.

**PRESENT BY INVITATION:** Dr. Michael Collins was attending in place of Dr. Eddy Campbell, Vice-President (Academic), Kent Decker, Vice-President (Administration and Finance), and Brian Colbourne, Director of Financial and Administrative Services.

**1. MINUTES**

The Minutes of the Board of Regents meeting held on December 9, 2004, copies of which were circulated prior to the meeting, were approved by the Board.

The Minutes of the meetings of the Executive Committee of the Board of Regents held on December 24, 2004 and January 10, 2005, copies of which were circulated prior to the meeting, were approved by the Board.

**2. CHAIR'S REMARKS**

1. Welcome to New Regents

Mr. Wheeler welcomed to the meeting Ms. Broderick, Ms. Coish-Snow, and Dr. Downer who were attending their first meeting since being appointed to the Board effective January 12, 2005. He advised the Board that the Minister of Education had announced the appointment of five new Regents. Gary Peddle and Thom Duggan had also been appointed to the Board but were unable to attend this meeting. Ms. Broderick, Ms. Coish-Snow, and Dr. Downer had been appointed by the Lieutenant-Governor in Council. Mr. Peddle will serve as a MUN alumni member and Mr. Duggan as the student representative.

## 2. Committee Restructuring

Mr. Wheeler requested new members to advise the Secretary of their preference for Board committees. He also requested current members to advise if they wished to change committees or remain on the same one. He also advised that he will be reviewing the terms of reference of some of the committees of the Board with a view to bringing them up-to-date.

## 3. Bill 39 - Transparency and Accountability Act

The Board was advised that the President and the Chair met with the Ministers of Education and Finance and their officials to discuss Bill 39 and its implications for the University, in particular with respect to maintaining the autonomy of the University. Mr. Wheeler advised that the University was subsequently successful in achieving a number of amendments to the Bill which addressed the University's concerns with respect to autonomy.

### **3. PRESIDENT'S UPDATE**

#### 1. Activity Report

Dr. Meisen reported on the following activities since the last Board meeting:

- |         |   |
|---------|---|
| Dec. 20 | He attended a meeting with Mr. Mike Savage, MP and Chair of the Committee on Post Secondary Education, and Mr. Peter Halpin, Executive Director of the Association of Atlantic Universities, regarding a successor program to the Atlantic Innovation Fund and infrastructure support for universities in Atlantic Canada. All four Atlantic provinces are supporting the request for infrastructure funding. |
| Jan. 5  | He met with Minister Tom Hedderson for an informal discussion about the University.   |
| Jan. 10 | He hosted a luncheon meeting with Mr. Bill Lundrigan who is the Executive Director of the Greater Corner Brook Board  |

of Trade.

He was interviewed by members of the Media in Corner Brook.

He met with Ms. Priscilla Butcher, Mayor of Corner Brook and Ms. Jacqueline Chow, Director of Corporate Services and Acting CAO, with the City of Corner Brook.

He met with Dr. John Ashton, Principal of Sir Wilfred Grenfell College, and his senior administrative team regarding SWGC matters.

Jan 20 - 26 He held meetings with representatives of the Waterford Institute of Technology regarding expansion of collaboration on Newfoundland Studies and business development. A new Coracle Fellowship and the Roundtable Program were also announced.

He held meetings with University College Cork (UCC), the Irish Naval Service and Marine Institute regarding large collaborative projects.

Jan 27 - 28 He attended the meeting of the Board of Trustees of Harlow Campus, with special focus on financial and organizational matters. He also met with Memorial University faculty and students currently on the Harlow campus.

## 2. Atlantic Computing Excellence Network (ACENet)

Dr. Meisen reported that a consortium of Atlantic universities: (Memorial University (the lead University), Acadia, Dalhousie, St. Mary's, St. Francis Xavier, UNB, UPEI) had been awarded \$25 million funding for the Atlantic Computing Excellence Network (ACENet). He noted that this is the largest award ever made by the Canada Foundation for Innovation in Atlantic Canada.

## 3. Harlow Campus Matters

Dr. Collins provided the Board with an update on Harlow Campus matters. He reported that an Oversight Committee has been established which will provide monthly reports on the financial situation at Harlow, and a new financial manager has been hired. He also reported that the Director of the Harlow Campus had submitted her resignation and a replacement has been sought.

Mr. Short requested an update of the Harlow financial situation for the next Finance Committee meeting on March 24<sup>th</sup>.

#### 4. Post- Secondary Education in Central Newfoundland

The Board received and reviewed a report entitled "Improving Access to Post-Secondary Education in Central Newfoundland: A 2004 Assessment", which was prepared for the Central Newfoundland University Committee Inc. The Board was advised that several interested parties, including the federal, provincial and local municipal governments, commissioned the study recently to assess Post-Secondary Education needs in Central Newfoundland. Dr. Collins provided further background to the report which contained three recommendations. The Board was advised that the University will await the report on the White Paper and will also continue to find ways for Memorial to enhance its activities in Central Newfoundland.

#### 5. Winter Semester 2005 Registration Report

The Board received and reviewed a final report on registration for the Winter Semester 2005, which included a comparison of enrolments for the Winter Semester 2003-2005. The data showed an overall decrease in undergraduate enrolment of 0.3% this semester over the Winter Semester 2004. Graduate enrolment is up by 8.4%. The data provided course registrations by subject for undergraduate courses for the St. John's campus, Sir Wilfred Grenfell College, and Distance Education. Compared to the end of the registration period in the Winter Semester 2004, the reports revealed a 1.4% increase for the St. John's campus, a 0.8% decrease for Sir Wilfred Grenfell College, and a 6.0% decrease for Distance Education, with an overall increase of 0.5% in course registrations.

#### 6. Development of New Strategic Framework

The Board received and reviewed background information pertaining to a plan for the development of a new strategic framework for Memorial University. They were advised that after extensive consultations and discussion, the University adopted a "Strategic Framework" in 1999. The objectives identified in the Framework have been largely achieved and it is therefore timely to develop a new Strategic Framework for the University.

#### 7. Appointment to the MUN Botanical Garden Board

The Board received and reviewed background information pertaining to a recommendation for the appointment of Mr. Karl Green to the Board of Directors of the MUN Botanical Garden.

After discussion the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the appointment of Mr. Karl Green to the Board of Directors of the MUN Botanical Garden, for a term effective immediately and ending on October 31, 2007.

#### 8. Appointment to the Newfoundland Quarterly Foundation Board

The Board received and reviewed background information pertaining to a recommendation for the appointment of Dr. James Hiller to the Newfoundland Quarterly Foundation Board of Directors.

After discussion, the following resolution was passed:

##### **RESOLVED:**

That the Board of Regents approve the appointment of Dr. James Hiller to the Board of Directors of the Newfoundland Quarterly Foundation, for a term effective immediately and ending on December 31, 2005.

#### 9. Creation of the Captain Robert A. Bartlett Professorship in Oceanography

The Board received and reviewed background information pertaining to a proposal for the creation of the Captain Robert A. Bartlett Professorship in Oceanography. The Board was advised that this Professorship is in recognition of Captain Bartlett's contributions to exploration and study of the marine environment of the Northwest Atlantic and the Arctic and will be bestowed on a faculty member working in oceanography. The Dean of Science will be charged with the responsibility of selecting the recipient. This Professorship will be a non-stipendiary appointment.

After discussion, the following resolution was passed:

##### **RESOLVED:**

That the Board of Regents approve the creation of the "Captain Robert A. Bartlett Professorship in Oceanography" as outlined in the accompanying proposal.

#### **4. MI VISION 2020 PRESENTATION**

The Chair welcomed to the meeting, Mr. Leslie O'Reilly, Executive Director of the Marine Institute, Mr. Kevin Clarke, Director of Corporate Services and External Affairs, along with Ms. Kim Thornhill, Educational Marketing Coordinator, and Mr. Alistair Struthers, Centre for Aquaculture and Seafood Development, who together provided the Board with a presentation on "MI Vision 2020."

The Board was advised that over the past nine months the Marine Institute had undertaken a visioning exercise to provide a basis for its strategic plan and goals up to the year 2020. The findings of extensive consultations with internal and external stakeholders in the marine industry have give essence to the development of the Vision.

Following the presentation and a question and answer session, Mr. Wheeler thanked the members of the Marine Institute for their very informative presentation, and they left the meeting.

## **5. EXECUTIVE COMPENSATION COMMITTEE MATTERS**

A copy of the minutes of a meeting of the joint Executive and Executive Compensation Committees held on January 14, 2005 was presented by Mr. Wheeler and approved by the Board.

The Board was advised that pursuant to the resolution of the Board of Regents on December 9, 2004 for the Executive Compensation Committee (ECC) to conduct a study of Executive Compensation at the University, the ECC approved the Terms of Reference for the review of the Executive Compensation at the University. The ECC also directed the Administration of the University to issue a Call for Proposals to Study the Executive Compensation at the University, based on the agreed selection criteria, with the awarding of the contract to be made by the ECC. The Board was advised that the report should be received by the ECC no later than May 31, 2005.

## **6. FINANCE COMMITTEE**

A copy of the minutes of the Finance Committee meeting held on February 1, 2005, copies of which were circulated at the meeting, was presented by Mr. Short, Chair of the Committee, and approved by the Board.

The following resolutions were passed with respect to items requiring specific approval of the Board:

### **Item A - Revised Budget Submission to Government for FY 2005-06**

The Board received and reviewed a summary of the revised budget submission to the Provincial Government for the fiscal year 2005-06. This document was presented for information and discussion purposes.

### **Item B - Financial Report Update for FY 2004-05**

The Board received and reviewed an update of the forecasted financial results for the fiscal year ending March 31, 2005, which was presented by Mr. Colbourne for information. A balanced budget was anticipated for year end.

The Board was advised of the upgrade to the University's Banner Finance system which was recently completed.

#### Item C - Revised Policy and Procedures on the Indirect Costs of Contract Research

The Board received and reviewed the revised policy and procedures on the indirect costs of contract research. The Board was advised that the revised policy is intended to replace the existing Policy and Procedures for Dealing with Overhead on Research Contracts developed by the President and Vice-Presidents in December 1985. The review of the 1985 document was prompted by Section 3.0 of the Strategic Framework identifying the need for a policy assuring researchers that a portion of funds designated to cover indirect costs and received from sponsors of research contracts would support their research directly. An ad hoc committee was established by the Vice-President (Research) to undertake this review and to give consideration to changes that would permit this assurance. This included a survey of the policies and procedures in place at other universities, and some comparative analysis of the existing and proposed policies at Memorial University. The main revisions to the policy and procedures are as follows:

- Indirect costs will be charged at the rate of 40% of total direct costs (previously indirect costs were charged at the rate of 65% on labour costs only).
- Some variances have been introduced at the rate at which indirect costs will be charged on support for students postdoctoral fellows, equipment, and external subcontracts.
- The distribution formula has been adjusted to include a portion (10% of funds received in payment of indirect costs) to faculty member(s) carrying out the research, with corresponding adjustments in the percentage allocated to the Office of Vice-President (Research), the Office of the Dean or Director, and the Office of the Head in which the research is performed. In accordance with Revenue Canada, this portion will be administered under the University's Policy on Research Pools.

After discussion, the following resolution was passed:

#### **RESOLVED:**

That the Board of Regents approve the revised policy and procedures on the indirect costs of contract research.

#### Item D - Clarification of MUNSU Fee Increase

The Board was reminded that at its December 9, 2004 meeting, it

approved a recommendation from the Council of the Memorial University of Newfoundland Students' Union (MUNSU) for an increase in the MUNSU membership fee, effective January 1, 2005. The information transmitted by MUNSU to the Administration was incorrect with respect to the fee increase for part-time students. It indicated that the fee would increase by \$12.50 instead of the intended \$10 increase. Upon the correct information being provided by MUNSU prior to fees collection, the proper fee increase of \$10 was collected.

The following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the corrected MUNSU membership fee increase for the term commencing January 2005.

**Item E - Increase in MISU Health Insurance Fee**

The Board received and reviewed background information pertaining to a recommendation for an increase in the Marine Institute Students' Union (MISU) health coverage and union fees. The Board was advised that in November 2004, under the terms and conditions of MISU constitution, a referendum was held asking MI students whether or not they were willing to support a fee increase to cover the cost of increased premiums for 100% drug coverage; a fee increase to cover the cost of 80% drug coverage, or a fee increase to support 70% drug coverage. In addition, MI students were asked to support an increase to the MISU student union fees in accordance with the Consumer Price Index. Out of 655 eligible MI students, 55 voted. Forty-two of these students supported a fee increase to cover the cost of increased fee premiums for 100% coverage for prescription drug coverage. They also supported an annual increase in the MISU student union fee in accordance with the Consumer Price Index.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve an increase in the premium rate for the Marine Institute Students' Union (MISU) Health Plan Coverage for full-time and part-time students to \$15.72 per semester for single coverage, and \$27.48 per semester for family coverage, effective September 1, 2005.

Further that the Board approve a recommendation that the MISU fee be increased annually in accordance with the Consumer Price Index. Effective September 1, 2005, the MISU fee is to be increased from \$25 to \$26.88 per

semester.

Item F - Amendment to Existing Pay Range - SWGC Casuals

The Board received and reviewed background information pertaining to a recommendation to amend the existing pay range for casual employees in Recreation and Aquatic Safety, Community Education and College Relations Division, Sir Wilfred Grenfell College. The adjustments recommended will revise the minimum of the University's pay range to coincide with the changes in the provincial minimum wage recently announced by the Provincial Government. Any additional costs incurred by this change will be recovered through program revenue and an adjustment of program fees charged to clients.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve an amendment to the existing pay range for casual employees in the Recreation and Aquatic Safety, Community Education and College Relations Division at Sir Wilfred Grenfell College to coincide with the changes in the provincial minimum wage as follows:

<b><u>Effective Date</u></b>	<b><u>New Range</u></b>
June 1, 2005	\$6.75 to \$20 per hour
January 1, 2006	\$7 to \$20 per hour
June 1, 2006	\$7.25 to \$20 per hour
January 1, 2007	\$7.50 to \$20 per hour

Item G - Amendment to Existing Rates of Pay - Student Employees

The Board received and reviewed background information pertaining to an amendment to the University's rates of pay for student employees. The Board was advised that the University's rates of pay for various categories of student employees have maintained an historical relationship with the provincial minimum wage. The provincial government recently announced adjustments to the minimum wage to take effect in 2005, 2006 and 2007. The recommended adjustments will maintain the differentials the University has historically maintained for its student employees. The approximate incremental cost of these adjustments will be \$100,000 per year and it is expected that costs related to student employment will be absorbed within available departmental budgets.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve an amendment to the University's rates of pay for student employees as a result of the increase in the provincial minimum wage rate in accordance with the schedule outlined below:

Student Group	Hourly Rate				
	Current	Jun 1/05	Jan 1/06	Jun 1/06	Jan 1/07
Students employed in academically related or non-academic capacities in an academic semester or off semester. These increases will maintain the current differential between Memorial rates and the provincial government minimum wage.	\$6.50	\$6.75	\$7.00	\$7.25	\$7.50
Students employed as Lab Demonstrators, Markers, IT Consultants, Student Supervisors, Terminal Assistants, Writing Centre Tutors. These increases maintain the existing differential between the base student employment rate and this more advanced level.	\$8.50	\$8.75	\$9.00	\$9.25	\$9.50
MUCEP students	\$6.50	\$6.75	\$7.00	\$7.25	\$7.50

Item H - Staff Changes

The Board received and reviewed background information pertaining to a recommendation for three positions at Sir Wilfred Grenfell College to be converted from contractual to permanent status. These changes will not result in any additional costs. The positions continue to be funded from the College's existing budget.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the following positions at Sir Wilfred Grenfell College be converted from sessional to permanent status:

Cashier Clerk  
 Instructional Assistant  
 Instructional Assistant

Item I - Review of the University's Financial Statements by the Provincial Auditor General

The Board received and reviewed background information pertaining to the review of the University's financial statements by the Provincial Auditor General. They were advised that in the latter part of 2004 the University received notification that the Auditor General intended to conduct a review of the financial statements of the University prepared by Ernst & Young. Subsequently, the Auditor General gave notice that he would conduct a review of the University. The scope of the Audit was agreed to between the Auditor General and the University and is set out in correspondence dated December 13, 2004 from the President to the Auditor General. It is important to note that the Auditor General will conduct a Legislative Audit, fully respecting the autonomy and academic freedom of the University. Mr. Colbourne informed the Board that the Auditor General has agreed to do a presentation to the Audit Committee of the Board of Regents.

## **7. UPDATE ON LABOUR RELATIONS AND LEGAL ISSUES**

### 1. Application by TAUMUN for Certification

The Board received and reviewed background information pertaining to the application by the Teaching Assistants of Memorial University of Newfoundland (TAUMUN) for certification. Dr. Meisen and Mr. Decker elaborated further on the material which was provided to the Board for their information.

### 2. CAUT Inquiry

Dr. Meisen provided information pertaining to the matter of an inquiry committee established by the Canadian Association of University Teachers (CAUT) to examine allegations of violations of academic freedom and faculty rights in the Faculty of Medicine and in its affiliated health care institutions.

## **8. CAMPUS PLANNING AND DEVELOPMENT COMMITTEE**

The Board received a report of the Campus Planning and Development Committee meeting held on February 1, 2005, which was presented by Mr. Kelly, Chair of the Committee. The Board received and reviewed background information pertaining to the following items:

### 1. Capital Projects Update

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

- Inco Innovation Centre
- School of Music Expansion
- Energy Master Plan
- Engineering Planning Work

- Aquarena Roof

## 2. Naming of the Landmark Graphics Visualization Laboratory

The Board received and reviewed background information pertaining to a recommendation for the naming of the Landmark Graphics Visualization Laboratory. The Board was advised that in March 2004, the University received a generous donation of a software grant of over \$18 million from Landmark Graphics Corporation. The software will enable establishment of a state of the art visualization laboratory to be located at ER4031 in the Alexander Murray Building. The official opening of the visualization laboratory is scheduled for February 27, 2005. Consistent with the University's Naming Opportunities Policy it was proposed that the visualization centre be named the "Landmark Graphics Visualization Laboratory".

After discussion, the following resolution was passed:

### **RESOLVED:**

That the Board of Regents approve the naming of the Landmark Graphics Visualization Laboratory.

## **9. APPOINTMENTS COMMITTEE**

The Board received and reviewed a report of the Appointments Committee meeting held on February 1, 2005, along with an addendum, which was presented by Ms. Aylward, Chair of the Committee, and approved by the Board.

## **10. SEPARATELY INCORPORATED ENTITIES COMMITTEE**

A copy of the minutes of the Separately Incorporated Entities (SIE) Committee meeting held on January 21, 2005 were presented by Dr. Hedges, Chair of the Committee, and approved by the Board.

Dr. Hedges requested that the terms of reference of the Committee be amended to increase the membership of the Committee by another member. She explained that from time to time there had been difficulty with the committee reaching a quorum, and increasing the membership of the committee by one should alleviate this problem. The Board concurred with this request.

## **11. SENATE MEETINGS**

### 1. Matters Arising from Minutes of December 14, 2004 Meeting

The Board received and reviewed a copy of the minutes of the Senate meeting held on December 14, 2004. Approval was given to the

following items requiring Board approval under Section 56(h) (course of study) and 56(s) (making or altering a rule or regulation) of the Act:

- Item 41 Report of the Senate Committee on Undergraduate Studies (No. 41.1 to 41.3)
- Item 42 Report of the Academic Council of the School of Graduate Studies (No. 42.1 and 42.2)
- Item 45 Report of the Senate Committee on Undergraduate Studies (No. 45.1)
- Item 46 Report of the Academic Council of the School of Graduate Studies (No. 46.1)

## 2. Matters Arising from Minutes of January 11, 2005 Meeting

The Board received and reviewed a copy of the minutes of the Senate meeting held on January 11, 2005. Approval was given to the following items requiring Board approval under Section 56(h) (course of study) and 56(s) (making or altering a rule or regulation) of the Act:

- Item 55 Report of the Senate Committee on Undergraduate Studies (No.55.1)
- Item 56 Report of the Academic Council of the School of Graduate Studies (No. 56.1 to 56.4)
- Item 58 Report of the Academic Council of the School of Graduate Studies (No. 58.1 to 58.3)

## **12. CORRESPONDENCE**

The Board received a card of thanks from Dr. Hedges who was presented with a certificate of appreciation and gifts at the December 9<sup>th</sup> 2004 Board dinner for her contribution to the University as Acting Chair from September 2003 to October 2004.

## **13. OTHER BUSINESS**

### 1. Summer Retreat

The Board discussed a location for the summer retreat and agreed that Happy Valley-Goose Bay would be a suitable site. The July date may not be suitable in which case it will be changed to September.

## **ADJOURNMENT AND MEETING RECONVENED**

The meeting adjourned at 4:50 p.m. and reconvened at 9:00 a.m. on

February 2, 2005 in Grenfell Room A of the Glynmill Inn. In attendance were those Regents from the previous day with the exception of Thom Duggan.

#### **14. SIR WILFRED GRENFELL COLLEGE MATTERS**

The Board welcomed to the meeting members from Sir Wilfred Grenfell College: Dr. John Ashton, Principal, Dr. Holly Pike, Vice-Principal, Dr. Wade Bowers, Vice-President (Research), and Mr. Dennis Waterman, Director of Administration.

The Board received an information package containing background information pertaining to the following Sir Wilfred Grenfell College matters:

- Name
- Budget Status
- Faculty Recruitment
- Recruitment Summary - Fall 2004
- Infrastructure Issues and Acquisition of the RecPlex

Following a question and answer session, the Chair, on behalf of the Board, thanked Dr. Ashton and his colleagues for the informative presentation. He noted that this background information will assist the Board in making future decisions. The President indicated that these decisions would be facilitated by a comprehensive plan that will include the issues previously addressed by Dr Ashton.

#### **ADJOURNMENT**

The meeting adjourned at 12 noon.