

# **MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

## **BOARD OF REGENTS**

A meeting of the Board of Regents was held on Wednesday, July 23, 2003 in the Board Room of the Curtis Hospital, St. Anthony at 2:30 p.m.

### **PRESENT:**

Chris Decker, Chair  
Dr. Georgina Hedges, Vice-Chair  
Dr. John Crosbie, Chancellor  
Dr. Axel Meisen, President and Vice-Chancellor  
Dr. Evan Simpson, Vice President (Academic) and Pro Vice-Chancellor  
Gail Aylward  
Hayward Blake  
Lisa Browne  
Calvin Butt  
Sam Chaulk  
Sharon Duggan  
Ed Kelly  
Nancy Kelly  
Dr. Brendan Lewis  
Joan Pinsent  
Dave Porter  
Andrea Quinlan  
Kathryn Small  
Susan Wood  
Eleanor Bennett, Secretary

**APOLOGIES:** Leigh Borden, Leslie Galway, Dorothy George, Earl Ludlow, Darlene Russell, Harvey Short and Lorelei Stanley-Newton.

**PRESENT BY INVITATION:** Glenn Collins, Acting Vice-President (Administration and Finance).

### **1. MINUTES**

The minutes of the regular meeting of the Board of Regents, held on May 27, 2003, copies of which were circulated prior to the meeting, were approved by the Board.

### **2. CHAIR'S REPORT**

#### **1. Welcome Mr. Porter to Meeting**

The Chair welcomed Mr. Porter to the meeting and wished him a successful term of office. Mr. Porter was attending his first Board meeting since being appointed on April 1, 2003.

## 2. Invitation to Government House Dinner

The Chair advised that Regents were invited by the Lieutenant Governor to attend dinner at Government House on September 11<sup>th</sup>. This dinner will be in place of the regular Chair's dinner which would usually be held following the Board meeting.

## 3. Alumni Tribute Awards Dinner

The Chair advised that Regents were invited to attend the Alumni Tribute Awards Dinner scheduled for October 16, 2003. This function will be held following the October 16<sup>th</sup> Board meeting and will be in place of the regular Chair's dinner.

### **3. PRESIDENT'S REPORT**

#### 1. Tentative Agreement with MUNFA

The President reported that the University had reached a tentative agreement with MUNFA and the union had voted 94% in favour of ratifying the agreement. A recommendation concerning this matter will be considered later in the agenda under Labour Relations.

#### 2. Activity Report

The President updated the Board on his recent activities.

- ▶ In response to his invitation to the House of Assembly to meet with members of the University, the Honourable Jack Harris, Leader of the New Democratic Party, accepted his invitation and visited the campus in late May.
- ▶ On June 3<sup>rd</sup> he celebrated the announcement of a new \$2 million Husky Energy Chair in Oil and Gas Research. Mr. John Lau, President and CEO of Husky Energy, and others were in attendance at the announcement. The endowment will fund the Chair in perpetuity and it is hoped that Husky will add to it in future.
- ▶ On June 11<sup>th</sup> he attended the second Newfoundland and Labrador Health Research Showcase in Montreal with Premier Grimes. This showcase provided an opportunity to increase awareness of health sciences research at Memorial and interact with the pharmaceutical companies.
- ▶ While in Montreal he met with several donors and members of the CNR Corporation.
- ▶ He attended the announcement of The Counselling Foundation of Canada which is providing \$900,000 in support of career development.

- ▶ On June 19<sup>th</sup> he hosted an appreciation BBQ for those members of the faculty and staff who have made donations to the University.
- ▶ On June 7<sup>th</sup> he attended the opening of the MUN Botanical Garden Annex.
- ▶ On June 20<sup>th</sup> he chaired the announcement by Premier Grimes and Federal Industry Minister, Allan Rock, for major funding in support of broadband access to rural and remote communities and schools.
- ▶ On July 1<sup>st</sup> he attended the Memorial Service for Beaumont Hamel and the Newfoundland Regiment Dinner.
- ▶ He visited the UK and Harlow Campus where he thanked various donors, including Petro Canada, Peter Bowring, and Marsh McLennan.
- ▶ In mid July he visited Labrador where he met with friends, perspective students and donors of Memorial University.
- ▶ He met with the first Shad Valley group of some 50 outstanding high school students, from various regions of Canada. The students also visited Sir Wilfred Grenfell College, Gros Morne and the Bonne Bay Marine Station. The Shad Valley program is a summer program for highly gifted students that incorporates entrepreneurship with science, technology and business.

#### 4. Registration Summary Report - Spring Semester 2003 and Report of Registration Projections for Applications for Fall Semester 2003

The Board received and reviewed a registration summary report for the Spring Semester 2003 (including Summer and Intersession). The President noted that course registrations are up 8.2% compared with those of the 2002 Spring semester. There has been an increase of 13.8% in registrations for the St. John's campus compared with the 2002 Spring Semester. Sir Wilfred Grenfell and Distance Education course registrations show decreases of 14.1% and 4.6% respectively.

The Board also received and reviewed a report of registration projections for applications for Fall 2003. The President reported on several recruitment initiatives taken to increase enrollment, including a number of promotional visits by himself and other members of the university.

#### 5. Appointments to Board of CCFI

The Board received and reviewed background information pertaining to a recommendation for appointments to the Board of Directors of the Canadian Centre for Fisheries Innovation (CCFI). After discussion the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the following appointments to the Board of Directors of the Canadian Centre for Fisheries Innovation (CCFI), for the period commencing June 1, 2003:

Mr. Dave Bonnell, ending May 31, 2004  
Dr. Bob Lucas, ending May 31, 2004  
Mr. David Foster, ending May 31, 2006  
Mr. Gabriel Gregory, ending May 31, 2005  
Mr. Chris Frantsi, ending May 31, 2005  
Mr. Derek Green, ending May 31, 2004  
Mr. Karl Sullivan, ending May 31, 2004  
Ms. Susan Vatcher, ending May 31, 2005  
Mr. Bruce Wareham, ending May 31, 2004  
Ms. Shirley Roach, ending May 31, 2006  
Mr. Frank Hennessey, ending May 31, 2006  
Mr. Ray Andrews, ending May 31, 2006  
Mr. Alexander Roche, ending May 31, 2006  
Mr. Ross Butler, ending May 31, 2006  
Mr. Will Apold, ending May 31, 2006  
Mr. Gudmunder Hognasson, ending May 31, 2006

**6. Appointment of Chairman of the Board of Directors of C-CORE**

The Board was informed that Mr. Harvey Doerr has been appointed Chairman of the Board of Directors of C-CORE. He replaces Mr. Andrew Adams, who resigned after being relocated to Houston. Mr. Doerr was formerly Vice-Chairman of the Board of Directors of C-CORE and his term is for the period commencing May 29, 2003 and ending July 31, 2006.

**7. Appointments to Board of Directors of Genesis Group Inc.**

The Board received and reviewed background information pertaining to appointments to the Board of Directors of Genesis Group Inc. After consideration, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the following re-appointments, appointments, resignations and retirements to the Board of Directors of Genesis Group Inc.:

**Re-Appointments for a one-year period, commencing July 1, 2004 and ending June 30, 2005:**

Mr. Emad Rizkalla  
Dr. Chris Loomis  
Mr. Karl Sullivan  
Mr. Vince Withers

Mr. Rick Gill  
Mr. David King  
Dr. Gary Gorman  
Dr. Jim Wright  
Dr. Mary Williams  
Ms. Siobhan Coady  
Dr. Penny Moody Corbett  
Dr. Wilf Nichols

Appointments for a one-year period, commencing July 1, 2003 and ending June 30, 2004:

Mr. Trevor Adey  
Mr. Keith Stoodley  
Mr. Fred Cahill  
Mr. Robert Drummond

Appointment as Chair of the Board of Directors, effective July 1, 2003:

Mr. Emad Rizkalla

Retirements, effective July 1, 2003:

Mr. Lee Shinkle, Chair of the Board of Directors  
Mr. Geoffrey Carnell

Resignation, effective July 1, 2003:

Ms. Kathy Penney

8. Appointment of Chairman of the Board of Directors of CCMC

The Board was advised that Mr. Mac Evans has been appointed Chairman of the Board of Directors of the Canadian Centre for Marine Communications (CCMC), for a three-year term, effective July 25, 2003. Mr. Evans replaces Dr. Jack Clark, whose term ended in March 2003.

9. Appointment to the Marine Institute Advisory Committee

The Board received background information pertaining to the appointment of Mr. Bill Fleming to the Marine Institute Industry Advisory Committee in place of Mr. Greg Lever, who resigned. After consideration the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the appointment of Mr. Bill Fleming as a member of the Marine Institute Industry Advisory Committee for the period commencing July 25, 2003 and ending August 1, 2006. Mr. Fleming replaces Mr.

Greg Lever, who resigned.

#### 10. Nominations to the Harlow Board of Trustees

The Board received background information pertaining to nominations for appointments to the Harlow Campus Trust. After consideration, the following resolution was passed:

##### **RESOLVED:**

That the Board of Regents confirm the appointment of the following nominees to the Harlow Campus Trust for a period of three years, commencing July 30, 2003:

His Honour Dr. Edward Roberts  
Mr. Vincent Dunn  
Mr. Michael Priestly

#### **4. PRESENTATION BY STEVE KNUDSEN, AND JOHN HULL**

The Board welcomed to the meeting Mr. Steve Knudsen from the Dark Tickle Company and Dr. John Hull from the Viking Trail Tourism Association.

They provided a power-point presentation on Memorial University's role in Regional Tourism Development: A Case Study of Le Petit Nord.

Following a question and answer period, the Chair, on behalf of the Board, thanked Mr. Knudsen and Dr. Hull for their very informative presentation and they left the meeting.

The meeting adjourned at 4:30 p.m. and reconvened at 9:00 a.m. on July 24, 2003.

#### **5. FINANCE MATTERS**

In the absence of a Finance Committee meeting, the following items were presented directly to the Board.

The Board welcomed to the meeting, Mr. Brian Colbourne, Director of Financial and Administrative Services, who assisted in presenting the Financial Statements.

##### 1. Memorial University Audited Financial Statements

The Board received and reviewed the Consolidated Financial Statements with Supplementary Schedules of Memorial University of Newfoundland year ended March 31, 2003. The Board received a copy of the Minutes of the Audit Committee meeting held on July 18, 2003, which were presented by Ms. Browne, Chair of the Committee, and accepted by the

Board. Mr. Colbourne reviewed the Statements with the Board through a power-point presentation.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the Memorial University of Newfoundland Consolidated Financial Statements with Supplementary Schedules for the fiscal year ended March 31, 2003.

**2. Memorial University Pension Plan Audited Financial Statement**

The Board received and reviewed a copy of the Audited Financial Statements of the Memorial University of Newfoundland Pension Plan as at March 31, 2003. Mr. Colbourne reviewed this document with the Board through a power-point presentation. After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the Memorial University of Newfoundland Pension Plan Audited Financial Statements for the fiscal year ended March 31, 2003.

**3. 2003-2004 Budget**

The Board received and reviewed background information pertaining to the 2003-2004 budget estimates. They were reminded that at the May 27, 2003 meeting of the Board approval was given to the estimates for the 2003-2004 fiscal year with the proviso that action would be taken by the time of the July Board meeting to eliminate the projected budget deficit of \$1,164,000. The President reported that the administration has eliminated the projected deficit and he outlined the way in which this was achieved. He identified additional sources of revenue including projected tuition increases and further tuition reimbursement from government amounting to \$2 million and \$500,000 respectively.

There was a 25% cost recovery of step increases (\$629,000) obtained from the various budget envelopes reflecting government funding only 75% of step increases. There was a reduction in pension expense of \$1.6 million resulting from a delay in passing of governmental legislation for pension indexing.

Initiatives for additional expenditures included tuition incentive funding provided to the Academic envelope of \$1.875 million, Graduate Studies Expansion and Recruitment Teaching Assistantships of \$1 million, Library contribution towards maintenance of book and journal collections of \$460,000, and energy inflation costs of \$200,000. The Division of University Relations (Marketing and Communications) has been allocated

\$329,000 to further its mandate of enhancing awareness, understanding and support of Memorial University and its objectives.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the budget estimates for the fiscal year 2003-2004 with total revenues and expenditures of \$186,859,000, resulting in a balanced budget.

**4. Increase in Graduate Students' Union Fee**

The Board received and reviewed background information pertaining to an increase to the Graduate Students' Union (GSU) fee to include the Canadian Federation of Students' (CFS) membership fee. Regents received a copy of a letter to the Chair of the Board from Darren Newton, a graduate student, on this matter.

The Board was informed that a referendum held from February 18 to 20, 2003, approved the membership of the GSU in the CFS. A fee of \$7 per semester was approved for full and part-time students for the 2003 Fall and Winter Semesters. The fees will be collected by the University on behalf of the GSU, and will be divided equally with \$3.50 going to the CFS and \$3.50 going to the CFS - Newfoundland and Labrador. The fee will be indexed annually by the rate of the National Consumer Price Index and forwarded to the Board for approval.

It was agreed that Mr. Newton would be advised of the reasons why the Board took its decision.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve an increase of \$7 in the Graduate Students' Union Fee to include the Canadian Federation of Students membership fee for full and part-time students for the 2003 Fall and Winter Semesters, effective September 1, 2003.

**5. Increase in Graduate Students' Union Health and Dental Insurance Plan Fee**

The Board received and reviewed background information pertaining to an increase in the Graduate Students' Union (GSU) health and dental insurance plan fee. The Board was advised that a referendum held on November 18 and 19, 2002, approved an increase in the health and dental insurance plan fees for the GSU. The fee of \$219.36 per year for the drug and medical plan and \$126.03 for the dental plan was approved

for full-time students, effective January 1, 2003. Included in the referendum vote was an authorization to revise premiums on an annual basis.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve an increase in the Health and Dental Insurance Plan Fees for the Graduate Students' Union full-time students, effective September 1, 2003 as follows:

- (a) the amount of \$240.32 per year to provide for drug and health insurance coverage
- (b) the amount of \$136.12 per year to provide for dental coverage

**6. Deletion of Permanent Staff Position - Earth Sciences**

The Board received and reviewed background information pertaining to the deletion of a permanent staff position in the Department of Earth Sciences.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the deletion of the following position in the Department of Earth Sciences:

ESC-023      Geology Technician II

**7. Renewal of the University's Supplementary Health and Dental Plans**

The Board received and reviewed background information pertaining to the renewal of the University's Supplementary health and dental plans for the policy year beginning April 1, 2003. The Board was reminded that it approved a renewal of all components of the group benefit plan, at existing levels, effective April 1, 2003, with the exception of supplementary health and dental plans. It was agreed that these plans would be extended on a month-to-month basis, at their existing rates, pending the ongoing review by the Board's Ad Hoc Benefits Committee. The Ad Hoc Benefits Committee was advised that the University's cost of renewing the health benefits plan on the basis proposed by Atlantic Blue Cross Care had been funded by the Provincial Government for the 2003-2004 fiscal year. The Provincial Government, who were facing an increase in premium rates similar to the University's, renewed their benefits plan, with no change in benefits, effective April 1, 2003.

The premium increases of 15.4% and 1.2% for the health and dental plans respectively will represent an additional cost to the University of \$480,000 in 2003-2004. The adoption of the 2001 dental fee guide, which the Employee Benefits Committee has recommended be 50% funded from the dental plan surplus and 50% through an additional premium increase of 1.9%, will represent an additional cost to the University of \$7,000. These amount have been provided for in the University budget for 2003-2004.

After discussion, and on the recommendation of the Employee Benefits Committee, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the following recommendations:

1. That the Supplementary Health plan be renewed effective April 1, 2003 on the basis proposed by Atlantic Blue Cross Care, with no change in existing benefits; and,
2. That the Dental Plan be renewed effective April 1, 2003 on the basis proposed by Atlantic Blue Cross Care and that, consistent with the practice of the past several years to ensure the dental fee schedule does not fall behind the Newfoundland Dental Society Fee Guide by more than two years, the dental fee guide effective April 1, 2001, be adopted.

**8. Delivery of Bachelor of Education Program to students in Cape Breton**

The Board received and reviewed background information pertaining to a proposal from the Faculty of Education to deliver its Bachelor of Education program to students in the Cape Breton region. The Board was advised that the University College of Cape Breton (UCCB) had requested that Memorial's Faculty of Education offer its Bachelor of Education (Intermediate/Secondary) program to students in the Cape Breton region and in partnership with the UCCB. A cohort of 40 students is expected to be admitted into the program in September 2003.

The program will be offered on a full cost recovery basis. Each student will pay the regular tuition fee of \$5,100 plus a special program fee of \$7,936. The latter will be divided so that Memorial receives \$4,811 and UCCB receives \$3,125. The regular tuition fee will accrue to Memorial in its entirety. Memorial reserves the right not to offer the program if enrollment is fewer than 40 students.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents grant approval for the Faculty of Education to deliver its Bachelor of Education (Intermediate/Secondary) program to students in the Cape Breton region and in partnership with the University College of Cape Breton (UCCB), at the regular tuition fee of \$5,100 plus a special program fee of \$7,936 per student. The latter to be divided so that Memorial University receives \$4,811 and UCCB receives \$3,125, with the regular tuition fee accruing to Memorial in its entirety.

9. Establishment of a New International Undergraduate Fee for Specific Courses offered in Music, Computer Science and at the Marine Institute

The Board received and reviewed background information pertaining to the establishment of a new International undergraduate fee for specific courses offered in Music, Computer Science and at the Marine Institute.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the establishment of a new international undergraduate fee as follows:

	Current	Sept. 2003	Sept. 2004
Technology 4100 (formerly 4000)	\$220	\$266.66	\$293.33
Technology 4200 (formerly 4000)	\$2,780	\$3,369.64	\$3,706.60
Maritime Studies 4100 (formerly 4000)	\$220	\$266.66	\$293.33
Maritime Studies 4200 (formerly 4000)	\$2,780	\$3,369.64	\$3,706.60
Music 141A, 141B, 241A, 241B, 346A, 346B, 446A and 446B (per course)	\$1,180	\$1,430.28	\$1,573.31
Computer Science 3700 (per semester)	\$400	\$484.84	\$533.32

10. Special Program Fee - Master of Nursing Nurse Practitioner Program

The Board received and reviewed background information pertaining to the establishment of a special program fee for the Master of Nursing Nurse Practitioner Program (MNNPP) and the Post-Master of Nursing

Nurse Practitioner Diploma (PMNNPD). The Board was advised that the School of Nursing has developed and received approval from Senate and the Association of Registered Nurses of Newfoundland and Labrador for two new programs: (a) the two-year MNNPP for nurses who hold bachelor degrees in nursing and (a) the one-year PMNNPD for nurses holding a Master's degree in nursing (or equivalent).

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the establishment of a special program fee for the Master of Nursing Nurse Practitioner Program (MNNPP) and the Post-Master of Nursing Nurse Practitioner Diploma (PMNNPD), effective September 1, 2003 as follows:

1. Students enrolled in the Master of Nursing Nurse Practitioner Program (MNNPP) be charged the normal Plan A or B. Master of Nursing program fee in addition to a special program fee of \$12,813.
2. Student enrolled in the Post-Master of Nursing Nurse Practitioner Diploma (PMNNPD) be charged the normal Diploma program fee in addition to a special program fee of \$12,813.

**11. Special Program Fee - Master of Science in Applied Health Services Research Program**

The Board received and reviewed background information pertaining to the establishment of a new Master's fee for the new two-year M.Sc. Applied Health Services Research Program. The Board was advised that this program was approved by Senate at its meeting on May 13, 2003. It is envisage that this program would be offered jointly by Memorial, Dalhousie and the University of New Brunswick as part of the Atlantic Region Training Centre in Applied Health Services Research. The Centre is supported by a five-year renewable grant from the Canadian Health Services Research Foundation/Canadian Institutes of Health Research. The three partners are each recommending a \$12,000 program fee, of which Senate was apprised at the time of approval.

The grant will cover a \$15,000 per annum scholarship for each student and administrative costs at each partner university; i.e. the program is self-funded.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve a program fee of

\$12,000 for a Master's degree in Applied Health Services Research, effective September 2003.

## 12. Food Services Contract

The Board received and reviewed a report on the Food Services Contract and was advised that the current contract ends on August 30, 2003. A process of procuring a new contract was initiated in the Fall of 2001, and a University Advisory Committee on Food Services, comprised of a broad representation of the university community, was established to oversee this process. Three companies demonstrated initial interest, two of whom submitted formal proposals. The Committee reviewed the proposals and identified Chartwells College and University Dining Services as the preferred proponent. It further recommended a nine-year option as the basis for contract negotiations. The total value of the contract is approximately \$36 million. There are no financial implications for the University as the costs are fully recovered from users. The contract provides for termination by either party with 90 days notice on a without cause basis and for 30 days notice with cause.

The financial benefits of this contract include: a contribution of \$1.5 million towards renovating the food service areas and a minimum guaranteed return to the university on sales rebates of \$2.5 million over the life of the contract. There will be no increase in board plan fees for the 2003-2004 academic year. Subsequent increases are determined by the existing formula which includes the Consumer Price Index for food in Newfoundland, Actual/Projected Labour costs and Management/Materials/ Supplies. Lawyers are currently reviewing the final details of this contract which is anticipated to be ready for signing in August. Because the contract expires on August 30, 2003 and the next Board meeting is not scheduled until September 11, 2003, the Board delegated authority to the Finance Committee to approve the signing of the agreement after final review of the document by the University's lawyers.

After discussion, the following resolution was passed:

### **RESOLVED:**

That the Board of Regents delegate authority to the Finance Committee of the Board of Regents to approve the signing of the Food Services Contract with Chartwells College and University Dining Services after it has been finalized by the University's lawyers.

## **6. APPOINTMENTS COMMITTEE ITEMS**

The Board received and reviewed a report of the Appointments Committee meeting of July 23, 2003, along with an addendum, which was presented by Ms. Aylward, Chair of the Committee, and accepted by the Board.

The Board received and reviewed background information pertaining to the appointment of Dr. Ray Gosine, Professor Marilyn Beaton, and the reappointments of Mr. Richard Ellis and Mr. Leslie O'Reilly.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the following recommendations of the Appointments Committee:

That Dr. Ray Gosine be appointed as the Dean of the Faculty of Engineering and Applied Science for the period commencing November 1, 2003 and ending December 31, 2008.

That Professor Marilyn Beaton be appointed Acting Director of the School of Nursing for the period commencing August 5, 2003 and ending October 31, 2003.

That Mr. Richard Ellis be reappointed University Librarian for a further term of five years, commencing September 1, 2003 and ending August 31, 2008.

That Mr. Leslie O'Reilly be reappointed Executive Director of the Fisheries and Marine Institute for the period commencing July 1, 2003 and ending June 30, 2005.

**7. LABOUR RELATIONS MATTERS**

**1. Ratification of MUNFA Collective Agreement**

The Board received and reviewed background information on this item including a summary of the significant changes in the tentative agreement reached on June 9, 2003 compared with the previous collective agreement. The Board was advised that MUNFA, through a vote of its members, had ratified the agreement with a 94% approval. This agreement runs to August 31, 2005. Salary increases are in accordance with the settlements for staff union groups and follow the template used by the Provincial Government with its unions, and will be implemented as follows:

September 1, 2002	5%
September 1, 2003	2.5%
March 1, 2004	2.5%
September 1, 2004	2.5%
March 1, 2005	2.5%

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents ratify the Collective Agreement between Memorial University of Newfoundland and the Memorial University of Newfoundland Faculty Association, with effect from September 1, 2002 to August 31, 2005. Salary increases will be implemented as follows:

September 1, 2002	5%
September 1, 2003	2.5%
March 1, 2004	2.5%
September 1, 2004	2.5%
March 1, 2005	2.5%

## 2. Decision on Arbitration: Course Evaluations Questionnaire Grievance

The Board received for information and reviewed a copy of a letter from the University's lawyer summarizing the arbitration award concerning the Senate-mandated implementation of Course Evaluations by students.

## **8. PENSION MATTERS**

### 1. Revised Implementation Dates for MUN Pension Plan Legislative Changes

The Board received and reviewed background information pertaining to the implementation dates to increase pension contribution rates to fund deficiencies in current service costs and pension indexing.

After discussion, the following resolution was passed:

#### **RESOLVED:**

That the Board of Regents approve a recommendation that the Administration request the Minister of Youth Services and Post-Secondary Education to amend the proposed effective date of the implementation of legislative amendments related to pension contribution rates and the implementation of pension indexing from April 1, 2003 to the first day of the month following passage of the necessary legislative amendments to the *Memorial University Pension Act*.

## **9. SENATE MATTERS**

### Annual Report – Academic Council School of Graduate Studies

The Board received for information and reviewed a summary report of the Academic Council of the School of Graduate Studies meetings for the 2001-2002 academic year.

## **10. CAMPUS PLANNING AND DEVELOPMENT MATTERS**

## 1. Residence Feasibility Study

The Chair welcomed to the meeting Mr. Charlie Henley, with the PHB Group Inc., who provided a power-point presentation on the Residence Feasibility Study for the St. John's campus.

By way of background, the Board was advised that this study was undertaken in response to a lack of sufficient residence space currently on campus and in anticipation of increased demands from students outside the Avalon Peninsula, including students from the remainder of the Province, Canada, and elsewhere. The PHB Group Inc. was retained to undertake the feasibility study for the possible construction of new residential accommodations and refurbishing of existing residence units. A draft report has been received and is being reviewed by the Department of Facilities Management. Mr. Henley's presentation was provided to the Board for the purposes of discussion on courses of action and underlying assumptions.

Following a question and answer period, the Chair thanked Mr. Henley for his very informative presentation and he left the meeting.

After discussion the Board agreed to take this matter under advisement and further developments regarding this matter will be referred to the Campus Planning and Development Committee.

## 2. Update on ongoing capital projects

The Board received and reviewed a report on the progress of the following capital projects:

- ▶ INCO Innovation Centre (IIC)
- ▶ Residence Expansion Feasibility Study on the St. John's Campus
- ▶ Sir Wilfred Grenfell College Exhibition Centre
- ▶ Science Research Building - Functional Space Planning Study
- ▶ Queen Elizabeth II Library Renovations - Functional Space Planning Study

## **11. PUBLIC POLICY RESEARCH CENTRE REPORT**

The Board received and reviewed the Report of the Public Policy Research Centre, prepared by Mr. David Vardy, Interim Director of the Centre.

Dr. Simpson answered several questions and provided further background information for the Board. After discussion the Board accepted the Report of the Public Policy Research Centre for information.

The meeting adjourned at 3:30 p.m. and reconvened at 9:00 a.m. on July 25, 2003.

## **12. INTERIM REPORT OF THE AD HOC BENEFITS COMMITTEE**

The Board received and reviewed the interim report of the Ad Hoc Committee on Benefits, which was presented by Ms. Duggan, Chair of the Committee, for discussion purposes.

The Chair welcomed to the meeting, Mr. Gerard McDonald, Director of Human Resources, who provided a summary of the report through a power-point presentation.

The Board was advised that the University Administration commissioned Mercer Human Resource Consulting to review the University's Group Benefit program so that the most effective benefits program could be provided to employees and retirees within the limitations of available financial resources. The final report from Mercer did not offer any recommendations but rather identified alternatives that the University might wish to consider.

At its October 17, 2002 meeting, the Board established the Ad Hoc Benefits Committee to review the University's Group Benefits Program, and after appropriate consultation with stakeholders, submit recommendations to the Board with respect to any measures which may be necessary to ensure the sustainability of the group benefit plans into the future. The University Administration submitted its overview of the Group Benefits Program to the Hoc Committee by early January 2003.

As part of the consultation process the Ad Hoc Committee met with the Employee Benefits Committee. The University's concern with the continually increasing cost of the group benefits program, and the possible implications for benefit levels and general plan design, were among the matters discussed. The Chair of the Employee Benefits Committee invited the various constituent groups to provide written submissions to the Ad Hoc Committee. MUNFA, CUPE and MUNPA provided submissions and advised against any changes in benefits. Funding to cover the University's share of the cost of the premium rate increases was provided by the Provincial Government and is included in the University's budget for 2003-2004. Renewal of all benefit plans has subsequently been approved by the Board, with effect from April 1, 2003.

Mr. McDonald provided relevant background information and analysis, and he identified the various strategic issues to be further considered in addressing the Board's concerns with increasing costs.

Following a question and answer period, the Board thanked Mr. McDonald for his very informative and thorough presentation.

It was agreed that the final Report of the Ad Hoc Benefits Committee will be presented to the Board for approval at its September 11<sup>th</sup> meeting.

### **13. TURNOVER AND RETENTION OF SENIOR FACULTY AND STAFF**

In response to an inquiry at the May 27<sup>th</sup> Board meeting as to why a

number of senior administrators have recently left the employment of the University, the administration was requested to provide a summary report on this matter to the Board.

Mr. McDonald provided the Board with a power-point presentation which addressed in detail the turnover and retention of senior faculty and staff at the University. He provided statistics on the age distribution of Executive and Management employees as well as academic employees.

He reviewed retirement eligibility criteria for the period 2003-2012 for executive and management employees. He provided departure experience for 2000-2003 for executive and management employees and departures for 2002-2003 for senior faculty. He outlined the ongoing focus of the Department of Human Resources in policies and strategies affecting recruitment and retention and replacement planning in key exposure areas. He concluded his presentation with several observations concerning the non-academic managers and executive employees as well as faculty and academic administrators.

A discussion ensued around the issue of the university conducting exit interviews. The President noted that employees - especially senior employees - were routinely interviewed but that no formal process was in place. The Board noted that because it may be difficult to conduct exit interviews between personnel and management, they should be conducted by a third and impartial party. The President advised that a formal exit interview program is in the process of being introduced and a policy framework for this would be presented at a future meeting.

The Board thanked Mr. McDonald for his very thorough and informative presentation.

### **13. CORRESPONDENCE**

The Board received for information copies of the following items of correspondence:

1. Letter of thanks from the Honourable Edward Roberts, Lieutenant Governor of Newfoundland and Labrador, for the Board's Resolution of October 17, 2002 thanking him for his service during his term as Chair of the Board.

2. Letter of thanks from Dr. George Fodor for awarding of the title of Professor Emeritus.

### **ADJOURNMENT**

The meeting adjourned at 10:30 a.m.