

Minutes

University Planning and Budget Committee (PBC)

October 18, 2023

10:00-11:30 am (Remote)

Attended	Absent
Ed Kendall (Vice-Chair) Carlos Bazan David Hancock Emmanuel Haven Michael Woods Mahbub Alam (MUNSU) Jennifer Porter [non-voting] Melissa MacLean [non-voting] Keith Matthews [non-voting]	Jennifer Lokash (Chair) Charlene Walsh Hamid Usefi Lori Pike [non-voting] Vicky Quao (GCSU) Deepkumar Bhatt (GSU) Vacant (MISU)

Agenda

1. Welcome and Introductions
2. Review of meeting notes of September 13th, 2023
3. Updates
 - a) Meeting with Interim Secretary to Senate
 - b) Membership updates
 - c) Delegated Authority (Ed).
 - d) Annual Report to Senate – 2022-23.
 - e) Centres Policy
 - f) Memos to Plan/Framework Proponents.
 - g) Senate Reform
 - h) Enrolment Update
4. 2023-24 Annual Work Plan
 - a) Review of PBC Terms of Reference: delegated authority, chair, etc..
 - b) Oversight of Plans and Frameworks
 - c) Special Meetings of Senate
 - d) Campus Renewal Fee Initiatives
 - e) 2023-24 Annual Report to Senate
 - f) Inter-committee collaboration and communication
5. Other Business

Minutes

1. Welcome and Introductions

E. Kendall welcomed PBC members; K. Matthews confirmed J. Lokash sends regrets; noted that this is the first PBC meeting not to be chaired by the Provost.

2. Review of Meeting Notes of September 13th 2023

Request to committee for any amendments. No amendments noted.

Motion: approve September minutes (M. Woods; C. Bazan). Approved

3. Updates

a) Meeting with Interim Secretary to Senate

Lee Ann McKivior is now the interim secretary to senate; appointed to role by senate. Secretary looking to become more cognizant of senate committees' operations through access to agendas, minutes, etc. McKivior will also act as central communication channel for pending requests from senate to senate committees.

Distinction made that though the registrar's office has a seat with PBC (Jennifer Porter as delegate) the request regarding committees' operations is from the Senate secretary role and not the registrar office itself. Noted information Secretary to Senate has requested is publicly available material but this avenue will give more immediate information.

b) Membership updates

Lee Ann McKivior and the Committee on Elections, Committees and Bylaws (CECB) reviewing CECB's internal processes to increase efficiency of elections/confirmation of membership to senate committees.

Formal notice served of renewal of E. Kendall and M. Woods. Student appointments not yet formally notified.

c) Delegated Authority

PBC approved motion regarding language around delegated authority at August meeting and minutes confirmed in September meeting.

Discussion regarding appropriate channel and manner of communication of this change to PBC's Terms of Reference regarding delegated authority; senate to review and Committee on Elections, Committees and Bylaws (CECB) to confirm changes per Senate's approval of updated PBC terms of reference regarding delegated authority.

Motion: PBC to forward to Senate updated language regarding delegated authority power of PBC. (E. Kendall; E. Haven). Approved

Action Item: K. Matthews to draft memo (with backgrounder) for senate office outlining the motion and their approval of changes which will be later forwarded to the Committee on Elections, Committees and Bylaws as a Terms of Reference update. *Due: prior to November PBC meeting.*

d) Annual Report to Senate – 2022-23

Has been sent to Senate. Updated and approved by PBC prior; is available on BrightSpace.

e) Centres Policy

Discussion regarding scenario wherein PBC and PEC may strike opposing decision regarding an entity's status as a Centre under the new policy. Potential causes for PEC to have determination in opposition to PBC's could be aspects such as administrative factors. Neither PBC nor PEC have sole authority over Centres decisions they would act as two separate entities of review once an entity has submitted their application or is an existing entity is applying to renew their status as a centre. Board of Regents would consider both the PBC and PEC decisions to determine approval.

Discussion of proper channel to communicate PBC's decision on a centre (under the pretext that PBC would have delegated authority); i.e. decision sent directly to Board or via Senate secretary as part of senate information package for Board's review.

Decision to begin by sending to senate a memo outlining the previously PBC-motivated changes regarding delegated authority to act on behalf of senate.

PEC is currently reviewing a communication flowchart to establish formal process for communicating decisions, roles, and steps within the process.

f) Memos to Plan/Framework Proponents

Due to quorum issues in 2022-23 the responses to plan/framework leads were significantly delayed. All were sent following the last meeting which did meet quorum.

PBC has been made aware that further plans/frameworks may be proposed to Senate in 2023-24 to monitor for (i.e. Accessibility Plan).

g) Senate Reform

No updates.

h) Enrolment Update

Undergrad enrollment did not significantly decrease in relation to 2022-23; however, both 2023-24 and 2022-23 are much lower than 2021-22. Counterbalanced in part by the influx of students with graduate studies. Will need to monitor for the implications of an increased graduate student population on the overall resources of Memorial.

Notably, applicants direct from NL high schools is plateauing after a decade of significant decline. Grade inflation at the high school level also impacting accuracy in determining preparedness of incoming undergraduate students.

Increasing presence of non-NL domestic undergraduate students, international students, and graduate students overall.

Further encompassing presentation to be delivered in November by K. Matthews.

4. 2023-24 Annual Work Plan

Work plan approved by PBC in September was submitted to Senate for review. Those items indicated below will frame the ongoing updates portion of each PBC agenda with ad hoc entries to be made to "Other Business". New agenda will become live for November 2023 meeting.

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**Items a) and b) already reviewed this meeting during "Updates"*

c) Special Meetings of Senate

Next special meeting of Senate scheduled to occur in November.

Topics forwarded to PBC for consideration of submission to senate as a special topic for November Senate meeting include:

- fundraising
- collegial governance
- government interference with Memorial
- expertise and training for members of senate
- faculty renewal from retirement
- plight of the small units
- medicine student housing
- mental health and wellbeing of students

Discussion regarding which topics can be adequately prepared for by November submission. Decision to focus on collegial governance but requirement to parse out the topic into smaller actionable topics.

- **Action Item 2A:** E. Kendall to circulate email to PBC requesting vote on top topics to bring to Senate for special meeting. *Due: asap (to allow subsequent steps).*
- **Action Item 2B:** E. Kendall to send list of voted topics to K. Matthews to draft letter to senate outlining the chosen topics. *Due, once Action Item 2A closes, completed asap.*
- **Action Item 2C:** E. Kendall to strike working groups within PBC assigned to the topics outlined in K. Matthews' letter drafted in Action Item 2B. *Due, prior to November Senate meeting required material submission date.*

Decision to pause topic "Plight of the Small Units" to Spring submission as a special topic to Senate to allow further time by units and PBC to deliberate on topic.

d) Campus Renewal Fee Initiatives

Unable to discuss due to time.

e) 2023-24 Annual Report to Senate

Not discussed; will not become an item for discussion until Spring.

f) Inter-committee collaboration and communication

Unable to discuss due to time.

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5. Other Business

None raised.

Meeting adjourned at 11:45am