

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

BOARD OF REGENTS

A meeting of the Board of Regents was held on Tuesday, May 25, 2004 in the Board Room of the University at 2:30 p.m.

PRESENT:

Dr. Georgina Hedges, Vice-Chair
Dr. John Crosbie, Chancellor
Dr. Axel Meisen, President and Vice-Chancellor
Dr. Eddy Campbell, Vice-President (Academic)
Gail Aylward
Leigh Borden
Lisa Browne
Calvin Butt
Sam Chaulk
Sharon Duggan
Leslie Galway
Dorothy George
Ed Kelly
Nancy Kelly
Dr. Brendan Lewis
Allison North
Andrea Quinlan
Darlene Russell
Harvey Short
Roxana Vernescu
Eleanor Bennett, Secretary

APOLOGIES: Hayward Blake, Earl Ludlow, Joan Pinsent, Dave Porter, and Susan Wood.

ABSENCE OF A CHAIR

Due to the vacancy in the office of the Chair of the Board of Regents, Dr. Georgina Hedges, Vice-Chair of the Board, acted as Chair.

PRESENT BY INVITATION: Mr. Kent Decker, Vice-President (Administration and Finance).

1. MINUTES

The Minutes of the regular meeting of the Board of Regents held on April 8, 2004, copies of which were circulated prior to the meeting, were approved by the Board.

2. WELCOME TO DR. CAMPBELL

Dr. Hedges extended a warm welcome to Dr. Campbell, who was attending his first official meeting since being appointed Vice-President (Academic) on May 1, 2004.

3. ACTING CHAIR'S REPORT

1. July Meeting/Retreat

Dr. Hedges reviewed a tentative schedule for the July Board meeting to be held at the Mount Peyton Hotel in Grand Falls-Windsor from the 22nd to the 23rd. She noted that the theme for the retreat will be the University's finances.

2. Committee Membership

Dr. Hedges advised that membership on the Board committees will remain as it is currently. One exception will see Ms. Quinlan move to the Campus Planning and Development committee.

3. White Paper on Post-Secondary Education.

Dr. Hedges advised that the President had written to Mr. Bruce Hollett, Deputy Minister of Education, regarding the Government's "White Paper on Post-Secondary Education" indicating issues that the University would like addressed.

Dr. Hedges noted that she and Dr. Meisen met recently with the President, and the Chair of the Board, of the College of the North Atlantic to discuss joint interests with respect to the "White Paper."

4. PRESIDENT'S REPORT

1. Fund-Raising

Dr. Meisen acknowledged the following donations to the University:

- ▶ EnCana donated an SGI Onyx computer worth \$200,000 for the Visualization Centre.
- ▶ Irving Oil donated \$500,000 toward a \$2 million Marine Safety facility, which will be created by the Marine Institute in Holyrood.
- ▶ The Government of Canada leased the University without charge a \$1 million ION Mass Spectrometer for the INCO Innovation Centre.
- ▶ Dr. David Peters donated \$25,000 for the purchase of a 1919 Pilat

Violin for the School of Music.

2. Activity Report

Dr. Meisen advised the Board of the following events he had recently attended:

- May 5 He attended the 9th annual award luncheon to honour Canada's Top 40 Under 40. Two of Memorial's alumni were honoured: Dr. Proton Rahman (B.Ms. 1988, M.D. 1990), Associate Professor of Medicine; Isabella Pain, (B.A. 1991), formerly with the Faculty of Science now with Voisey Bay Nickel.
- May 6 He hosted the Sir Wilfred Grenfell College Convocation President's Dinner.
- May 7 He presided over the SWGC Convocation where Chief Misel Joe received an honorary degree.
- May 17 He hosted breakfast for the Governor General's Canadian Leadership Conference 2004, a select group of highly talented Canadians from all walks of life, and gave a presentation on Memorial University's activities regarding cooperation with the community and rural development.
- May 17 - 22 Memorial hosted a Canada Wide Science Fair at the Works where some 600 Grade 7 to Grade 12 aspiring scientists attended from all across the country.

3. Marine Institute – Vision 2020

The President informed the Board that the Marine Institute is conducting a strategic planning exercise to chart its course over the next 10 to 20 years. The exercise is being conducted under the direction of Mr. Les O'Reilly, Executive Director of the Institute, with input from local, national and international stakeholders in the marine industry.

4. Search for Director of Alumni Affairs and Development

The President advised that the search for the Director of Alumni Affairs and Development is ongoing, and he hoped that a recommendation for the appointment will be made to the Board at its July meeting.

Mr. Crosbie joined the meeting at 3:15 p.m.

5. Application Summary Report

The Board received and reviewed an Undergraduate Application Summary Report for fall semester 2004, which was prepared by the

Registrar's Office. Dr. Meisen commented on the report and noted that overall applications are slightly ahead of where they were at the same time last year.

6. Update on Legal Matters

Dr. Meisen provided a brief update on legal matters currently involving the University.

7. Wireless Networking Project Plan

Dr. Meisen advised that studies were recently completed regarding the needs of the St. John's campus residences, Sir Wilfred Grenfell College and the Marine Institute with respect to wireless networking. The cost for the respective installations of the hardware and software, are estimated to be \$330,000, and will be paid for out of the Opportunity Fund.

8. Police Studies Program Location

Dr. Meisen commented on the University's decision to locate the Police Studies Program at the St. John's campus rather than at Sir Wilfred Grenfell College. Dr. Meisen advised that in the budget speech, Government announced that it wished the University to provide training for a total of 75 new recruits (over the next three years) for the Royal Newfoundland Constabulary (RNC) here in the province. Dr. Michael Collins, Associate Vice-President (Academic), conducted a study with input principally from the Dean of Arts, the Principal of Sir Wilfred Grenfell College, and the RNC regarding the location of the program. Dr. Collins' report was seen and found to be sound by the stakeholders. The report concluded that locating the program in St. John's would enable students with a wider range of backgrounds to enroll in the program, give students access to a wider range of courses, provide year-round access to practical training facilities run by the RNC in St. John's, and cost less. The University therefore decided to locate the program in St. John's and Senate approved this decision at its meeting on May 11, 2004. The decision and background information were also provided to Government prior to their announcement.

5. FINANCE COMMITTEE

A draft of the Minutes of the Finance Committee meeting held on May 25, 2004, copies of which were circulated at the meeting, was presented by Mr. Short, 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 - Memorial University Budget for FY 2004-2005

The Board received and reviewed background information pertaining to the University's budget estimates for the 2004-2005 fiscal year. The Board was advised that the Provincial Government had provided an increase in last year's grant to the University in the amount of \$8,445,100. The increase was provided to cover existing general salary increases for faculty and staff, 75% of step increases for faculty and staff, fringe benefit increases, pension indexing, plus additional funding to cover deferred maintenance (\$3 million) and teaching equipment (\$1 million). Approval for additional borrowing for the University's five-year deferred maintenance plan has not been granted for the coming year. The Federal Government also provided a special grant allocation in the amount of \$3,739,400 towards funding the indirect cost of research.

The University is projecting a balanced budget with total revenues and expenditures in the amount of \$198,301,400. The budget will be balanced on the assumption that the operating units are able to absorb the remaining 25% step increases amounting to \$635,000; the \$2,000,000 general budget reduction directed by the Provincial Government; and the inflationary cost increases estimated at \$1,500,000. The Board was advised that severe cost-cutting measures will have to be implemented without compromising the quality and range of academic programs offered at the University. Details on the budget will be presented to the Board at its July meeting.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the budget estimates for the fiscal year 2004-2005, with total revenues and expenditures of \$198,301,400, resulting in a balanced budget.

Item B - Continuance Fee for Graduate Students

The Board received and reviewed background information pertaining to a recommendation for a change in fees for graduate students. The Board was advised that students who complete thesis-based or report-based graduate programs after the nominal program period specified in the calendar are charged "continuance fees" to offset ongoing costs. The existing continuance fee policy has two problems: (i) the basis for the assessment of continuance fees is unclear and (ii) continuance fees are assessed for a full semester even when students complete all requirements shortly after the drop-date for graduate registration.

After discussion the following resolution was passed:

RESOLVED:

That the Board of Regents approve the following changes to

graduate student fees:

1. The program fee for doctoral students admitted as of September 1, 2004, be payable over twelve semesters rather than the current nine.
2. The continuance fee for doctoral, master's (Plan A) or graduate diploma programs be set at 8.15% of the total program fee, for students admitted as of September 1, 2004.
3. The following pro-rated refund schedule for continuance fees be implemented effective September 1, 2004, for all graduate programs.

<u>Program Completion</u>	<u>Refund</u>
By the last drop day	100%
Four weeks after the last drop day	50%
Eight weeks after the last drop day	25%

Item C - Establishment of Fees for BBA Students from China (CCIMI)

The Board received and reviewed background information pertaining to a recommendation to establish fees for students completing the Bachelor of Business Administration (BBA) program under an agreement with the Canada China International Management Institute (CCIMI). The Board was informed that the Faculty of Business Administration has entered into an arrangement with CCIMI to establish a presence in China. Under this arrangement, CCIMI will offer, in Beijing, an intensive pre-university ESL foundation program and the first two years of a Canadian Bachelor of Business Administration (BBA) degree, with students then transferring to Memorial to complete the final two years of the degree program.

A memorandum of understanding signed between Memorial and CCIMI will see 25 students enter Memorial in the fall of 2006 to start the third year of the BBA degree. In subsequent years, this number will rise to a maximum of 50 students being accepted each year. Students attending Memorial will be charged a fee of \$440 per credit hour (\$13,200 per annum for 10 semester courses) which compares to the standard international fee of \$293.33 per credit hour. The proposed tuition fees have been set after consultation with CCIMI, taking into account the fees charged by the other Canadian partner universities, and the Faculty of Business Administration's expected income and expenses associated with the offering of this program.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve fees in the amount of \$440 per credit hour (\$13,200 per annum for 10 semester courses), for the 2004-2005 academic year, for students completing the Bachelor of Business Administration (BBA) program under an agreement with the Canada China International Management Institute (CCIMI).

Further, that fee increases thereafter be in accordance with Board approved percentage increases for all international undergraduate students.

Item D - Special Fee - Master of Applied Science in Computer Engineering

The Board received and reviewed background information pertaining to a recommendation to charge a program fee for a new Master of Applied Science (M.A. Sc.) in Computer Engineering program. This program is a course-based Master's program that has been designed specifically for students who are graduates from universities on the east coast of China. In addition to Memorial's admission process, Can-Zhong, a Vancouver-based consulting firm, will pre-screen applicants, after which representatives from Memorial will conduct personal interviews.

It is expected that each year a cohort of 20 to 35 students will undertake the program. A program fee of \$25,000 USD for the entire 18-month program was recommended. All direct and indirect incremental costs would be recovered with a minimum cohort size of 16 students per annum. As larger cohorts are anticipated, the surplus would be reinvested in upgraded classrooms and in other items that are important to the Faculty of Engineering and Applied Science and to the University. The Board was advised that Senate had approved this program at its meeting on May 11, 2004.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents authorize the Faculty of Engineering and Applied Science to charge Chinese cohorts a fee of \$25,000 USD for a new Master of Applied Science in Computer Engineering program.

Mr. Crosbie left the meeting at 4:20 p.m.

Item E - Assessment of Special Fee for School of Pharmacy

The Board received and reviewed background information pertaining to the implementation of a special fee for the new School of Pharmacy program.

Note: The decision on this matter may be made in the context of the funding and fee policies Government adopts upon conclusion of the White Paper on Post-Secondary Education process.

Item F - Residence and Meal Plan Fees - September 2004

The Board received and reviewed background information pertaining to a recommendation for increases to student residence and meal plan fees. The Board was advised that the increase in residence rates is necessary to cover the costs of essential renovations and furniture replacement apart from the accumulated deferred maintenance necessary to ensure the health and safety of the residences. Student representatives from the various residences were consulted about the proposed increases in room rates. The Paton College Council unanimously recommended that the residence fees be increased by \$50 per student, per semester if the University provided for the installation of a high speed internet system in residence (RESnet).

The increases in the meal plan rates reflect the increased costs (2%) associated with the new meal plan starting in September 2004.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the following increases to student residence and meal plan fees, effective September 1, 2004:

1. An increase of 5% in residence room rates.
2. A \$50 per student, per semester fee to support the implementation of a RESnet service to all on-campus housing students.
3. Meal Plan increases for Paton College students of approximately 4%.

Item G - Update on MUNSU Financial Position

The Board received and reviewed a status report on the Memorial University Students' Union (MUNSU) financial position. Discussions have been underway between the University and MUNSU since the summer of 2001 and are nearing a resolution.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the recommendation

that the current direction of negotiations taken by the University Administration be confirmed.

Ms. Russell left the meeting at 4:50 p.m.

Item H - Establishment (CREAIT) Network

The Board received and reviewed background information pertaining to a proposal for the establishment of the Core Research Equipment and Instrument Training (CREAIT) Network at Memorial University. The Board was advised that this new network will build on the Centre for Chemical Analysis, Research and Training (C-CART) model and will begin with two satellites in year one (C-CART and the Genomics and Proteomics Facility). Another three satellites are planned over the next two years. Staff will be responsible for operating and maintaining multi-users research instruments, and instructing faculty and students on their use for subsequent direct "hands-on" access. The network will also facilitate access to our research facilities by private sector users on a full cost-recovery basis, and promote the development of new collaborative research and training opportunities/partnerships.

The CREAIT network will be funded primarily through a combination of external awards from federal research programs (e.g. NSERC, CFI), overheads from contract research, internal and external user fees, and existing institutional commitments that support research at Memorial. The proposal has several new recurring financial obligations: a) one half-time administrative staff specialist; b) two full-time research laboratory coordinators in the Genomics and Proteomics Facility (starting January 2005); and, c) an administrative stipend for the Director. There will also be one-time expenses for office equipment and start-up costs. The added financial obligations amount to \$64,450 in year one and will be paid from the Indirect Costs of Research Fund provided by the Federal government.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the establishment of the Core Research Equipment and Instrument Training (CREAIT) Network, under the authority of the Vice-President (Research).

Item I - Investment Committee Report - Awards Program Spending Policy

The Board received and reviewed background information pertaining to a recommendation from the Investment Committee for the establishment of a new Awards Program Spending Policy. The Board was advised that this policy will fulfill the objective of the University in managing its awards

program in order to distribute its resources equally to current and future generations. This policy applies to the University Awards program, including scholarships, awards (prizes), and bursaries, as well as other endowments such as endowed chairs. The policy will be reviewed by the Investment Committee annually to confirm spending rates, minimum endowment amounts, the shortfall policy, the inflation policy, and any other items within the policy.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the establishment of an Awards Program Spending Policy.

Mr. Crosbie rejoined the meeting at 5:10 p.m.

Item J - Audit Committee Report

The Board received a verbal report of the Audit Committee meeting held on May 25, 2004, which was presented by Ms. Browne, Chair of the Committee.

Arising from the May 25th Audit Committee meeting, was a recommendation that the Appointments Committee be requested to review Human Resource issues with respect to exit interviews on a semi-annual basis.

The following resolution was passed with respect to exit interviews:

RESOLVED:

That the Board of Regents approve a recommendation from the Audit Committee that the Appointments Committee be requested to review Human Resource issues with respect to exit interviews on a semi-annual basis.

The Board also received and reviewed the Audit Plan for 2004-2005. This plan is primarily risk-based, adopting a thematic approach to define audit projects scheduled for the current fiscal year. In addition, other projects have been proposed to ensure that areas of the University that have not been addressed for a number of years are reviewed in the upcoming year.

Item K - Staff Changes

1. Department of Student Affairs and Services

The Board received and reviewed background information pertaining to a proposed organizational restructuring, and the establishment of a new

position for the Department of Student Affairs and Services. The Board was advised that in creating a new position of Manager of Finance and Administration, the Department will have professional expertise in the areas of financial, budget and project management matters. This position will also work with the units within the Department to conduct analyses of program costs, provide direction on financial and administrative matters, develop and implement new policies, administer the discipline code of conduct, and recommend long term strategies for improved efficiencies.

Several changes in the reporting relationships within the Department were also recommended.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the establishment of the position of Manager of Finance and Administration in the Department of Student Affairs and Services.

Further, that the Board approve an organizational restructuring in the Department of Student Affairs and Services as follows:

- (a) The Bookstore will report directly to the Dean and receive administrative and financial support from the Manager of Finance and Administration;
- (b) Liquor Services will be part of Housing, Food and Conference Services;
- (c) Wellness Education will be part of the Counselling Centre;
- (d) International Student Centre will be part of Student Success Programs;
- (e) Student Support Programs will be renamed to Student Success Programs.

2. Office of Research

The Board received and reviewed background information regarding the conversion of two positions in the Office of Research from contractual to permanent.

After discussion, the following resolution was passed:

RESOLVED:

That the Board approve the conversion of the following positions in the Office of Research from contractual to permanent status, effective May 25, 2004:

OOR-013 Administrative Staff Specialist II
OOR-014 Administrative Staff Specialist I

3. Department of Earth Sciences

The Board received and reviewed background information regarding a recommendation that a permanent staff position in the Department of Earth Sciences be declared redundant. The Board was advised that this action was necessary due to a shortfall in the budget allocation to the Department.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the deletion of the following permanent staff position in the Department of Earth Sciences and that the position be declared redundant:

ESC-010 SRD/Microprobe Laboratory Supervisor

6. LABOUR RELATIONS UPDATE

The Board welcomed Mr. Gerard McDonald, Director of Human Resources, to the meeting. He provided the Board with an update on collective bargaining issues with the University's various CUPE and NAPE staff bargaining units.

He also reported on the current status of bargaining with the CUPE local at the Memorial University Recreation Complex (MURC). They have been in a legal strike position since April 14th. MURC and CUPE reached a tentative agreement on all issues on May 6th, however this settlement was rejected by a vote of the membership a few days later. Conciliation meetings were held on May 25th with the outstanding issues being money and scheduling by seniority. The parties have adjourned until May 27th. CUPE may conduct another strike vote depending on how talks progress. However, he was optimistic that when talks resume a tentative agreement will be reached.

The Board thanked Mr. McDonald for his report, and he left the meeting.

7. APPOINTMENTS COMMITTEE

The report of the Appointments Committee meeting held on May 25, 2004, along with an addendum, was presented by Ms. Aylward, Chair of the Committee, and accepted by the Board. The following resolutions were passed with respect to the items which required specific Board approval:

RESOLVED:

That the Board of Regents approve the following appointment/reappointment:

Dr. Robert Lucas – To be re-appointed as Dean of Science for a further three-year term, effective September 1, 2004.

Mr. Mark Staveley – To be Chief Technology Officer of ACENet in the Office of the Vice-President (Research) for a three-year term, effective June 1, 2004.

Appointment of Principal of Sir Wilfred Grenfell College

Dr. Meisen presented the report of the search committee for the position of Principal of Sir Wilfred Grenfell College. He recommended the appointment of Dr. John Ashton for this position.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the appointment of Dr. John Ashton as Principal of Sir Wilfred Grenfell College for a five-year term, effective July 1, 2004.

8. MATTERS CONCERNING SIR WILFRED GRENFELL COLLEGE

Arising from the discussion of the appointment of the Principal of Sir Wilfred Grenfell College, Dr. Lewis informed the Board of some concerns that had been expressed to him by members of the Corner Brook community during his involvement with the search for the new Principal. These concerns related principally to funding and reporting relationships.

Following discussion, Dr. Meisen agreed to outline a process for identifying and addressing the concerns at Grenfell once Dr. Ashton has assumed the position of Principal.

Ms. Browne left the meeting at 6:30 p.m.

9. CAMPUS PLANNING AND DEVELOPMENT COMMITTEE

The minutes of the Campus Planning and Development Committee meeting held on May 25, 2004, which were circulated at the meeting, were presented by Mr. Kelly, Chair of the Committee, and approved by the Board. The Board received and reviewed background information pertaining to the following items which were presented for information:

1. Update on Capital Projects

The Board received and reviewed background information pertaining to the following ongoing capital projects:

- Inco Innovation Centre
 - Sciences Research Building - Functional Space Planning Study
 - Queen Elizabeth II Library Renovations - Functional Space Planning Study
(The Committee received a presentation by Mr. Mark Mehrer of the Resource Planning Group Inc., who had conducted a function space planning study of the Queen Elizabeth II Library.
 - School of Music Expansion
 - Energy Master Plan
 - Food Science Pilot Building Extension, Marine Institute
 - Sir Wilfred Grenfell College Exhibition Centre
2. Deferred Maintenance Program 2 004-2005
 3. Safety Report - Status Update
 4. Annual Report on Leased Space
 5. Report on Architectural and Engineering Consultant Commissions for Projects with a Capital Value of Less than \$500,000

10. SENATE

The Board received copies of the minutes of the regular meeting of Senate held on May 11, 2004. 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:

Items 103 and 107- Report of the Senate Committee on Undergraduate Studies

(Item 103.1 - Item 103.3; Item 107.1 - Item 107.3)

Items 104 and 108 - Report of the Academic Council of the School of Graduate Studies

(Item 104.1 & Item 104.2; Item 108.1 and 108.2)

Item 109 - Ad Hoc Committee on Senate Reform

On the recommendation of Senate, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the following:

- A. The revision of the Handbook of Senate By-Laws and

Procedures to read:

“Clause II.D.2

Nine senators shall be selected by the undergraduate students, each representing a different academic area. The nine undergraduate student senators shall consist of seven student senators from the St. John’s campus, one student senator from the Sir Wilfred Grenfell College at Corner Brook, and one student senator from the Marine Institute. The procedure controlling such selection shall be determined by the respective Students’ Union.”

- B. Implementation of the revised By-Law effective April 1, 2005.

11. CORRESPONDENCE

1. Letter of Thanks

The Board received a letter from Dr. William Pryse-Phillips thanking the Board for the award of the title of Professor Emeritus.

ADJOURNMENT

The meeting adjourned at 7:00 p.m.