

**MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

**BOARD OF REGENTS**

The regular meeting of the Board of Regents was held on Thursday, February 7, 2008 in the Board Room of the University, Room A-2029, at 2:00 p.m.

**PRESENT:**

Mr. Earl Ludlow, Acting Chair  
Mr. John Crosbie, Chancellor  
Dr. Eddy Campbell, Acting President  
Dr. Michael Collins, Acting Vice-President (Academic)  
Ms. Mary Broderick (observer)  
Ms. Gaylene Buckle  
Ms. Ruth Canning  
Ms. Pat Coish-Snow  
Mr. Brian Dalton  
Ms. Deanne Fleet  
Mr. Martin Gould  
Mr. Jim Igloliorte  
Mr. Jim Keating  
Ms. Jeannette Lundrigan  
Ms. Meghan Mitchell  
Mr. Darek Moreau  
Dr. Vinod Patel  
Mr. Tony Roche  
Ms. Rosellen Sullivan  
Ms. Eleanor Swanson  
Ms. Kathie Thoms  
Ms. Sherina Wall  
Ms. Eleanor Bennett, Secretary

**APOLOGIES:** Mr. Gil Dalton, Chair, Mr. Douglas Moores, Ms. Judy White, and Mr. Stephen Winsor.

**PRESENT BY INVITATION:**

Mr. Kent Decker, Vice-President (Administration and Finance) and Dr. Chris Loomis, Vice-President (Research).

(Note: The term of appointment of Ms. Mary Broderick expired on January 12, 2007. In anticipation of her being reappointed by Government she was invited to attend the meeting as an observer.)

**1. ABSENCE OF A CHAIR**

Due to the absence of Mr. Gil Dalton, Chair of the Board of Regents, and the expiration of the term of Ms. Mary Broderick, Vice-Chair of the Board, the Acting President called the meeting to order.

The Board was reminded that section 23 of the *Memorial University Act* states: "In the event of the disability or absence from the province of the chairperson or vice-chairperson, the board may appoint one of the members of the board to be acting chairperson during that disability or absence."

In accordance with the *Act*, an election was held to appoint one of the members of the Board to be Acting Chair. Mr. Earl Ludlow was nominated and appointed Acting Chair.

**2. MEETING CALLED TO ORDER**

The meeting was called to order at 2:00 p.m. by Mr. Ludlow, Acting Chair.

**3. APPROVAL OF THE AGENDA**

The agenda for the meeting was approved as amended.

**4. MINUTES**

The Minutes of the regular meeting of the Board of Regents held on December 6, 2007, a copy of which was circulated, were approved by the Board.

**5. ACTING CHAIR'S REPORT**

**1. Change in Dates for March and May 2008 Board Meetings**

The Board was advised of the change in dates for the March and May 2008 Board meetings. The date of the March meeting will be changed from Thursday, March 20<sup>th</sup> to Tuesday, March 25<sup>th</sup>, and will be held in Corner Brook as scheduled.

Because of a change in the Spring Convocation schedule to a four day event, the date of the May 2008 Board meeting will be changed from Tuesday, May 27<sup>th</sup> to Monday, May 26<sup>th</sup>, to coincide with Convocation.

**2. Update on Presidential Search**

Mr. Ludlow advised the Board that the search process is continuing and a further meeting of the committee is scheduled for next week.

3. Interim Statement on the Stakeholders Advisory Committee on the Implementation of the Kelly-Davies Report

The Board received and reviewed an interim statement on the progress of the Stakeholders Advisory Committee on the Implementation of the Kelly-Davies Report, dated January 18, 2008, which was presented for information by Dr. Campbell.

4. Report of the Ad Hoc Committee of Senate on the Future Structure, Duties and Powers and all related matters concerning the Senate(s) of Memorial University of Newfoundland

The Board received and reviewed the Report of the Ad Hoc Committee of Senate. The Board was advised that the Report was accepted in principle by Senate on January 22, 2008 and was conveyed to the Board for its consideration.

It was noted that a key assumption of the report is that following the outcome of deliberations by the Stakeholder Advisory Committee on the Implementation of the Kelly-Davies Report, two institutions will be constituted as universities within Memorial University having their own individual senates and reporting to a single Board of Regents. The Report has implications for the Board of Regents in that the Senate is asking the Board to use the principles articulated in the report as a basis for recommending the constitutions of two new Senates of Memorial University.

After a lengthy discussion, the Board passed the following resolution:

**RESOLVED:**

That the Board of Regents convey its sincere thanks to the members of the Senate Ad Hoc Committee for their careful work in the preparation of this report.

That the Board convey the Report of the Senate Ad Hoc Committee to the Stakeholder Advisory Committee on the Implementation of the Kelly-Davies Report.

That the Board request Senate to consider writing a similar report allowing for the operation of two Senates with two Boards of Regents. Further, the Board requested, in the event that Senate is prepared to provide such a report to

the Board, that it be available before the end of February to address the tight timelines set by Government for the work of the Stakeholders Advisory Committee.

## **6. PRESIDENT'S REPORT**

### 1. Activity Report

Dr. Campbell advised the Board of a number of activities in which he was involved and a number of events which he had attended since January 1, 2008 when he assumed the role of Acting President.

### 2. Registration Report for Winter Semester 2008

The Board received and reviewed data regarding the Registration for the winter semester, 2008, which commenced on November 7, 2007. The Board was advised that as of January 21, 2008, there was an overall enrolment decrease of 1.7% over the winter semester 2007 for undergraduate registrations. The data provided further comparative information on enrolment by campus, and subject area. The decreased enrolments have resulted in lower tuition revenues as provided in submission 6(a). The Board will receive a further update at its March 2008 meeting.

The Board was advised that Graduate registration for the winter 2008 semester commenced on November 30, 2007, and as of January 21, 2008, showed no change over the winter 2007 semester. The data provided further comparative information on enrolment by status (part-time and full-time) and course.

### 3. Transfer of the CCMC to the Marine Institute

The Board received and reviewed background information pertaining to the transfer of the Canadian Centre for Marine Communications (CCMC) to the Marine Institute.

The Board was reminded that at its December 14<sup>th</sup>, 2006 meeting, it authorized the Executive Director of the Marine Institute to:

1. Prepare a proposal, in collaboration with the Chair of the Board of Regents, SIE Committee and CCMC's Board Chair, to transfer CCMC ownership to the University; and
2. Develop a management and financial plan for integrating CCMC's resources into the School of Ocean Technology.

The Board was advised that the work has been completed as follows:

Transfer of CCMC Ownership

Management Plan

Financial Plan

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approves the transfer of the Canadian Centre for Marine Communications to the Marine Institute as follows:

1. The shares of the Canadian Centre for Marine Communications be transferred to the University.
2. The Canadian Centre for Marine Communications human resources, physical and financial assets, projects and intellectual property be transferred to the Marine Institute.
3. The financial plan as outlined in the background paper be approved.

4. Appointment to the Board of Directors of MURC

The Board received and reviewed background information pertaining to the appointment of Mr. Phil Kirby to the Board of Directors of the Memorial University Recreation Complex, for a three-year term, commencing February 7, 2008. Mr. Kirby replaces Mr. Peter Morris, whose term expired.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approves the appointment of Mr. Phil Kirby as a Director of the Memorial University of Newfoundland Recreation Complex, for a three-year term, effective February 7, 2008.

**7. FINANCE COMMITTEE MEETING**

The Minutes of the Finance Committee meeting held on February 7, 2008,

a copy of which was circulated, were presented by Ms. Coish-Snow, Chair of the Committee, and approved by the Board.

On the recommendation of the Finance Committee, the following resolutions were passed with respect to the items requiring specific approval of the Board:

Item A - Update on the University's 2007-08 Financial Position

The Board received and reviewed a mid-year update on the University's 2007-08 financial position.

The Board was reminded that at its meeting on May 24, 2007, it approved the budget estimates for the fiscal year 2007-08, based on a projected balanced budget.

A further update will be provided to the Board at their March 25, 2008 meeting.

Item B - Establishment of Special Fees for B.Ed (I/S) Program at Dalhousie University

The Board received and reviewed background information pertaining to the establishment of special fees for B.Ed Intermediate/Secondary (I/S) Program at Dalhousie University.

The Board was advised that the offering of the B.Ed (I/S) at Cape Breton University has been successful in (1) attracting a large eligible pool of candidates; (2) offering a high quality program; and (3) creating revenue for the Faculty of Education.

The rationale for charging a total fee of \$15,680 to offer Memorial's B.Ed (I/S) at Dalhousie was outlined.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approves the establishment of a special program fee of \$15,680 for the offering of Memorial's B.Ed. Intermediate/Secondary (I/S) program at Dalhousie University, commencing May 2008.

The fee is broken down as follows:

- \$5,100/tuition;
- \$80/application to Memorial if from outside NL;

- \$10,500 (\$2,625 per semester for 4 semesters).

Item C - New Canadian Institute of Chartered Accountants Accounting Standards for Financial Instruments

The Board received and reviewed background information pertaining to this item.

The Board was advised that in 2006, the Canadian Institute of Chartered Accountants (CICA) developed new accounting standards regarding accounting for financial instruments to ensure that organizations were transparent in their financial statements. Essentially, the standards now require all financial assets, liabilities and equity to be recorded at fair market value rather than historical cost.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approves the "Held for Trading" option in the New Canadian Institute of Chartered Accountants Standards for Financial Instruments, resulting in recording investments in the financial statements at market value.

Item D - Establishment of Position of Associate Director- Human Kinetics and Recreation

The Board received and reviewed background information including the rationale pertaining to the establishment of the position of Associate Director in the School of Human Kinetics and Recreation.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approves the establishment of the position of Associate Director, Graduate Studies and Research, in the School of Human Kinetics and Recreation, and the reconfiguration of the existing Associate Director position as Associate Director, Undergraduate Studies, School of Human Kinetics and Recreation.

Item E - Establishment of Permanent Positions

The Board received and reviewed background information including the rationale for the establishment of a number of permanent positions.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approves the establishment of the following permanent positions:

Department of Biochemistry

BCH-024 - Academic Program Officer

Department of Facilities Management

UWA-045 - University Diving Officer

UWA-046 - Clerk of the Works

UWA-047 - Clerk of the Works

Faculty of Engineering and Applied Science

EAS-047 - Laboratory Instructor

Ms. Buckle left the meeting at 4:30 p.m.

**8. AUDIT AND RISK MANAGEMENT COMMITTEE MEETING**

A summary of the meeting of the Audit and Risk Management Committee meeting on was presented by Ms. Swanson, Vice-Chair of the Committee, and approved by the Board.

1. Internal Audit Status Report

The Board received and reviewed background information pertaining to this item.

The Board was advised that the current Internal Audit Plan for the University was approved by the Board at its meeting held on May 21, 2006. The firm of Grant Thornton LLP as been retained to carry out the 10 internal audit projects which were to be administered as part of the Internal Audit Plan.

The Internal Audit Status Report provided the Board with a summary of the results and an update on the current status of each internal audit project.



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

## 2. Audit Plan of Ernst & Young

The Board received and reviewed the proposed plan to audit the Annual Financial Statements for 2007 - 08. This plan outlines the process to be undertaken by Ernst and Young LLP, with respect to the external audit of all Memorial University of Newfoundland accounts, including the Pension Plan and each related not-for-profit organization.

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

## **9. APPOINTMENTS COMMITTEE MEETING**

The Board received and reviewed Reports of Action taken by the Appointments Committee at its meetings on January 15, 2008 and February 7, 2008, along with an addendum, which were presented by Ms. Lundrigan, Vice-Chair of the Committee, and approved by the Board.

After discussion, the following resolution was passed with respect to the appointments requiring specific approval of the Board:

### **RESOLVED:**

That the Board of Regents approves the appointment of Dr. Ray Gosine as Acting Associate Vice-President (Research) for the period commencing March 1, 2008 and ending February 28, 2009.

## **10. CAMPUS PLANNING AND DEVELOPMENT COMMITTEE MEETING**

The Minutes of the Campus Planning and Development Committee meeting held on December 6, 2007, were presented by Chair of the Committee, and accepted by the Board.

The Board received and reviewed a summary report of the following capital projects which are underway or being planned:

### St. John's Campus

- Energy Performance Contract
- Faculty of Arts Offices Relocation/VP Academic Office Relocation
- New Residence
- Residence Renovations

Marine Institute

- Holyrood Marine Base

Sir Wilfred Grenfell College\*

- Corner Brook Curling Club Facilities (Rec Plex)
- Master Plan Update
- New Residence

\* The Board requested to be apprised of the status of the Sir Wilfred Grenfell academic building at its next meeting.

2. Naming of the MUN Rifle Range

The Board received and reviewed background information pertaining to a recommendation for the naming of the MUN Rifle Range.

The Board was advised that the management (and space) of the old MUN Rifle Range was returned to the School of Human Kinetics and Recreation from MURC in the Spring 2007. The space is now used for training (high performance athletes) and research. Support for this facility is provided in part by the Coaching Center Atlantic (Halifax, NS); Shooting Federation of Canada, Sport Newfoundland and Labrador, and NL Shooting Association.

It was recommended that this facility be named in memory of Frank Zahn (retired employee in Facilities Management, Memorial University) as the *Frank Zahn Performance Marksmanship and Canadian Sport Centre Atlantic (CSCA) Training Facility*.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approves the naming of the MUN Rifle Range as the "Frank Zahn High Performance Marksmanship and Canadian Sport Centre Atlantic (CSCA) Training Facility".

**11. LABOUR RELATIONS UPDATE**

The Acting President provided an update on the following:

1. Update on LUMUN Negotiations

The Board was advised that negotiations are continuing with the newly constituted Lecturers Union (LUMUN).

## 2. Update on TAUMUN Negotiations

The Board was advised that the Teaching Assistants Union (TAUMUN) application for certification did not pass.

## **12. SEPARATELY INCORPORATED ENTITIES COMMITTEE MEETING**

A verbal report of the Meeting of the Separately Incorporated Entities Committee held on February 7, 2008, was presented by Ms. Canning, Chair of the Committee.

The following resolution was passed with respect to the item which required specific approval of the Board:

### 1. Management Agreement with Campus Childcare Inc.

The Board received and reviewed background information pertaining to the finalization of the Management Agreement with Campus Childcare Inc.

After discussion, the following resolution was passed:

#### **RESOLVED:**

That the Board of Regents approves the Management Agreement between the University and the Campus Childcare Inc., and authorized the appropriate officials of the University to sign the document on its behalf.

### 2. "The Works" Progress Report

The Board received and reviewed "The Works" Progress Report which highlighted the achievements, improvements and progress in recent years. Ms. Canning noted that the SIE Committee will be meeting with the Board of Directors of MURC prior to the next meeting to receive a presentation on a proposal for expansion of MURC.

## **13. POLICY OVERSIGHT COMMITTEE MEETING**

The Board received a verbal report of the Policy Oversight Committee's first meeting held on January 22, 2008, which was presented by Mr. Roche, Chair of the Committee.

## **14. SENATE**

The Board received a report of items of business considered by Senate

at its regular meetings held on December 11, 2007 and January 8, 2008. 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:

1. December 11, 2007 Meeting:

- Item 40 Report of the Senate Committee on Undergraduate Studies (No. 40.1 and 40.2)
- Item 41 Report of the Academic Council of the School of Graduate Studies (No. 41.1 - 41.3)
- Item 41 Report of the Senate Committee on Undergraduate Studies (No. 42.1)

2. January 8, 2008 Meeting:

- Item 50 Report of the Senate Committee on Undergraduate Studies (No. 50.1 - 50.10)
- Item 51 Report of the Senate Committee on Undergraduate Studies (No. 51.1 - 51.3)

**15. OTHER BUSINESS**

1. Last Board Meeting for Chancellor

Mr. Ludlow acknowledged that this was the final Board meeting that Dr. Crosbie would be attending. In this regard he proposed the adoption of following resolution, which was passed unanimously:

**RESOLVED THAT** the Board of Regents of Memorial University of Newfoundland acknowledges with sincere gratitude and appreciation the outstanding contribution rendered to the University by the Honourable John C. Crosbie PC, OC, QC, during his term as Chancellor from 1994 to 2008.

**AND THAT** the Regents extend their warmest wishes to him in his new role as Lieutenant-Governor of Newfoundland and Labrador.

In reply, Mr. Crosbie thanked the Board for their tremendous support and remarked that he thoroughly enjoyed his work and associations with the Administration and the Board during his term.

**ADJOURNMENT**

The meeting adjourned at 5:25 p.m.