

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

BOARD OF REGENTS

The regular meeting of the Board of Regents was held on Thursday, May 13, 2010 at 12:30 p.m. in the Grenfell Room at the Glynmill Inn, Corner Brook.

PRESENT:

Mr. Robert E. Simmonds, Chair
Dr. Christopher W. Loomis, President and Vice-Chancellor, *Pro Tempore*
Chancellor Rick Hillier
Dr. Reeta Tremblay, Vice-President (Academic), *Pro Tempore*
Ms. Sheila Ashton
Ms. Julie Browne
Mr. Jerry Byrne, via teleconference
Ms. Pat Coish-Snow
Ms. Mary Cormier
Mr. Adam Daniels
Ms. Michelle Daye
Mr. Rex Gibbons, via teleconference
Ms. Noreen Greene-Fraize
Ms. Jennifer Guy
Dr. Vinod Patel
Mr. Tony Roche, via teleconference
Ms. Kathleen Roul
Ms. Donna Stone
Ms. Eleanor Swanson
Mr. Auburn Warren
Ms. Tina Pardy, Secretary

APOLOGIES: Mr. Gilbert Bennett, Mr. Brian Dalton, Mr. Martin Gould, Mr. Jim Keating, Mr. Ken Marshall, Mr. Bill Matthews.

PRESENT BY INVITATION:

Mr. Kent Decker, Vice-President (Administration and Finance); Dr. Holly Pike, Acting Vice-President (Corner Brook); Mr. Glenn Collins, Advisor to the Board; Ms. Karen Hollett, General Counsel.

5666. MEETING CALLED TO ORDER

The meeting was called to order at 1:05 p.m. by Mr. Simmonds, Chair.

The Chair welcomed Dr. Gary Kachanoski, President and Vice-Chancellor Designate to the meeting as an observer.

5667. APPROVAL OF THE AGENDA

The agenda for the meeting was approved, as amended.

5668. PRESENTATION BY WILLIAM SMITH, PEPSI CENTRE (WESTERN SPORTS)

Mr. Simmonds welcomed to the meeting, Mr. William Smith, General Manager of the Pepsi Centre (Western Sports) who provided a presentation entitled "The Pepsi Centre - More than a Rink".

Following a question and answer period, Mr. Simmonds, on behalf of the Board, thanked Mr. Smith for the very informative presentation and he left the meeting.

5669. MINUTES

The Minutes of the regular meeting of the Board of Regents held on March 25, 2010 were approved by the Board.

5670. CHAIR'S REPORT

1. Meeting of the Executive Committee of the Board of Regents regarding the Selection of Consultant to provide detailed Engineering Design for the replacement of Boiler No. 3 in the Central Heating Plant (Utilities Annex)

Mr. Simmonds advised members of the Board that in an email poll conducted on May 3, 2010, members of the Executive Committee of the Board of Regents received and reviewed background information on the selection of a consultant to provide detailed engineering design for the replacement of Boiler No. 3 in the Central Heating Plant (Utilities Annex). Members of the Executive Committee were advised that the Campus Planning and Development Committee through an email poll conducted on April 16, 2010, agreed to recommend Quadratic as the consultant to provide detailed engineering design for the replacement of Boiler No. 3 in the Central Heating Plant.

As a result of the time sensitivity of this project, the Executive Committee approved the recommendation of the Campus Planning and Development Committee that Quadratic be selected as the preferred consultant to provide detailed engineering design for the replacement of Boiler No. 3 in the Central Heating Plant (Utilities Annex).

Mr. Roche left the meeting at 1:36 p.m.

2. Student Representation on the Board of Regents

Mr. Simmonds advised members that on May 4, 2010, he sent a reminder to the Minister of Education noting that there remains three student vacancies on the Board of Regents as follows:

- Graduate Students' Union
- Marine Institute Students' Union
- Grenfell College Students' Union

In that letter, he also noted to Minister King that significant time has passed since these recommendations were made to Government and student groups have asked when can they expect to hear of the student appointments to the Board. Mr. Simmonds also noted to the Minister that there remains a Lieutenant Governor in Council vacancy on the Board of Regents created by the resignation of Ms. Debbie Singleton.

5671. **PRESIDENT PRO TEMPORE REPORT**

1. **Update on the Activities of the Task Force on a Renewed Governance Structure for Sir Wilfred Grenfell College**

Dr. Loomis provided members of the Board with an update on the activities of the Task Force on a Renewed Governance Structure for Sir Wilfred Grenfell College. In doing so he noted that the membership and terms of reference for the committees which support the work of the Task Force have been approved. He also noted that two positions for the Sir Wilfred Grenfell College Secretariat have been filled and an announcement will be made once all the positions are finalized.

Dr. Loomis then advised the Board that the Task Force received and reviewed a letter dated 10 May 2010 from the Communications and Nomenclature Committee regarding an update on the Committee's work.

Dr. Loomis then provided an overview of the memo noting that the Committee is making good progress towards the initial aspect of its Terms of Reference to make recommendations on a new name for Sir Wilfred Grenfell College. The Committee conducted research into the naming conventions of other post-secondary institutions and held a public consultation process involving both email and on-campus sessions in Corner Brook and St. John's. He reported that the Committee is now reviewing the research and the input received, including the numerous and varied suggestions regarding a name. In doing so, the Committee identified numerous branding, governance and operational factors that need to be considered in the choice of a new name, making the review process both complex and time consuming. It was further noted that while the Committee considered these options, it became clear that more time is required to develop and consider how these options would be used (in text, on websites, in advertising, on clothing and signs, etc).

Dr. Loomis then noted that taking the above into consideration, the Communications and Nomenclature Committee advised that it was not in a position to submit its final report to the Task Force by the initial target date of May 7, 2010 in order for it to be considered at today's meeting of the Board of Regents. The Committee requested that they be permitted to continue with the process and aim to have a recommendation to the Task Force in June with a view to have it considered at the July meeting of the Board of Regents. Dr. Loomis reported that the Task Force concurred with this recommendation.

Dr. Loomis then provided an update with regard to the composition of the Search Committee for the Vice-President (Corner Brook).

2. **President's Summary of Activities in Support of the Strategic Plan**

A report on the external activities of the President during the period March 22, 2010 to May 3, 2010 with emphasis to activities relating to the University's Strategic Plan was provided.

3. Registration Progress Report for the Spring 2010 Semester

Dr. Tremblay provided the Board with a registration progress report for the Spring 2010 semester and the implications of registration data on the 2010-2011 budget. She noted that data shows that total enrolments are up from last year. An examination of enrolment shows that from Spring 2009 to Spring 2010, there is an increase in enrolments for new Newfoundland and Labrador and national students. There was no change in the new International student numbers. There is also an increase in continuing Newfoundland and Labrador students and a slight decrease in continuing national students. Continuing international students have increased fairly significantly. When the numbers are analyzed by campus, there is an increase in new students and students beyond first year for the St. John's campus and Sir Wilfred Grenfell College campuses. As well, Dr. Tremblay noted that the graduate enrolments continue to increase considerably across the board.

4. Proposal to consolidate the Schools of Nursing within the Province

The Board received and reviewed background information pertaining to a proposal to consolidate the Schools of Nursing within the province under the governance of Memorial University of Newfoundland.

Dr. Loomis reminded members of the Board that at a meeting held on May 25, 2009, the Board of Regents adopted the following resolution:

"...the Board of Regents approved in principle the proposal to consolidate nursing education with a university setting as follows:

- (a) Eastern Health Center for Nursing Studies would be consolidated with the Memorial University of Newfoundland School of Nursing with the intention to create a Faculty of Nursing; and*
- (b) Western Regional School of Nursing would be incorporated into Grenfell College ..."*

Dr. Loomis then reported that the senior administration has received a policy paper prepared by the Steering Committee for Nursing Consolidation entitled "*Issues and Implications for Consolidation of Nursing Education, April 16, 2010*", (a copy of which is appended to the Board file). Dr. Loomis noted that the senior administration supports its core recommendations which are:

- 1. The governing boards of all three institutions involved in the consolidation of nursing education in the province (Memorial University, Eastern Health and Western Health) accept the policy paper prepared by the committee; and
- 2. Memorial University commence discussions with the government of Newfoundland and Labrador regarding the process and timelines of consolidation.

Proposal to consolidate the Schools of Nursing within the Province (cont'd)

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents:

- receive for information the Policy Paper entitled "Issues and Implications for Consolidation of Nursing Education", dated April 16, 2010;
- ratify its approval in principle of May 25th, 2009 for consolidation of Nursing Education within the University; and
- direct the senior administration to commence discussions with internal stakeholders (Deans, Academic and Administrative Directors, the Senate and others as necessary) and external stakeholders (the Government of Newfoundland and Labrador, Eastern Health, Western Health and others as necessary) to develop a process and timeline to achieve consolidation.

5. Canadian Council for the Advancement of Education (CCAЕ) Prix d'excellence 2010

Dr. Loomis was pleased to advise members of the Board that the Division of Marketing and Communications received 12 medals from the Canadian Council for the Advancement of Education (CCAЕ) *Prix d'excellence 2010* which included four gold medals, four silver medals and four bronze medals. Members of the Board expressed their congratulations with a round of applause. Mr. Simmonds then noted that a letter of congratulations will be sent to the Division.

CONSENT AGENDA

Noting that the items were dealt with in detail in meetings of the appropriate committees, it was moved by Ms. Cormier, seconded by Ms. Coish-Snow and carried that the consent agenda, comprising the resolutions listed in 5672 through 5678 below be approved as follows:

5672. FINANCE COMMITTEE MEETING

At a meeting held on May 11, 2010, the Finance Committee passed the following resolutions with respect to the items requiring specific approval of the Board:

Item 3175 - Increase in the Canadian Federation of Students (CFS) Fee, Canadian Federation of Students - Services (CFSS) Fee and Canadian Federation of Students -Newfoundland and Labrador (CFSNL) Fee for the Grenfell College Students' Union (GCSU)

The Board received background information and agreed to an increase in the Grenfell College Students' Union fee from \$3.00 to \$4.01 per student per semester for both the national and provincial components of the Canadian Federation of Students. Further, the Board agreed with the allocation of fees in equal portions to the Canadian Federation of Students and the Canadian Federation of Students - Newfoundland and Labrador.

Item 3176 - Deletion of Permanent Staff Position in the Department of Computing and Communications, HSC Print Shop

The Board received background information and agreed with recommendation that the following position be deleted from the staff complement:

CGS-047 - Duplicating Equipment Operator II - BL 4 - \$34,187 - \$47,942

Item 3177 - Conversion of Contractual Positions to Permanent within the University Position Complement

The Board received background information and agreed to the conversion of the following contractual positions to permanent within the University position complement:

CGS-109 - Administrative Staff Specialist I - BL 5 - \$36,527 - \$51,218
GEC-003 - Assistant to General Counsel - BL 6 - \$38,975 - \$54,655
MED-245 - Academic Program Assistant - BL 4 - \$34,187 - \$47,942
MED-246 - Academic Program Administrator - BL 6 - \$38,975 - \$54,655
MED-248 - Electronic Medical Records (EMR) Specialist - BL 7 - \$41,536 - \$58,246
PRD-039 - Copywriter - BL 7 - \$41,536 - \$58,246
PRD-040 - Communications Co-ordinator II (Faculty of Arts) - BL 7 - \$41,536 - \$58,246
PRD-041 - Communications Co-ordinator II (DELT) - BL 7 - \$41,536 - \$58,246

Item 3178 - Establishment of Permanent Positions with the University Position Complement

The Board received background information and agreed to the establishment of the following permanent positions within the University position complement:

MED-247 - Academic Program Administrator - BL 6 - \$38,975 - \$54,655
VPB-010 - Coordinator of Academic Appointments - BL 6 - \$38,975 - \$54,655

Item 3179 - Transfer a Permanent Position within the University Position Complement

The Board received background information and agreed to the transfer of a permanent position within the University position complement as follows:

Transfer of OSC-001 from the Ocean Sciences Centre to Core Research Equipment and Instrument Training Network (CREAIT)

CRE-012 - Research Computing Specialist - BL 7 - \$41,536 - \$58,246

Item 3180 - Increase in Memorial University's Work Term Student Rates

The Board received background information and agreed to the revised Work Term pay rates, to be effective April 1, 2010, as follows:

Work Term	Business, Economics and Public Relations	Engineering & Applied Science and Computer Science Internship	Human Kinetics	Psychology (Graduate Program)
I	\$1,979.33	\$2,119.94	\$1,979.33	\$2,497.41
II	\$2,119.94	\$2,180.51	\$2,119.94	\$2,727.80
III	\$2,237.83	\$2,320.03	\$2,237.83	N/A
IV	N/A	\$2,499.58	\$2,355.73	N/A
V	N/A	\$2,688.86	N/A	N/A
VI	N/A	\$2,798.10	N/A	N/A

Work Term	Advanced Diploma in Aquaculture, Fisheries Development and Food Safety, Coastal Zone Management	Diploma in Marine Environmental Technology	Environmental Technology (Co-op) Program (CNA)	Computer Systems and Networking Program (non-Co-op) (CNA)	Technical Computer Programming (Co-op) Program (CONA)
I	\$1979.33	\$1,801.95	\$1,801.95	\$1,558.59	\$1,682.97
II	N/A	N/A	\$1,854.94	N/A	\$1,801.95
III	N/A	N/A	\$1,972.84	N/A	\$1,901.45

5673. APPOINTMENTS COMMITTEE

1. Academic Appointments Report

The Board agreed to accept the Reports of Action of the Appointments Committee dated May 13, 2010 for approval or information as appropriate.

5674. CAMPUS PLANNING AND DEVELOPMENT COMMITTEE

1. Update on Progress of Capital Projects

The Board received and reviewed a summary report of the following capital projects currently underway or being planned:

St. John's Campus

- New Residence
- Residence Renovations
- Newfoundland & Labrador Centre for Interdisciplinary Research in Human Genetics and Faculty of Medicine Building Extension, HSC
- Process Engineering Laboratory Renovations
- Ocean Science Centre Cold Water Supply

Marine Institute

- Holyrood Marine Base

Sir Wilfred Grenfell College

- Academic Building
- New Residence
- Energy Performance Contract

Potential Project

- Ocean Sciences Centre - Cold Water Supply
- C-CORE Expansion
- Composting Project - SWGC

The Board was advised that projects are on time and on budget.

2. Transfer of property for the Long Term Care Facility (LTCF) in Corner Brook

The Board received background information and approved in principle, subject to receiving the approval of the Lieutenant Governor in Council and a survey/real property report, the transfer of the additional land to the Province as outlined in the Board submission.

3. Annual Report on Leased Space

The Board received for information, the annual report of leased space which summarized information on all property lease agreements of Memorial University. These leases cover agreements for external space occupied by the University as well as space Memorial has leased to other organizations.

4. Annual Report on architectural and engineering Consultant Commissions for Projects less than \$500,000

The Board received for information the annual report pertaining to architectural and engineering consultant commissions for projects with a capital value of less than \$500,000 awarded in 2009/10.

5675. LABOUR RELATIONS COMMITTEE

1. Update on LUMUN and TAUMUN

The Board received background information and agreed with the recommendation of the Labour Relations Committee that, in collective bargaining with TAUMUN, the Director of Faculty Relations be authorized to table the salary proposal recommended by the Labour Relations Committee.

5676. AUDIT AND RISK MANAGEMENT COMMITTEE

1. Legal Update

Ms. Karen Hollett, General Counsel, previously provided the legal update to the Audit and Risk Management Committee at meeting held on May 10, 2010.

5677. SENATE MATTERS

The Board received reports of items of business considered by Senate at its regular meeting held on April 13, 2010. 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 Act:

1. April 13, 2010 Meeting

Item 93 Report of the Senate Committee on Undergraduate Studies
(No. 93.1)

Item 94 Report of the Academic Council of the School of Graduate Studies
(No. 94.1 - 94.4)

Item 95 Report of the Senate Committee on Undergraduate Studies
(No. 95.1)

Item 96 Report of the Academic Council of the School of Graduate Studies
(No. 96.1)

2. Amendments to the Marine Institute Academic Council Constitution and By-Laws

The Board received background information and agreed with a recommendation from Senate to amend the Marine Institute Academic Council Constitution and By-Laws as outlined in the Board submission.

3. Nominations for Professors Emeriti

The Board received background information and agreed with a recommendation from Senate to award the title of Professor Emeritus to the following members of the faculty who are either retired or in the case of Shane O'Dea, who is scheduled to retire on August 31, 2010:

Nominations for Professors Emeriti (cont'd)

Dr. James Barnes, Faculty of Business Administration
Dr. Adrian Fowler, Sir Wilfred Grenfell College
Dr. Colin Higgs, School of Human Kinetics and Recreation
Dr. James Hiller, Department of History, Faculty of Arts
Dr. Phil Heath, Department of Mathematics and Statistics, Faculty of Science
Professor Shane O'Dea, Department of English, Faculty of Arts

5678. POLICY OVERSIGHT COMMITTEE

1. Information Request Policy

The Board received background information and approved the new policy, *Information Request*, its related procedures and implementation plan, to be effective immediately.

DISCUSSION AGENDA

5679. FINANCE COMMITTEE

Item 3181 - 2010/11 Budget Estimates

The Board received and reviewed background information pertaining to the 2010-2011 budget estimates.

The budget estimates show total revenue of \$374,270,493 and total expenditures of \$374,270,493, resulting in an anticipated balanced budget. As well, budget estimates for the Faculty of Medicine for the fiscal year 2010/11 show total revenue of \$57,428,400 and total expenditures of \$57,428,400, resulting in an anticipated balanced budget.

The University has received its grant from the Department of Education and the Department of Health and Community Services for the Fiscal Year 2010/11, with increases of \$49,766,800 and \$9,815,000 over the previous year, respectively. The increases cover operating and capital expenses as shown in Table 1 and 2 which were attached to the submission.

Highlights of the Provincial Government funding include:

- Step and general salary increases in accordance with collective agreements.
- \$5.0 million grant-in-aid of tuition freeze. Table 1, Section 2 details the allocation of this funding as proposed by senior administration.
- \$2.0 million for the Graduate School Fellowship budget.
- \$3.0 million for Sir Wilfred Grenfell College Autonomy.
- \$294,500 for the Doctoral Clinical Psychology Program.
- \$800,000 continued funding for National and International Marketing.
- \$1.4 million increase for Deferred Maintenance.
- Capital cash flow requirements for the construction of new residences in St. John's (500 beds) and Corner Brook (200 beds).
- Continuing funding for the expansion of the Faculty of Medicine.

Item 3181 - 2010/11 Budget Estimates (cont'd)

The Federal Government is again providing a special grant of \$4,233,743 towards the indirect costs of research.

Tuition revenue for the University (excluding the Faculty of Medicine) is budgeted at the 2009/10 final tuition revenue amount, which includes \$998,125 for the International Undergraduate Tuition Attribution Model. Tuition revenue for the Faculty of Medicine has been increased by \$600,000 for 2010/11. Tuition fees remain unchanged for Undergraduate and Graduate students.

The University Administration has undertaken a thorough budget review in consultation with envelope heads and is recommending a balanced budget. The resulting estimates for the University are summarized in Tables 3 and 4, respectively, of the submission.

After discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the budget estimates for the fiscal year 2010-11 as presented in *Table 3: Revenue, Expenditure and Capital Estimates for the University (excluding the Faculty of Medicine) for 2010/11* and in *Table 4: Revenue, Expenditure and Capital Estimates for the Faculty of Medicine for 2010/11*, resulting in an anticipated balanced budget.

5680. AD HOC COMMITTEE OF THE BOARD OF REGENTS TO STRENGTHEN GOVERNANCE

1. Board of Regents Conflict of Interest Policy

The Board received and reviewed background information pertaining to the Board of Regents *Conflict of Interest Policy*.

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the Conflict of Interest Policy, its related procedures and implementation plan, effective immediately. Further, the Board agreed with the recommendation that in accordance with the related Procedures, all Regents will arrange to meet with the General Counsel within four months of adoption of the Policy to complete the Conflict of Interest Disclosure Form. General Counsel will make the written recommendations, as required in the procedures, to the Board Chair or to the Audit and Risk Management Committee within six months of the adoption of the Policy. Once these initial disclosures and assessments have been finalized, updates and reviews will occur in accordance with the established procedures.

2. Amended Board of Regents Bylaws

The Board received and reviewed background information pertaining to the amended Bylaws of the Board of Regents.

Ms. Swanson reminded members that at its meeting held on May 25, 2009, the Board of Regents adopted its first set of Bylaws and agreed that these represented a basic set with a more comprehensive set to be developed. The ad hoc Committee to Strengthen Governance has worked on expanding the Bylaws and at a meeting held on February 18, 2010, accepted the version as distributed with the Board agenda. In accordance with Section I. Amendment of the current Bylaws (2009 version), "a notice of motion, together with a draft of the proposed amendment to these Bylaws, shall be sent to each Member at least 30 days prior to the Meeting of the Board preceding the Meeting at which the amendment is to be presented". These were sent on February 22, 2010 via email and the amended version was included with the agenda package for the March 25, 2010 meeting of the Board of Regents.

Following a discussion, the following resolution was passed:

RESOLVED:

That the Board of Regents approve the adoption of the amended Board Bylaws, and as outlined in the Board submission, to be effective immediately noting the correction that the amendment to Section J. Seal of the Bylaws should refer to Section 34 of the Act rather than Section 42.

3. Board Retreat

Ms. Swanson, Chair of the ad hoc Committee to Strengthen Governance, noted that the ad hoc Committee is currently in the process of organizing a Board retreat and that they are seeking advice as to the date and location. In this regard, Ms. Swanson noted that following today's meeting, the Board Secretary has been asked to conduct a survey of board members requesting their timetables, potential topics and any other suggestions for consideration of the ad hoc Committee.

5681. ANY OTHER BUSINESS

1. Date of Next Meeting

The date of the next meeting of the Board of Regents is July 8, 2010.

2. President and Vice-Chancellor Pro Tempore

Mr. Simmonds noted that this is Dr. Loomis' last regular meeting in his role as President and Vice-Chancellor Pro Tempore. On behalf of the Board of Regents, he thanked Dr. Loomis for his excellent stewardship of the University during the last eleven months or so as well as his continued leadership for the next six weeks before he returns to his role as Vice-President (Research) on July 1, 2010. Mr. Simmonds noted that the Transition Team will be organizing thank you events in late August/early September at which time the Board will thank Dr. Loomis more appropriately.

3. Committee Vacancies

Mr. Simmonds reminded members that there still remains one vacancy each on the Policy Oversight Committee and the Campus Planning Committee. Dr. Vinod Patel volunteered to serve on the Policy Oversight Committee and Ms. Julie Browne volunteered to serve on the Campus Planning and Development Committee. The Chair thanked them both for volunteering to serve on the respective committees.

ADJOURNMENT

The meeting adjourned at 2:35 p.m.

CHAIR

SECRETARY

DATE