

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

BOARD OF REGENTS

The regular meeting of the Board of Regents was held on Thursday, September 6, 2007, in the Board Room of the University (Room A-2029) at 2:00 p.m.

PRESENT:

Mr. Gil Dalton, Chair
Ms. Mary Broderick, Vice-Chair
Dr. John Crosbie, Chancellor
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
Mr. Brian Dalton
Ms. Deanne Fleet
Mr. Jim Igloliorte
Ms. Jeannette Lundrigan
Mr. Earl Ludlow
Mr. Douglas Moores
Mr. Darek Moreau
Ms. Meghan Mitchell
Ms. Eleanor Swanson
Ms. Sherina Wall
Ms. Eleanor Bennett, Secretary

APOLOGIES: Mr. Martin Gould, Mr. Jim Keating, Dr. Vinod Patel, Mr. Tony Roche, 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. MEETING CALLED TO ORDER

The meeting was called to order at 2:00 p.m. by Mr. Dalton, Chair of the Board.

2. APPROVAL OF THE AGENDA

The agenda for the meeting was approved.

3. MINUTES

The Minutes of the regular meeting of the Board of Regents held on July 19, 2007, a copy of which was circulated, were approved by the Board.

Mr. Crosbie joined the meeting at 2:25 p.m.

Mr. Moores joined the meeting at 3:30 p.m.

4. PRESENTATION RE CAPITAL CAMPAIGN

Mr. Dalton welcomed to the meeting Dr. Penny Blackwood, Director of Alumni Affairs & Development, Mr. Bob Edgett, Campaign Director and Vice-President, KCI and Ms. Mary Martin, Vice-President, KCI, who provided a presentation on the Capital Campaign which is currently underway at Memorial.

Following the presentation and a question and answer period, Mr. Dalton thanked Dr. Blackwood, Mr. Edgett and Ms. Martin for their detailed and informative presentation, after which they left the meeting at 3:55 p.m.

5. GRENFELL GOVERNANCE UPDATE

The President provided an update on the Grenfell Governance matter. He advised the Board that since the last Board meeting, there have been many verbal and written comments, emails and letters in the public domain, generally in the media and on a University website which had been established to receive comments and submissions and assist debate.

He reiterated the importance of becoming engaged with respect to determining the impact on students, including transfer issues, the costs, the required changes to the MUN Act, the source of the students and the development of a comprehensive strategic plan. The resolution of the Board has been provided to Government, but there has been no indication of any action thus far.

During the discussion, Mr. Crosbie put forward a number of observations on this matter.

Dr. Meisen reported that he would be holding an information session on University Governance in Corner Brook on September 10th and on the St. John's campus on September 12th.

6. CHAIR'S REPORT

1. Welcome to Mr. Moreau

The Chair, on behalf of the Board, extended a warm welcome to Mr. Moreau, who was attending his first meeting since being appointed to the Board. The Board received official notification from Government of Mr. Moreau's appointment which will be for the term effective August 8, 2007 until March 16, 2008.

2. Last Meeting for Mr. Cranford

Mr. Dalton noted that this was the last meeting for Mr. Cranford whose term expires on September 11, 2007. He thanked Mr. Cranford for his contribution to the work of the Board during his term and wished him well in all his future endeavours.

3. Presidential Search Committee Update

Mr. Dalton provided an update on the activities of the Presidential Search Committee since the last Board meeting. He advised that following the consultation sessions on July 11, 2007, the advertisement for the new President was finalized along with the dates for its placement in newspapers, media and websites. A copy of the ad was also circulated at the meeting for the information of the Board.

Mr. Dalton noted that the next meeting of the Committee is scheduled for September 13th.

7. PRESIDENT'S REPORT

1. Activities Report

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

Aug. 6-8 He traveled to Labrador to meet with representatives of the Nunatsiavut Government and community leaders in Nain regarding Memorial University's Task Force on Aboriginal Issues, Strategic Plan and Labrador Institute.

July 26 He attended the "Wine and Roses" Garden Fundraiser hosted by Dr. Wilf Nichols with the MUN Botanical Garden

July 31 He hosted the "Legacy Tea" Event at the MUN Botanical Garden with Dr. Terry Lynn Young as guest speaker.

Aug. 30-31 He welcomed new faculty and attended new faculty orientation.

Sept. 2,3,4 He spoke at an orientation sessions for parents and students. He attended the Marine Institute fall student orientation information session.

Sept. 1 He attended the Police Studies Program - 2007 Graduation ceremony.

2. "Single E-Mail" Policy

The Board received and reviewed background information pertaining to a submission regarding "Single e-mail" Policy for Memorial's faculty, staff, students, retirees and alumni.

The Department of Computing and Communications (C&C) has drafted a policy which outlines the rationalization of Memorial's e-mail systems and the creation of a single "official" e-mail system which would include one e-mail account and one e-mail address per person covered by this policy.

The Board was advised that the costs associated with implementing this policy are programming time to build the software (already provided by C&C and additional disk storage space. While the initial implementation of the single e-mail policy will not require any additional hardware, C&C anticipate that over time additional disk storage will be required for e-mail storage and for many other storage related needs. It is anticipated that the 2008 costs of additional storage will be approximately \$100,000 and this cost will be covered by C&C budget.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves a Policy for Single E-Mail for Students and Employees.

3. New Policy "Development, Approval & Administration of University Policies

The Board received and reviewed background information pertaining to a submission for a new policy on "Development, Approval and Administration of University Policies".

In September 2006, the Board and the Administration decided that it was appropriate to undertake a review and recommend improvements with respect to formulation, development and dissemination of new and existing University policies. Upon review of best practices at other Canadian universities and internal consultations, it was proposed to create a new policy entitled "Development, Approval and Administration of University Policies".

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves a policy on "Development, Approval and Administration of University Policies" and that a Policy Oversight Committee be established as a committee of the Board of Regents.

4. Appointments to Board of Directors of Campus Childcare Inc.

The Board received and reviewed background information pertaining to a recommendation for appointments to the Board of Directors of the Campus Childcare Inc.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the following appointments to the Board of Directors of the Campus Childcare Inc. for the period commencing July 21, 2007 for the terms specified:

Mr. James Farrell, representing MUNSU, for a one-year term
Mr. Nick Eisnor, representing MUNSU, for a one-year term
Mr. Greg French, representing Memorial, for a three-year term

5. Re-appointment to Board of Directors of MURC

The Board received and reviewed background information pertaining to a reappointment to the Board of Directors of the Memorial University Recreation Complex (MURC).

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the reappointment of Ms. Stephanie Power to the Board of Directors of the Memorial University Recreation Complex for a further term of one year, commencing May 31, 2007.

6. Registration Progress Report – Fall Semester 2007

The Board received and reviewed a registration progress report for the fall semester 2007, along with data from comparable points during advance registration for Fall semesters 2006, 2005 and 2004.

8. FINANCE COMMITTEE

The Minutes of the Finance Committee meeting held on September 6, 2007 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 – Pay Rates for Part-Time Contractual Coaches & Guest Coaches – School of Human Kinetics

The Board received and reviewed background information pertaining to a recommendation that the pay rates for Coaches and Guest Coaches in the School of Human Kinetics and Recreation be set.

The Board was advised that there are no budget implementations for the University as revenue generated from these programs will cover the cost associated with employing part-time coaches and guest coaches.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves a recommendation that the pay rates for part-time contractual Coaches and Guest Coaches in the School of Human Kinetics and Recreation be set at from \$250 to \$1,200 per week.

Item B – Establishment of Bilingual Stipend

The Board received and reviewed a recommendation for the establishment of a bilingual stipend rate for staff positions requiring proficiency in a second language.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves a recommendation that an annual stipend of \$800 be implemented for positions in the University requiring second language skills.

Item C – Creation of Positions – Faculty of Arts

The Board received and reviewed background information pertaining to a recommendation to establish positions of Senior Faculty Advisor and Undergraduate Student Advisors in the Faculty of Arts.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the creation of the positions of Senior Faculty Advisor and Departmental Undergraduate Student Advisors in the Faculty of Arts at the following stipends:

Senior Faculty Advisor

Departmental Undergraduate Student Advisors:

<u>Enrolment</u>	<u>Annual Stipend</u>
Less than 100	\$1,000
101-200	\$1,500
201-400	\$1,750
Over 400	\$2,000

Item D – Establishment of Positions

The Board received and reviewed background information pertaining to a recommendation for the establishment of permanent positions.

After discussion, the following resolution was passed:

RESOLVED:

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

Faculty of Arts

ART-021 - Coordinator-Digital Research Centre for Qualitative Research

Student Affairs & Services

COC-015 - Academic Program Administrator - The Glen Roy Blundon Centre, University Counselling Centre

Faculty of Business Administration

BSA-032 - Intermediate Clerk Stenographer

9. AUDIT & RISK MANAGEMENT COMMITTEE

A verbal report of the Audit and Risk Management Committee meeting held on September 5, 2007, was presented by Mr. Igloliorte, who acted as Chair of the Committee.

In particular, the Board received and reviewed a Report on the Internal Audit, which was presented for information and did not require approval of the Board.

10. CAMPUS PLANNING & DEVELOPMENT COMMITTEE

The Minutes of the Campus Planning and Development Committee meeting were presented by Ms. Broderick, Chair of the Committee, and accepted by the Board.

On the recommendation of the Campus Planning and Development Committee, the following resolutions were passed with respect to the items which required specific approval of the Board:

1. Update on Capital Projects

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

2. Development of Holyrood Marine Base

The Board received and reviewed background information pertaining to a recommendation for the development of a Marine Base at Holyrood.

The Board was advised that in order to achieve overall University goals for enhanced marine programs and research related to the ocean and

the Marine Institute's vision to become "a world oceans institute," it is imperative that the University move to develop its "at-sea" capability. The first step is to establish a world-class base to support research and education.

The selected site for the Marine Base is located in the northern arm of Holyrood Harbour, approximately 45 km from the St. John's campus. The site is divided between three owners: Seaxx Inc. (plant and land), the Government of Canada (wharf), and the Government of Newfoundland and Labrador (surrounding land). Memorial has been offered both of the government properties at no cost and these lands will be accepted/acquired following the successful conclusion of the purchase of the Seaxx Inc. property.

The Holyrood Marine Base will be comprised of a research, education and interpretation facility, a wharf with associated vessel services and storage, a variety of ocean observatories, Autonomous Underwater Vehicles (AUV's) and Remotely Operated Vehicles (ROV's) and support for the Institutes ROV and Commercial Diving programs.

Once operational, the Holyrood Marine Base will have a significant economic impact on the rural community of Holyrood. The project is fully supported by the Town Council of Holyrood, regional MHAs and the regional MP.

The estimated total cost of development of the Holyrood Marine Base is \$5.2 million. It is anticipated that funding of \$4.7 million will be obtained jointly from federal and provincial governments to augment the \$500,000 contribution from Irving Oil Ltd., the funding which has been received by the Marine Institute, will be used to purchase the Seaxx Inc. property.

Utilization of the Holyrood Marine Base will commence as soon as the Seaxx Inc. property is purchased and the government wharf and lands are transferred. Initial use will be to support the Marine Institutes' ROV and diving program, Memorial's AUV research and at-sea research projects in ocean technology and safety and survival training. Initial operations will utilize existing wharf and buildings and will be funded through the Marine Institute's operating grant, including funds designated for the School of Ocean Technology, and through funds generated through research projects. Long-term operating funding beyond the next five years will be addressed in the funding proposals related to the development of the new facilities at the Base.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves a recommendation for the development of the Holyrood Marine Base and that approval of the Lieutenant Governor in Council be sought to:

- 1) Purchase the Seaxx Inc. Property for up to \$300,000, and subsequent to the purchase;
- 2) Accept the transfer of the Federal Government wharf and land for \$1.00
- 3) Accept the transfer of the Provincial Government land for \$1.00

3. Naming of "Rutter Stateroom" in IIC

The Board received and reviewed background information pertaining to a recommendation to name a room in the Genesis Centre of the Inco Innovation Centre, as the "Rutter Stateroom".

The Board was advised that a major function of the Genesis Centre is to facilitate networking and interaction between its client entrepreneurs and staff. The Genesis Centre currently has space in a suitable location for the gathering of entrepreneurs. However the space needs to be furnished and finished appropriately.

Rutter Technologies is the most successful graduate of the Genesis Centre to date. The company developed the voyage data recorder (VDR), the marine equivalent of the aircraft black box. After the company graduated from the Genesis Centre, Rutter Inc. acquired several other companies and went public. It now has annual revenues of over \$70 million, and employs over 400 in Canada and elsewhere.

Rutter Inc. is also an important partner to Memorial University, cooperating on proposals to the Atlantic Innovation Fund, and for the Centre for Excellence in Commercialization and Research. The Executive Vice-President of Rutter, Mr. Fraser Edison, has been on the Genesis Centre Selection Board since its inception in 1997, and has chaired it since 2002. In 2001, he became a major shareholder in Rutter.

Rutter has agreed to give the Genesis Centre \$25,000 to finish and furnish the gathering space. Naming the space the "Rutter Stateroom" would give permanent recognition to the company for its generosity, and highlight the success of a Genesis Centre graduate. The name would also give the opportunity to finish the space with a maritime

feel, and emphasize the importance of maritime history to our province, and the place of ocean technology in its future.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the naming of Room IIC-3003B in the Genesis Centre as the "Rutter Stateroom", in accordance with the Naming Opportunities Policy.

11. LABOUR RELATIONS COMMITTEE

Dr. Meisen provided an update on negotiations with the following:

1. MUNFA Negotiations

2. LUMUN

3. TAUMUN

12. APPOINTMENTS COMMITTEE

The Board received and reviewed a Report of Action taken by the Appointments Committee at its meeting on September 6, 2007, which was presented by Ms. Broderick, Chair of the Committee, and approved by the Board.

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 Mr. Keith Chaulk as Director of the Labrador Institute, effective November 19, 2007.

That the Board of Regents approves the appointment of Ms. Deborah Collis as Director of Financial and Administrative Services, effective September 6, 2007.

13. SIE COMMITTEE

A verbal report of the Separately Incorporated Entities (SIE) Committee meeting held on September 6, 2007, was presented by Ms.

Canning, Chair of the Committee. The following resolution was passed with respect to the item that required specific approval of the Board.

1. Edutech Services Inc.

The Board received and reviewed a business plan for Edutech Services. The Board was reminded that at its May 22, 2007 meeting, it approved the creation a Separately Incorporated Entity (SIE) of Memorial University to be called Edutech Services Inc. (ESI).

The Board was advised that the role of the SIE will be to provide specialized information technology services to Memorial and to identify and develop opportunities for similar services that can be shared across the education system in Newfoundland and Labrador. The plan described the need and the potential opportunities for such services.

The business plan described the financial plan for the creation and operation of ESI. It also discussed the transition of outsourced operations of ESI without impairing service to the current client departments.

The Board was advised that ESI will be governed by a Board of Directors comprised of nine members as follows:

- ▶ **Five Memorial members** (the Registrar, the Directors of Human Resources, Financial and Administrative Services and Computing and Communications, and one Dean of an academic department, preferably the School of Business Administration);
- ▶ **Two educational stakeholders** (one each from the College of the North Atlantic and the Department of Education);
- ▶ **Two private sector stakeholders** (invited members of the Newfoundland and Labrador business community).

The Chair of the Board of ESI will be appointed by the SIE Committee of the Board of Regents.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approves the Business Plan for Edutech Services Inc.

Further, that the Board of Regents approves the following appointments to the Board of Directors of Edutech Services Inc. representing Memorial:

- ▶ Glenn Collins, Registrar
- ▶ Lisa Hollett, Director of Human Resources
- ▶ Deborah Collis, Director of Financial and Administrative Services
- ▶ Graham Mowbray, Director of Computing and Communications

2. Johnson Geo Centre

Ms. Canning advised the Board that the University had signed a Management Agreement Plan with the members of the Johnson Geo Centre at an official signing ceremony recently.

14. OTHER BUSINESS

1. Correspondence

The Board received a card of thanks from Mrs. Rusted for the Board's note of condolence on the death of her husband, Dr. Ian Rusted, and a letter of thanks from Dr. Niall Gogan for the award of the title of Professor Emeritus.

ADJOURNMENT

The meeting adjourned at 6:40 p.m.