

## **MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

### **BOARD OF REGENTS**

A meeting of the Board of Regents was held on Thursday, March 27, 2003, in the Board Room of the University at 2:30 p.m.

#### **PRESENT:**

Chris Decker, Chair  
Dr. Georgina Hedges, Vice-Chair  
Dr. Axel Meisen, President and Vice-Chancellor  
Dr. Evan Simpson, Vice President (Academic) and Pro Vice-Chancellor  
Gail Aylward  
Hayward Blake  
Leigh Borden  
Calvin Butt  
Sharon Duggan  
Ed Kelly  
Nancy Kelly  
Earl Ludlow  
Joan Pinsent  
Andrea Quinlan  
Kathryn Small  
Eleanor Bennett, Secretary

**APOLOGIES:** John Crosbie, Chancellor, Lisa Browne, Samuel Chaulk, Dorothy George, Dr. Brendan Lewis, Darlene Russell, Harvey Short, Lorelei Stanley-Newton and Susan Wood.

**PRESENT BY INVITATION:** Wayne Thistle, Q.C., Vice-President (Administration and Finance) and Legal Counsel.

#### **1. MINUTES**

The minutes of the regular meeting of the Board of Regents, held on February 6, 2003, copies of which were circulated prior to the meeting, were approved by the Board.

#### **2. CHAIR'S REMARKS**

##### **1. Nominations to the Newfoundland Medical Board**

The Board was advised that the term of office of the current appointee for the Board of Regents to the Newfoundland Medical Board expired on March 15, 2003. As required by Section 10(b) of the Medical Act one of the members of the Newfoundland Medical Board, appointed by the Minister, be from a list of not less than 3 nominees submitted by the Board of Regents of Memorial University of Newfoundland. In this regard

the Chair, in consultation with the President, suggested three nominees. The Board concurred with the names submitted.

### **3. PRESIDENT'S REMARKS**

#### 1. President's Activity Report

Dr. Meisen noted that Dr. Grace Sparkes had passed away on March 9<sup>th</sup>. He advised that he, along with a number of members of the University community, attended her funeral on March 12<sup>th</sup>. Dr. Sparkes made major contributions to the University during her lifetime, both financially and otherwise.

Dr. Meisen advised that he and the Chair attended a function at Sir Wilfred Grenfell College on March 13<sup>th</sup> regarding the Biodiversity Institute and Exhibition Centre in Corner Brook. At this meeting the government re-confirmed its commitment to the Exhibition Centre.

On March 11<sup>th</sup>, he, along with Mr. Decker and Mr. Short, met with the Honourable Anna Thistle, the newly appointed Minister of Youth Services and Post Secondary Education. They discussed the budget for the University, emphasizing issues related to deferred maintenance, research, and step increments.

The Provincial Government brought down its budget on March 27<sup>th</sup>. Dr. Meisen provided the Board with some of the highlights as it related to the University. He noted that the University will be provided with assistance for step increases, deferred maintenance and a further 5% tuition fee reduction. Government also allocated \$5 million for research and made provision for maintenance. Dr. Meisen noted that this was very good news because the University can attract matching funds in this coming fiscal year from outside the province. A detailed analysis of the budget will be performed and presented at the May 27<sup>th</sup> Board meeting.

Dr. Meisen reported on a number of events held recently that were associated with the University and which emphasized marketing the University.

- ▶ February 10<sup>th</sup> - an alumni event held in New York. This was attended by over 100 participants and included a performance by the Newfoundland Symphony Youth Choir. This event provided an opportunity to bring Memorial to the attention of the financial and business communities of New York.
- ▶ As part of ongoing efforts to showcase faculties and schools at Memorial University, the following events were held:

February 25<sup>th</sup> - Faculty of Science

March 4<sup>th</sup> - Faculty of Medicine (held in Toronto)

March 20<sup>th</sup> - Faculty of Arts

March 24<sup>th</sup> - Faculty of Business Administration

Dr. Meisen noted that these functions have been very well attended and they provide an opportunity to showcase the faculties and schools to participants both internal and external to the University.

- ▶ On March 22<sup>nd</sup> Dr. Meisen addressed participants at the Urban Municipalities Conference on developments of Memorial.
- ▶ Dr. Meisen noted that the Women Sea-Hawks won the Atlantic University Sport (AUS) basketball championships. The final game was played to a sold-out Field House on March 2<sup>nd</sup>. He noted that this was the first time that the Field House had been used for such an event, which proved to be an overwhelming success.
- ▶ Dr. Meisen advised that he had visited the Faculties of Education, Arts, Science, Medicine and Business. He noted that these visits provided an opportunity for faculty to express their concerns to the President. He observed a pattern of concerns had emerged overall relating to budgets and retention and recruitment of faculty. He noted that these visits proved to be very informative.

## 2. Application Summary Report, Fall 2003

The Board received and reviewed a summary report from the Registrar's Office pertaining to the Undergraduate Applications for the Fall semester 2003. Noteworthy were the following observations:

- An overall increase in the application numbers for all groups (New, Transfer and Re-admission) and all campuses;
- A slight decline (-0.7%) in overall application numbers for the current Newfoundland High School student category; however, an increase in the number of these applicants selecting Grenfell;
- A significant increase in applications from Ontario;
- A modest increase in the number of applications applying from outside Canada (international applications). Note: the increase in international Transfer application numbers for the St. John's campus is primarily due to Bachelor of Technology applications associated with MI/Jilin University MOU.

## 3. Searches for Vice-President (Academic) and Vice-President (Administration and Finance) and Legal Counsel

The Board received information regarding the establishment of two search committees, one for a Vice-President (Academic) and the other for a Vice-

President (Administration and Finance). The President advised that he will chair both of these committees, which will be comprised primarily of constituents from the university community.

Mr. Blake questioned why a member of the Board of Regents was not included in the composition of the search committees. He was advised that the Board is responsible for ensuring that the proper process is followed rather than being involved at the committee level in the selection of a candidate. The President pointed out that the Board will be provided with updates of both searches from time to time. The Board will be also be provided with an opportunity to meet with short listed candidates. The Board will also be provided with extensive background information prior to making the final decision on the appointment.

After discussion, it was the consensus of the Board that the past practice of not having Regents serve on search committees at the Vice-Presidential level be retained.

#### 4. Presentation to the Royal Commission on Renewing and Strengthening our Place in Canada

The Board received and reviewed a copy of the submission to the Royal Commission on Renewing and Strengthening our Place in Canada. Dr. Meisen requested members to advise him of any concerns or questions.

#### 5. Re-Appointments to the Board of Directors Canadian Centre for Marine Communications

The Board received correspondence advising of the re-appointment of Mr. Neil Chaulk and Mr. Jack Rigley to the Board of Directors of the Canadian Centre for Marine Communications, for a further term of three-years, effective February 1, 2003.

#### 6. Extension of the term of the Board of Directors Canadian Centre for Fisheries Innovation

The Board received and reviewed background material pertaining to a recommendation for the extension of the term of appointment of the Board of Directors of the Canadian Centre for Fisheries Innovation. After discussion, the following resolution was passed:

#### **RESOLVED:**

That the Board of Regents approve the extension of appointment of the Board of Directors of the Canadian Centre for Fisheries Innovation from April 30, 2003 to May 31, 2003.

#### 7. Appointment to the Board of Directors of C-CORE

The Board received correspondence advising of the appointment of Mr. William Fleming to the Board of Directors of C-CORE, for a three year term, effective March 6, 2003.

#### 8. Change in the Reporting Structure - International Centre and Renaming the Portfolio of the Vice-President (Research and International Relations)

The Board received and reviewed background information pertaining to a change in the reporting structure of the International Centre, and renaming the portfolio of the Vice-President (Research and International Relations). The Board was provided with the rationale for this recommendation and advised that since its inception in September 1998, the International Centre has reported to the Vice-President (Research and International Relations). However the Centre's main activities, namely international projects (funded through C.I.D.A, World Bank, etc.) are not research-oriented but rather training projects conducted by faculty and staff members and do not correspond well with funded research projects within the Vice-President (Research and International Relations) portfolio. After discussion, the following resolution was passed:

#### **RESOLVED:**

That the Board of Regents approve the recommendation to move the International Centre from the portfolio of the Vice-President (Research and International Relations) to the portfolio of the Vice-President (Academic), and that the portfolio of the Vice-President (Research and International Relations) be renamed the Vice-President (Research).

#### 9. Honorary Doctorates - May Convocation

The Board was advised of the honorary degree recipients for the May Convocation scheduled for both Sir Wilfred Grenfell College and St. John's campuses.

Mr. Blake left the meeting at 4:00 p.m.

#### **4. INSTITUTIONAL MARKETING AND REORGANIZATION OF THE DIVISION OF UNIVERSITY RELATIONS**

The Board welcomed Ms. Victoria Collins, Director of the Division of University Relations, to the meeting. She presented a power-point presentation on the topic of Marketing Memorial.

The Board received background information concerning draft plans for institutional marketing and the reorganization of the Division of University Relations. The Board was advised that in conformity with the University's Strategic Framework, the Division of University Relations is co-ordinating

the development of a marketing plan for the University, its programs and services. The primary objective is to provide a more compelling representation of the institution and thereby enhance public and private support, facilitate student, faculty and staff recruitment, attract more research funds and create greater awareness provincially, nationally and internationally of the University.

Upon consultation with stakeholders and a marketing expert and upon undertaking situational and competitor analyses, a "market positioning statement" has been drafted. Implementation of a comprehensive, broadly-based marketing plan, which is based on this statement, requires changes in the organizational structure and staffing of the Division of University Relations.

The Board was advised that the marketing plan and associated changes in the Division of University Relations were presented for discussion and comment. Specific recommendations (including budgetary recommendations) will be submitted to the Board of Regents at its May 27<sup>th</sup> meeting.

Following a question and answer period, the Board thanked Ms. Collins for her very informative presentation and she left the meeting.

**5. REPORT OF THE REVIEW PANEL ON THE FUTURE OF THE PUBLIC POLICY RESEARCH CENTRE**

The Board was advised that upon the creation of the Public Policy Research Centre on April 1, 2000, the Board resolved that a review of the Centre should be undertaken after two years of operation. The review of the Centre has been completed and the Report of the Review Panel on the Future of the Centre was received by the Board at its February 6<sup>th</sup> meeting.

**6. FINANCE COMMITTEE**

A draft of the Minutes of the Finance Committee meeting held on March 27, 2003, copies of which were circulated at the meeting, was presented by Ms. Pinsent, Acting Chair of the Committee, and approved by the Board. The following resolutions were passed with respect to the items requiring specific Board approval:

**Item A - Renewal of Group Benefit Plans**

The Board received and reviewed background information pertaining to the renewal of certain of the University's group benefit plans (except Supplementary Health and Dental), at their existing benefit levels, for the policy year beginning April 1, 2003. The Board was advised that the Employee Benefits Committee had reviewed the financial status of the

group benefit plans in preparation for the upcoming renewal. The University administration concurred with the recommendations of the Employee Benefits Committee given the marginal cost involved and the fully-insured nature of these plans (which affords less flexibility for deferring/negotiating premium rates).

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve renewal of the following benefit plans at their existing benefit levels, for the policy year beginning April 1, 2003:

- ▶ Basic Life insurance plan at the existing rate,
- ▶ Dependent Life insurance plan at a 20% rate increase,
- ▶ Optional Life insurance plan at the existing rate,
- ▶ Long Term Disability plan at the existing rate,
- ▶ Basic, Optional, and Voluntary Accidental Death and Dismemberment (AD&D) plans at a 30% rate increase, and
- ▶ Worldwide Travel Assistance plan at the existing rate.

And further, that the Board approve an extension of the Supplementary Health and Dental plans, at their existing rates, pending consideration of the review of the Ad Hoc Committee on Benefits.

**Item B - Review of the University's Supplemental Funding of Group Benefits Costs for Pre-1993 Retirees**

The Board received and reviewed a briefing paper on the Group Benefits Cost-Sharing Supplement Pre-1993 Retirees, dated February 26, 2003, which had been prepared by the Manager of Benefits and Pensions. After consideration of the background material and discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve a recommendation that the supplemental contribution by the University (\$70,000 annually) toward the group benefits costs of pre-1993 retirees be discontinued effective April 1, 2003, at which time the cost-sharing for pre-1993 retirees would be 50-50 as is presently the case for all other retirees.

**Item C - Program Fee - Master of Oil and Gas Studies**

The Board received and reviewed background information pertaining to

the approval of a program fee in the amount of \$31,500 per student per annum for the Masters Degree in Oil and Gas Studies, along with a proposed budget for the fiscal years 2003/04, 2004/05. The Board was advised that Senate had approved the program at its meeting on March 11, 2003, the Minutes of which contained further background information concerning the program.

After discussion the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve a program fee for the Masters Degree in Oil and Gas Studies in the amount of \$31,500 per student per year.

**Item D - Amendment to Work Term Employment Rates**

The Board received and reviewed background information pertaining to this item. The Board was advised that the University has traditionally followed the student work term rates paid by external employers in the public sector, and the proposed adjustments were intended to maintain the university's competitive position in that regard. These adjustments will also restore and maintain the relationship of the University's work term employment rates to those of the provincial government, and reflect the pattern of salary adjustments generally within the provincial public sector. This relationship has historically been maintained on the basis that the provincial government's rates also reflect the local market. The adjustments will be funded from existing budgets and represent a maximum annual cost of approximately \$20,000.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the proposed Memorial University work term employment rates, effective April 1, 2003 and October 1, 2003, as outlined in the attached submission.

**Item E - Increase in Rates for Resident Employment**

The Board received and reviewed background information pertaining to this item. The Board was advised that presently the Proctors, Resident Assistants and Academic Dons employed by Student Affairs and Services are paid at a lower rate than their colleagues at most other universities in Canada. Approval of this increase will facilitate the recruitment of top quality candidates in time for the Fall semester. The total cost of the increases will be approximately \$14,000 per year and will be accommodated within the residence budget.

After discussion the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve an increase in rates for Paton College Proctors, Resident Assistants and Academic Dons, with effect from September 1, 2003, as follows:

1. Increase the current semester rate for Student Proctors from \$1,000 to \$1,200;
2. Increase the current semester rate for Academic Dons from \$520 to \$620;
3. Increase the current semester rate for Resident Assistants from \$420 to \$520.

Item F - Deletion of Position

The Board received and reviewed background information pertaining to the deletion of a permanent staff position at Sir Wilfred Grenfell College. The Board was advised that this position has been vacant since January 2003 and the former incumbent has been transferred to another position within the College in accordance with the CUPE collective agreement.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board approve the deletion of the following position at Sir Wilfred Grenfell College:

RC-109 - Laboratory Instructor

Item G - Co-operative Education Work Term Fee for new International Undergraduate Students

The Board received and reviewed background information pertaining to this item. The Board was advised that this increase is complementary to the new international undergraduate tuition fees for entering students approved at the February 6, 2003 Board meeting. The long-standing premium over domestic work term fees for international students reflects the greater costs of placing international students in Canada and abroad. An increase from the current \$840 to \$1,020 is proportional to the increase in international tuition fees already approved. No significant revenues will accrue from the proposed change in 2003/04 since work term placements occur normally only from Year 2 of Co-op programs onwards. No increase is proposed for current in-program students.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve a revised co-operative education work term fee of \$1,020 for new international undergraduate co-op students as of September 2003.

**7. PENSIONS COMMITTEE**

The Board received and reviewed background information pertaining to the adoption of an Internal Administrative Budget Policy for the Memorial University Pension Plan along with a proposed budget for the 2003-2004 fiscal year.

The Board welcomed Ms. Glenda Willis, Manager of Benefits and Pensions, to the meeting. She reviewed the proposed policy and the budget and advised that there were no financial implications to the University as the Pension Plan budget is independent of the University's operating account. The Board was advised that the University's administration supports the formalization of a budget process for internal administrative expenses of the MUN Pension plan and recommended approval of the policy.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board of Regents approve the adoption of an Internal Administrative Budget Policy for the Memorial University Pension Plan along with the proposed budget for the 2003-04 fiscal year.

The Board thanked Ms. Willis for providing clarification on this matter and she left the meeting.

**8. CAMPUS PLANNING AND DEVELOPMENT COMMITTEE**

The Minutes of the meeting of the Campus Planning and Development Committee held on March 27, 2003, copies of which were circulated at the meeting, were presented by Mr. Kelly, Chair of the Committee, and accepted by the Board.

The Board received further information pertaining to the following capital projects:

Sir Wilfred Grenfell College Exhibition Centre

The Board was advised that twelve proposals had been received for the detailed architectural and engineering design for the Exhibition Centre in Corner Brook. A short list of four proposers was expected to give

presentations to a review committee on March 31<sup>st</sup>. Because the Board would not meet again until May 27<sup>th</sup>, Mr. Kelly requested the Board to delegate authority to the Committee to decide on the successful group for this project. It is anticipated that the Committee would meet as soon as possible after the March 31<sup>st</sup> meeting.

After discussion, the following resolution was passed:

**RESOLVED:**

That the Board delegate authority to the Campus Planning and Development Committee for the selection of the Architectural/Engineering Consulting Services for the Exhibition Centre in Corner Brook. A report to be provided to the Board at its May 27<sup>th</sup> meeting.

**Annual Report on Leased Space**

The Board received and reviewed a report summarizing lease agreements for external space occupied by the University as well as space the University has leased to other organizations.

**9. APPOINTMENTS COMMITTEE**

The Board received and reviewed a report of the Appointments Committee meeting held on March 27, 2003, along with an addendum, which was presented by Ms. Aylward, Chair of the Committee, and accepted by the Board.

**10. LABOUR RELATIONS**

The President provided an update on negotiations with MUNFA. He reported on several of the articles not settled to date which include those pertaining to duties and responsibilities; co-op co-ordinators; salaries and benefits.

**11. SIE COMMITTEE**

Dr. Hedges provided a verbal report of the SIE Committee meeting held on March 27, 2003. She advised that Ms. Maureen Ryan, Legal Counsel, was requested to provide information relative to a covering memorandum to each SIE; Corporate Governance Checklist; draft Agreements with each SIE, and a Statement of Principles as it relates to C-CORE. A more substantial report would be available for the May 27<sup>th</sup> Board meeting.

**12. SENATE MATTERS**

The Board received copies of the minutes of Senate meetings held on February 11, 2003 and March 11, 2003. Approval was given to the following items requiring Board approval under Section 56(h) (courses of study) and 56(s) (making or altering a rule or regulation) of the Act:

February 11, 2003 Meeting:

Item 58 Report of the Senate Committee on Undergraduate Studies (No. 58.1 - 58.25)

Item 59 Report of the Academic Council of the School of Graduate Studies (No. 59.1 - 59.15)

March 11, 2003 Meeting:

Item 67 Report of the Senate Committee on Undergraduate Studies

Item 68 Report of the Academic Council of the School of Graduate Studies (No. 68.1 and 68.2)

**13. CORRESPONDENCE**

- (a) Re Newly Appointed Provost and Vice-Chancellor Queen's College
- (b) To and from the Minister of Youth Services and Post-Secondary Education

**14. CIRCULATED FOR INFORMATION**

- (a) Academic Unit Profile 2001-2002, prepared by the Centre for Institutional Analysis and Planning, February 2002.
- (b) Fact Book 2002, prepared by the Centre for Institutional Analysis and Planning

**15. RETIREMENT OF W. WAYNE THISTLE**

The Board was advised of the retirement of Mr. Thistle as Vice-President (Administration and Finance) and Legal Counsel as of April 30, 2003 and the following resolution was passed:

**RESOLVED THAT** the Regents of Memorial University of Newfoundland acknowledge with sincere gratitude and appreciation the outstanding service rendered to the University by W. Wayne Thistle, Q.C., Vice-President (Administration and Finance) and Legal Counsel, during his 35 years between 1968 to 2003.

**AND THAT** the Regents extend their warm congratulations and best wishes to him for a long and happy retirement.

**ADJOURNMENT**

The meeting adjourned at 5:30 p.m.