

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

BOARD OF REGENTS

The regular meeting of the Board of Regents was held on Thursday, March 22, 2007, at 1:30 p.m. in Grenfell Room A of The Glynmill Inn in Corner Brook.

PRESENT:

Mr. Gil Dalton, Chair
Ms. Mary Broderick, Vice-Chair
Dr. Axel Meisen, President and Vice-Chancellor
Dr. Eddy Campbell, Vice-President (Academic)
Ms. Gaylene Buckle
Ms. Ruth Canning
Ms. Pat Coish-Snow
Mr. Steven Cranford
Ms. Deanne Fleet
Mr. Martin Gould
Mr. Jim Keating
Mr. Earl Ludlow
Ms. Meghan Mitchell (as observer)
Dr. Vinod Patel
Mr. Tony Roche
Ms. Eleanor Swanson
Ms. Eleanor Bennett, Secretary

APOLOGIES: The Chancellor, Dr. John Crosbie, Mr. Brian Dalton, Dr. Wynanne Downer, Mr. Anas El-Aneed, Mr. Jim Igloliorte, Ms. Jeannette Lundrigan, Mr. Douglas Moores, Ms. Rosellen Sullivan, 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).

1. WELCOME TO NEW BOARD CHAIR

The Board extended a warm welcome to Mr. Gil Dalton, the newly appointed Board Chair, who was attending his first meeting. He thanked the Board for their warm wishes and especially thanked Ms. Broderick for Acting as Chair in the interim.

2. PRESENTATION ON SIR WILFRED GRENFELL COLLEGE

Mr. Dalton welcomed to the meeting the following members of Sir Wilfred Grenfell College: Dr. John Ashton, Principal, Dr. Holly Pike, Vice-Principal, Dr. Wade Bowers, Vice-Principal (Research), Mr. Dennis Waterman, Director of Finance and Administration and Mr. Brian Duffy, Director of Budgets.

Dr. Ashton presented a power-point presentation entitled: "Sir Wilfred Grenfell College: Building for the Future in Western Newfoundland"

Following a question and answer period, Mr. Dalton thanked Dr. Ashton for his very informative presentation and he and his colleagues from the College left the meeting.

3. MINUTES

The Minutes of the regular meeting of the Board of Regents held on February 1, 2007, copies of which were circulated prior to the meeting, were approved by the Board.

4. ELECTION OF VICE-CHAIR OF THE BOARD

Mr. Dalton called for nominations for the position of Vice-Chair of the Board of Regents. Ms. Broderick was nominated and unanimously elected to the position. Mr. Dalton welcomed her to her new role and joined with the Board in expressing congratulations.

5. CHAIR'S REPORT

1. Meeting with Minister of Finance

Ms. Broderick reported on a meeting she attended with Dr. Meisen and Mr. Decker on February 13th with the Minister of Finance, Tom Marshall. She told the Board that items discussed related to infrastructure, the capital campaign, and Grenfell College governance.

2. Committee Membership

The Board received and approved a revised list of the membership of Board Committees.

3. Establishment of Presidential Search Committee

Mr. Dalton advised the Board that the term of Dr. Meisen as President and Vice-Chancellor of the University will end on August 31, 2008. In view of this, he requested that the Board establish a Committee to search for a new President. He noted that the President of the University is

appointed by the Board of Regents, in accordance with the Memorial University Act, in consultation with Senate and with the approval of the Lieutenant Governor-in-Council.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the appointment of a Presidential Search Committee, with the following Terms of Reference:

1. To seek nominations of, or applications from, suitable candidates for the position of President of Memorial University of Newfoundland by whatever means the Committee consider appropriate.
2. To conduct interviews with candidates, where the Committee deem it desirable and appropriate to conduct such interviews.
3. To recommend a person to the Board of Regents for appointment as President of the University and to do so as expeditiously as possible.

AND that the membership of the Committee consist of:

- (a) The Chair of the Board, who shall chair the Committee;
- (b) Four other Board members, to be chosen by the Chair;
- (c) Five members of the faculty, chosen by the Senate, with at least one member from each of the St. John's Campus, SWGC and the MI;
- (d) Three students, chosen by the Chair after consultation with the President of MUNSU, MISU, GCSU and the GSU;
- (e) An academic administrator, chosen by them from among themselves;
- (f) A non-academic administrator, chosen by them from among themselves; and
- (g) Two members of the public-at-large, chosen by the Chair;

AND that the Secretary of the Board be the Secretary of the Committee.

AND BE IT FURTHER RESOLVED that the Chair of the Board present the names of the members of the Committee for ratification at the next meeting of the Board, and that he submit a proposed budget for consideration and approval by the Board at that time.

AND BE IT FURTHER RESOLVED that the Chair of the Board be authorized to announce at the earliest convenient moment, in consultation with the President, the creation of the Committee and the scope of its work.

6. PRESIDENT'S REPORT

1. Activities Update

Dr. Meisen elaborated on a number of events and activities in which he was involved since the last meeting of the Board.

2. Convocations and Honorary Degree Recipients

The Board was provided with the list of honorary degree recipients as well as the dates and times of the upcoming Convocation ceremonies at both St. John's and Grenfell College campuses.

3. Update on Actions with Respect to the Strategic Plan

The Board was advised that the Strategic Plan was submitted to the Minister of Education on February 26, 2007 for comment. To date, no response has been received. As previously noted, it is expected that the final Strategic Plan will be conveyed to Government by March 31, 2007 in accordance with the requirements of the Transparency and Accountability Act.

4. Employee Opinion Survey

The Board received and reviewed background information pertaining to an Employee Opinion Survey which was conducted in order to ensure that the University offers an excellent working environment for its employees, and in part, as a result of a report prepared by Dr. Katz on the employment experience of Dr. Khosla. Dr. Katz's report contained a number of recommendations, including the recommendation to conduct a survey of women employees. The Action Group addressing this recommendation determined that the survey should be broadened to include all employees.

The survey will provide information on the perception of employees on issues such as the quality and climate of the working environment, the effectiveness of current policies and appropriateness of current procedures. The report will be made public and it will include an assessment of how Memorial University compares with other universities and similar organizations. The Board was advised that 45% of staff and 25% of faculty, 40% of employees overall, participated in the survey. The final results are expected to be provided by the end of April, following which the Board will received a further update.

5. Background Paper on "Whistleblower" Policy

The Board received and reviewed a background paper on "Whistleblower" Policy. The Board was advised that the University makes every effort to protect individuals who wish to bring to the administration's attention problems regarding the conduct of members of the University. The University also has a number of policies which balance the interests of parties. However, there may be a need to develop a comprehensive protection policy, which is commonly referred to as a "Whistleblower Policy".

The Board was advised that the University will consider the appropriateness of introducing a "Whistleblower Policy" or some other measures that will achieve similar objectives. This policy would apply to all members of the University, including students.

The Board agreed to direct the President to proceed with the development of such a policy for the University.

6. Designation of President as "head" of Memorial University for the purposes of the *Access to Information and Protection of Privacy Act* (the *ATIPP Act*)

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

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents designates the President as the "head" for the purposes of the *Access to Information and Protection of Privacy Act*.

7. Appointment to MUN (UK) Board of Directors

The Board received and reviewed background information pertaining to a recommendation for an appointment to the Board of Directors of

MUN(UK).

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the appointment of Dr. Rosemary Pope as a Director of MUN(UK) for the period from April 1, 2007 to March 31, 2009.

8. Appointments to the MUN Botanical Garden Board of Directors

The Board received and reviewed background information pertaining to a recommendation for appointments to the Board of Directors of the MUN Botanical Garden.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the appointment of Mr. Will Small and Mr. John Baker to the Board of Directors of the MUN Botanical Garden for a period effective immediately and ending on October 31, 2009.

9. Appointments to the GEO Centre Board of Directors

The Board received and reviewed background information pertaining to appointments to the GEO Centre Board of Directors. The Board was reminded that at its May 23, 2006 meeting, it considered the potential of the GEO Centre being operated by the University. At that meeting, the Board was given a copy of the "Principles of Relationship Between the Johnson GEO Centre Foundation and Memorial University". It was agreed that the GEO Centre would create a management agreement similar to the operation of a Separately Incorporated Entity. The GEO Centre Board would consist of 11 members, with 6 being appointed by the Board of Regents upon the recommendation of the President of the University. The GEO Centre has requested the names for the University's nominees on its Board.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the following nominees for appointment to the Board of Directors of the Johnson GEO Centre, effective the start date of a mutually agreeable and fully executed Management Agreement:

- For a term of three years: Dr. Alice Collins (Chair), Ms. Judy Sparkes-Giannou and Dr. Ray Gosine;
- For a term of two years: Ms. Victoria Collins, Dr. Jeremy Hall and Mr. Gary Pike.

10. Update on Legal Matters

The Board was advised that there was nothing new to report other than what had already been addressed elsewhere.

7. FINANCE COMMITTEE MEETING

The Minutes of the Finance Committee meeting held on March 22, 2007, copies of which were circulated at the meeting, 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 which required specific approval of the Board:

Item A - Update on the University's 2006-07 Financial Position

The Board received and reviewed background information on the University's 2006-07 financial position.

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

Item B - Renewal of Mortgage for Chalet Apartments at SWGC

The Board received and reviewed background information pertaining to the renewal of the mortgage for the Chalet Apartments at Sir Wilfred Grenfell College (SWGC), which included an analysis of the financial results of the Chalet operations.

The Board was advised that modern apartment style residences were constructed for students on the SWGC campus in 2001. The residences provided 232 beds in 8 buildings at a cost of \$7.5 million. The Province contributed \$3 million toward the cost and the University borrowed the remaining \$4.5 million. The loan was based on a five-year term and twenty year amortization with the term expiring on April 1, 2007.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the renewal of the mortgage on the Chalet Apartments at Sir Wilfred Grenfell College at the existing amortization period with a five-year term. However, if a repayment option can be negotiated at a reasonable cost, then a ten-year term is recommended.

Item C - Administrative Budget for MUN Pension Plan 2008

The Board received and reviewed background information pertaining to the internal administrative budget for the MUN Pension Plan for 2008. The Board was advised that the Pension Plan budget for 2008 has increased from the prior year, mainly due to increases in salaries and benefits. The proposed revisions are in accordance with the Budgetary Process Policy and there are no financial implications for the operating budget of the University since expenses are charged to the Pension Plan.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the internal administrative expenditures of the Memorial University Pension Plan for the fiscal year April 1, 2007 to March 31, 2008.

Item D - Renewal of University's Group Benefit Plans for the Policy Year Beginning April 1, 2007

The Board received and reviewed background information pertaining to the renewal of the University's Group Benefit Plans for the Policy Year beginning April 1 2007. The Board was advised that the University Administration concurred with the recommendations of the Employee Benefits Committee to renew the Group Benefit Plans.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves a recommendation from the Employee Benefits committee for the renewal of the University's Group Benefit Plans for the policy year beginning April 1, 2007, as follows:

- Basic Life insurance plan at a 26% rate increase,
- Dependent Life insurance plan at the existing rate,
- Optional Life insurance plan at a 32.5% rate increase,
- Basic, Optional, and Voluntary Accidental Death and Dismemberment plans at the existing rates,

- Long Term Disability plan at the existing rate,
- Supplementary Health plan at a 2.8% rate increase,
- WorldWide Travel Assistance plan at the existing rate,
- Dental plan at a 4.9% rate increase.

Further, that the Board approves a recommendation from the Employee Benefits Committee that:

- dental claims be insured at the Newfoundland Dental Society Fee Guide for 2005 in order to maintain the practice of insuring at a rate not more than two years old. The cost of the fee guide advancement is recommended to be funded 50% from dental plan surplus and 50% from a 1.75% rate increase; and,
- paramedical benefits (chiropractor, massage, physiotherapy, etc.) be increased to provide 80% reimbursement with a maximum of \$500 for each practitioner per calendar year to an overall annual maximum of \$1,500 per calendar year, plus \$35 for x-rays. The cost is recommended to be funded 100% from health plan surplus. This improvement is considered modest and would make the health plan more competitive with plans of other employers, including the Newfoundland Government.

Item E - Proposed Changes to Student Residence and Meal Plan Fees for St. John's Campus

The Board received and reviewed background information from the Dean of Student Affairs and Services pertaining to changes to the allocation of student residence places, refurbishment of Burton's Pond Apartments, and increases to residence and meal plan fees for the St. John's campus.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves changes to the allocation of student residence places and increases in residence and meal plan fees for the St. John's campus, as follows:

1. An increase in Paton College residence rates as follows:
 - From \$1,210 to \$1,291 per semester per person for a single room;
 - From \$990 to \$1,056 per semester per person for a

double room;
From \$1,273 to \$1,479 per semester per student for
Burton's Pond.

2. An increase from \$735 to \$795 per month for
Baltimore Court.
3. An increase in the cancellation fee for returning
students from \$300 to \$500.
4. An increase in the deposit fee for new applicants from
\$200 to \$500.
5. Increases in the meal plan of approximately 3.05%:
10 meal plan - from \$1,444 to \$1,488 per semester
14 meal plan - from \$1,560 to \$1,608 per semester
19 meal plan - from \$1,627 to \$1,677 per semester

Item F - Increase in CFS Fee for MUNSU, MISU and GSU

The Board received and reviewed background information pertaining to an increase in Canadian Federation of Students' membership fees for MUNSU, MISU and GSU.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves an increase in the Canadian Federation of Students membership fee for the Memorial University of Newfoundland Students' Union, the Marine Institute Students' Union, and the Graduate Students' Union as follows:

1. An increase in the Canadian Federation of Students Fees for Memorial University of Newfoundland Students' Union, Marine Institute Students' Union, and the Graduate Students' Union, from \$7.48 to \$7.64 for full and part-time students for the Fall and Winter semesters only, effective September 1, 2007.
2. Allocate the fees in equal proportions of \$3.74 to the Canadian Federation of Students and the Canadian Federation of Students - Newfoundland and Labrador.

Item G - Establishment of Permanent Positions

The Board received and reviewed background information pertaining to

the establishment of the following permanent positions.

After discussion, the following resolution was passed:

RESOLVED:

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

Office of the Dean of Arts:

ART-020 - Secretary

Core Research Equipment and Instrument Training Network (CREAIT):

CRE-006 - Manager-Administration and Finance

Division of Co-operative Education:

DCE-006 - Administrative Staff Specialist I

DCE-007 - Secretary

8. AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

The Board received and reviewed a Report to the Audit and Risk Management Committee prepared by Deloitte and Touch LLP, with respect to the external audit of all Memorial University of Newfoundland accounts, including all Separately Incorporated Entities, but excluding the Harlow Campus.

After discussion, and on the recommendation of the Audit and Risk Management, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the External Audit Plan for Fiscal Year ending March 31, 2007.

9. CAMPUS PLANNING AND DEVELOPMENT COMMITTEE MEETING

A report of the Campus Planning and Development Committee meeting held on March 22, 2007 was given by Ms. Broderick, Chair of the Committee.

1. Update on Progress of Capital Projects

The Board received and reviewed an update of the following capital

projects which are currently underway or being planned:

St. John's Campus

- Energy Performance Contract
- Master Plan Update and Traffic and Parking Study
- Inco Innovation Centre - 3rd Floor
- School of Pharmacy - Professional Practice Laboratory Renovations
- Accessibility Projects Plan
- Faculty of Arts Offices Relocation

Marine Institute

- Holyrood Marine Base
- Foxtrap Training Facility - Building Expansion

Sir Wilfred Grenfell College

- Academic Building Expansion Facilities Plan
- Long-term Care Facility
- Corner Brook Curling Club Facilities
- Master Plan Update

Energy Performance Contract

On the recommendation of the Campus Planning and Development Committee, the following resolution was passed:

RESOLVED:

That the Board of Regents approves a recommendation that authority be delegated to the Finance Committee of the Board of Regents to award the successful proponent financing for the Request for Proposal of the Energy Performance Contract.

2. Report of the Selection Advisory Committee - Replacement of #1 Boiler Utilities Annex

The Board received and reviewed a Report of the Selection Advisory Committee on the Request for Proposals for the Architectural/Engineering Consulting Services for the replacement of Boiler #1 in the Central Heating Plant (Utilities Annex).

Following review of the report, the Campus Planning and Development Committee recommended to the Board that the firm of Quadratic Inc. be selected for this project.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the selection of the firm of Quadratic Inc. as the preferred proponent for the Architectural/Engineering design for the replacement of Boiler #1 in the Central Heating Plan (Utilities Annex).

3. Report of the Selection Advisory Committee - Replacement of Exterior Curtain Walls in Education and Chemistry/Physics Buildings

The Board received and reviewed a Report of the Selection Advisory Committee on the Request for Proposals for the Architectural/Engineering Consulting Services for the replacement of the exterior curtain walls in the Education and the Chemistry Buildings.

Following review of the report, the Campus Planning and Development Committee recommended to the Board that the firm of A E Consultants be selected for this project.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the selection of the firm of A E Consultants Ltd. as the preferred proponent for the Architectural/Engineering design for the replacement of the exterior curtain walls in the Education Building and the Chemistry/Physics Building.

10. LABOUR RELATIONS COMMITTEE

1. Update on MUNFA negotiations

The President provided background information pertaining to ongoing negotiations with MUNFA.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents authorizes the Labour Relations Committee to convene should urgent matters arise before the next meeting of the Board.

2. Update on LUMUN

The President provided an update on LUMUN, the Lecturer's union at the University. He noted that the University is proceeding to enter into its first

collective agreement with this group.

11. APPOINTMENTS COMMITTEE MEETING

The Board received and reviewed a Report of Action taken by the Appointments Committee at a meeting held on March 22, 2006, which was presented by Ms. Broderick, Acting Chair of the Committee, and approved by the Board.

12. SENATE

The Board received and reviewed minutes of the regular meeting of Senate held on February 13, 2007. 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 *Memorial University Act*:

Item 84 Report of the Senate Committee on Undergraduate Studies
(No. 84.1 to No. 84.28)

Item 85 Report of the Academic Council of the School of Graduate
Studies
(No. 85.1 to No. 85.7)

Item 87 Report of the Senate Committee on Undergraduate Studies
(No. 87.1 to No. 87.4)

Item 88 Report of the Academic Council of the School of Graduate
Studies
(No. 88.1)

Name Changes

The Board received and reviewed background information pertaining to a recommendation from Senate for changes of names. After discussion, and on the recommendation of Senate, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the change of the name of the Division of Basic Medical Sciences to the Division of BioMedical Sciences in the Faculty of Medicine.

That the Board of Regents approves the change of the name of the Department of Anthropology to the Department of Anthropology and Archaeology.

13. OTHER BUSINESS

1. Comments by the Chair

Mr. Dalton provided several comments and observations regarding the format for future Board meetings. He also welcomed suggestions from Regents on ways to streamline the process for items presented to the Board.

ADJOURNMENT

The meeting adjourned at 5:15 p.m.