

University Planning and Budget Committee (PBC)

December 13, 2023

10:00 am to 11:30 A-3047 (Provost's Board Room)

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

Agenda

1. Welcome and Introductions
2. Review of meeting notes of November 15th, 2023
3. Updates
 - A. Delegated Authority (Senate Meeting on the 12th)
 - B. Accessibility Plan
 - C. Campus Renewal Fee
4. Special Meeting of Senate – March 2024
5. Oversight of Plans and Framework – memo for AY 2023-24
Sample 2022-23 Memo on Brightspace
Carried forward from November 15th meeting.
6. Inter-committee Collaboration and communication
7. Best Practices for Consultation
8. Enrolment Update (Keith)
Presentation on Brightspace
Carried forward from November 15th meeting.
9. Other Business

Keep in view: 2023-24 Annual Work Plan

- Review of PBC Terms of Reference: delegated authority, Special Meetings, broader role of PBC and Senate, etc.
 - 2023-24 Annual Report to Senate
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1. Welcome and Introductions

M. Woods welcomed PBC members and noted return of in-person option for members.

Noted PBC member H. Usefi has stepped down from membership.

2. Review of meeting notes of November 15th, 2023

Review and approval of November meeting notes deferred to January PBC meeting due to access issues prior to meeting.

3. Updates

A. Delegated Authority (Senate Meeting on the 12th)

Issue did not reach Senate during their December meeting. Opined University legal counsel and Senate secretariat believe the Committee on Elections, Committees, and By-Laws reviews first and then it is forwarded to Senate. Committee on Elections, Committees, and By-Laws is also meeting December 13th. Further confirmation to be determined.

B. Accessibility Plan

Letter of thanks sent to A. Warren for her presentation and invitation to share with PBC the results/reflections of the Plan and process.

Action Item: K. Matthews to upload A. Warren thank you letter to BrightSpace for PBC access. *Due: prior to January PBC meeting.*

C. Campus Renewal Fee

Memo sent to Greg McDougall to present on status of campus renewal fee use and plans for remainder of academic year. Noted that provincial government's provision of funds to pause campus renewal fees for 2023-24 academic year are released in alignment to fiscal year not academic year. Thus, funds received are split for release accordingly.

L. Pike noting that Greg McDougall's update would be reflective only of the use of campus renewal fees on St. John's general campus and not inclusive of Grenfell, MI, or Medicine.

Action Item: K. Matthews to upload campus renewal fee usage and plans memo to BrightSpace for PBC access. *Due: prior to January PBC meeting.*

Action Item: K. Matthews to send letters to Greg McDougall's counterparts at MI, Medicine, and Grenfell (Laurie Skinner, Paul Tucker, & Shanna Jenniex) for their response of campus renewal fee usage and plans. *Due: prior to January PBC meeting.*

4. Special Meeting of Senate – March 2024

Senate's November meeting included addition of PBC's Special Meeting of Senate topic ("collegial governance"). PBC had only one other topic ("delegated authority to senate executive") approved in the last five years.

PBC discussed requirement to develop a formal process for management and preparation of Special Meeting of Senate topic proposal.

- PBC discussed that the Special Meeting of Senate topic must go to Executive Committee for approval prior to being added to Senate agenda.
- PBC discussed that current Terms of Reference vague on exact format of agenda; PBC discussed possibility that an agenda be submitted in tandem with the Special Meeting of Senate topic to the Executive Committee.
- PBC discussed possibility of having a moderator or facilitator proposed to be present during the Special Meeting of Senate.
- PBC discussed timeline for a March 2024 Special Meeting of Senate submission. Noting the submission of topic to Executive Committee for consideration should occur in January. This is followed by February submission of agenda; allowing February to March to be utilized for further topic development, identification of key leads and subject matter experts on the topic, and, if necessary, identification of a substitute topic should the Executive Committee decline original proposal from PBC.

Meeting Notes

- **Motion:** Creation of a working group to develop submission process for Special Meeting of Senate topics, process for PBC review of submitted Special Meeting of Senate topics, and develop a template for an agenda submitted by PBC for Special Meeting of Senate topic. Working group to be comprised of C. Walsh, J. Porter, M. Woods, K. Matthews, and M. MacLean. (Motioned; D. Peters, E. Haven). Unanimous approval. **Approved**
- **Action Item:** Working Group to meet regarding process development for Special Meeting of Senate topic submissions. *Due: prior to January PBC meeting.*

PBC discussed possible topics for submission to executive committee for addition to Senate's March agenda as a special meeting topic. List of topics previously submitted and discussed by PBC are available on BrightSpace from last meeting they were discussed. PBC noted topics submitted by PBC members, Senate, and Senate committees (such as AUPC). PBC noted that historically the special topic meeting was used mainly as a function to discuss the budget.

- PBC discussed at length potential topics for Special Meeting of Senate submission but determined the Working Group's development of processes should inform how PBC determines the topic. PBC will discuss again at January meeting to choose the topic utilizing processes discussed or developed by the Working Group.

- **Action Item:** PBC members to watch for electronic communication from the Working Group and/or Chair regarding Special Meeting of Senate topic selection and submission processes. *Due: prior to January PBC meeting.*

PBC discussed that, when possible, special topics should be utilized as a means of advancing a theme that Senate can act on either through motion or advocacy. Topics should be able to generate engagement through discussion and gain momentum.

5. Oversight of Plans and Framework – memo for AY 2023-24

Sample 2022-23 Memo on BrightSpace

Carried forward from November 15th meeting.

Provision of 2022-23 oversight in a timely manner was negatively impacted due to inability to reach quorum throughout majority of the academic year.

- PBC's 2022-23 request to Plans and Frameworks leads was for completion of a 2-page response describing how they aligned to Transforming our Horizons.
- Responses were then assigned to one PBC member to present on via an overview, and their initial thoughts on alignment to Transforming our Horizons strategic plan.

Goals of the 2023-24 oversight will be a timely process with memos sent to Plans and Frameworks' leads before the end of December, notifying them that PBC will be in touch in W2024 semester.

- PBC discussed what past requests and formats have included. It was noted that presentations, qualitative responses, and templates have been used.
- PBC discussed possibility of having either all leads present during one meeting to generate opportunity for awareness and collaboration across leads. PBC discussed possibility of having written submissions in place of a presentation; with intention of submissions then being shared to all leads to generate opportunity for awareness and collaboration. PBC discussed desire to not create a response which only results in redundant work for Plans and Frameworks' members; rather it should generate insight and opportunity.

Meeting Notes

- PBC determined to maintain practice of responses assigned to one PBC member to present on and provide initial thoughts.
- PBC discussed creation of a working group who will develop a response template for plans and frameworks updates.
 - **Motion:** Creation of working group to develop template and future memo for Plans and Frameworks annual update response. Working group to be comprised of D. Peters, E. Haven, M. Woods, K. Matthews, and M. MacLean. (Motioned; C. Walsh, E. Haven). Unanimous approval. **Approved**

- **Action Item:** Working Group to meet regarding template development for plans and frameworks annual update. *Due: prior to January PBC meeting.*
- **Action Item:** K. Matthews to circulate working group's drafted memo to current plans and frameworks leads notifying them of future PBC communication regarding updates and oversight. *Due: prior to February PBC meeting.*

6. Inter-committee Collaboration and communication

M. Woods, K. Matthews, M. MacLean, L. McKivor (representing Senate), and E. Kendall (representing AUPC) met to discuss need for increased collaboration across Senate committees.

PBC discussed interest in reviewing the Terms of Reference for all committees to understand their processes and priorities. Potential to identify areas of overlapping interest/work and consider how PBC can engage other committees. Desire by PBC to increase role as key figure in bringing forward issues and special topics of interest to the Senate.

7. Best Practices for Consultation

Item moved to January.

8. Enrolment Update (Keith)

Presentation on BrightSpace

Carried forward from November 15th meeting.

Item moved to January. Item **prioritized for January** PBC meeting.

9. Other Business

No other business noted or added.

Keep in view: 2023-24 Annual Work Plan

- Review of PBC Terms of Reference: delegated authority, Special Meetings, broader role of PBC and Senate, etc.
 - Not reviewed this meeting
- 2023-24 Annual Report to Senate
 - Not reviewed this meeting

Adjourned 11:35