

# Meeting Notes

## University Planning and Budget Committee (PBC)

November 15, 2023

10:00 am to 11:30 am (Remote)

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

### Agenda

1. Welcome and Introductions
2. Review of meeting notes of October 18th, 2023
3. Accessibility Plan (Guest: Amy Warren, AVP Graduate Studies)
4. Updates
5. Terms of Reference – Process for Election of Chair and Vice-Chair
  - a. Updated Terms of Reference on Brightspace
6. Delegated Authority
  - a. Draft memo to Senate on Brightspace
7. Debrief of Special Meeting of Senate – November 14, 2023
8. Oversight of Plans and Framework – memo for AY 2023-24
  - a. Sample 2022-23 Memo on Brightspace
  - b. Sample 2022-23 PBC response on Brightspace
9. Enrolment Update (Keith)
  - a. Presentation on Brightspace
10. Other Business

#### Keep in view: 2023-24 Annual Work Plan

- Review of PBC Terms of Reference: delegated authority, chair, etc..
  - March Special Meetings of Senate
  - Campus Renewal Fee Initiatives
  - 2023-24 Annual Report to Senate
  - Inter-committee collaboration and communication
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# Meeting Notes

## 1. Welcome and Introductions

E. Kendall welcomed PBC members and introduced Amy Warren [Interim Associate Vice-President (Academic) and Dean of Graduate Studies] who will be presenting the upcoming Accessibility Plan.

## 2. Review of meeting notes of October 18th, 2023

Request to committee for any amendments. Addition of Dr. Peters to member list.

**Motion:** Approve September Minutes (D. Peters; M. Woods). Approved with amendment noted above.

## 3. Accessibility Plan (Guest Presenter: Amy Warren, AVP Graduate Studies)

Recently, a legislative announcement was made for government entities to develop and present Accessibility Plans by December 2023. Government outlined the focus areas for plans to utilize within their development and design. Goal of the plans is to promote access and awareness around accessibility.

First focus area for goal development is “customer service, goods & service”. Second focus area will be “communications, policy, & procedures”.

Memorial has developed a committee to launch development. Committee is seeking to increase membership of persons with lived experience with disabilities and accessibility. Memorial’s Accessibility Plan to be designed in consultation with internal stakeholders with lived experience for review and feedback. Date for internal half-day consultation is Nov 29<sup>th</sup> - the goal being to review, amend, and define.

Government has provided a list of external stakeholders to consult.

Roles for other persons within Memorial:

- consultation/alignment with EDI-AR VP,
- consultation with representatives from all Units,
- creative funding solutions with VP Development,
- working group representation from Facilities Management, AVP(Academic), Office of Chief Risk Officer.

Oversight of Accessibility Plan provided by two portfolios:

- VP Academic
- VP Finance

PBC’s role will be to act as an *ad hoc* advisory function on financial, operational, or unanticipated challenges the Committee encounters. As well, they are to make PBC aware of the financial and operational requirements for its implementation. Additionally, any insights or advice PBC may share, given its breadth of history and experience with plans and institutional activities, will be welcomed.

# Meeting Notes

PBC confirmed with A. Warren that the Registrar's office should be recruited for the consultation sessions, as they're experienced on classroom space and scheduling.

Subsequently, PBC noted their current position is purely to be aware the Accessibility Plan is being developed; not to provide oversight or management. PBC noted that the January meeting should include review of the developed plan, if available.

## 4. Updates

### a. Centres Policy

Process being formalized for existing centres that predate the original or revised policy. Drafted by K. Matthews and M. MacLean, for review by PEC.

Specialized Centres URL ([https://www.mun.ca/people\\_departments/specialized-centres/](https://www.mun.ca/people_departments/specialized-centres/)) to be repurposed with only those centres to be featured once approved by PBC to be featured; this process has PEC's support.

Marcomm will be notified of amendments needed.

### b. Senate Reform

No updates.

### c. Campus Renewal Fee

Fee paused for students in 2023-2024 academic year; as the provincial government previously announced they would assume payment for this academic year.

D. Janes noted to PBC they would not be presenting to PBC. K. Matthews noted that PBC's input was originally sought because the projects were funded directly by student fees.

Noted by PBC that last year's presentation stated only the plan but did not cover a review of the preceding academic year and rationale for variance; also noted last presentation rendered request for follow up response but none received.

PBC stated they wish to remain included in the presentation of campus renewal fees annual plan, a review of the previous year's plan vs actuals (with notes on variance), and response to follow ups requested. PBC will contact VPAF to request presentation for 2023-2024 academic year's plan to maintain transparency of spending.

**Action Item:** M. Woods to draft letter to VPAF requesting presentation on 2023-2024 campus renewal plan and a review of 2022-23 plan/actuals and variance.  
*Due: prior to December PBC meeting.*

### d. Centre for Restorative Justice

# Meeting Notes

Request from putative Centre for PBC's advice on best practices for consultations. PBC noted it does not currently maintain a list of best practices to share. Discussion given the nature of the Centre if PBC would be correct body to provide best practices or if Centre should be referred to another lead.

**Action Item:** PBC members to collaborate on development of a guideline for best practices and general principles for consultations. *Due: TBD, ongoing.*

## e. PBC Minutes (online)

All minutes from 2022-2023 are available online.

PBC noted due to quorum there were PBC meetings held that do not have minutes associated as no items could be motioned. Discussion from meetings that are attended, but do not meet quorum, should be listed online with an asterisk ("\*quorum unmet") and an agenda posted in lieu of meeting notes.

## 5. Terms of Reference – Process for Election of Chair and Vice-Chair

### a. Updated Terms of Reference on BrightSpace

Senate Committee on Elections, Committees and By-Laws has approved the changes to the PBC Terms of Reference. Updated and approved document is available on BrightSpace; not yet posted online to the public.

Discussion of name of committee should consider change from "Budget" to "Budgeting" in the future.

With the updated Terms, PBC can hold election for Chair position. Discussed timing of elections of Chair and Vice Chair going forward.

**Motion:** election to occur in September or as soon as practical (D. Hancock; E. Kendall). Approved.

PBC recruited nominations from members for Chair. Nominations received E. Kendall (current Vice Chair) and M. Woods. Upon discussion, E. Kendall communicated he would prefer not to be Chair of this Committee, due to his numerous roles on other Senate Committees.

**Motion:** M. Woods nominated as Chair of PBC (E. Kendall, C. Bazan, E. Haven, D. Hancock). Unanimous approval. Approved by PBC; M. Woods accepts.

Confirmation E. Kendall to remain as Vice Chair for 2023-24 as elected previously.

## 6. Delegated Authority

### a. Draft memo to Senate on BrightSpace

Memo has been drafted with K. Matthew's backgrounder added for further context. Discussed sending to Senate for review as part of December meeting.

**Motion:** Approve Memo as posted on BrightSpace and send to Senate for December meeting. (M. Woods; E. Kendall). Approved.

**Action Item:** M. Woods/K. Matthews to send Memo on Delegated Authority to Senate. *Due: ahead of Senate's December meeting submission deadline.*

# Meeting Notes

## 7. Debrief of Special Meeting of Senate – November 14, 2023

Discussed influence and organization of the special meeting of senate on collegial governance. PBC had suggested the topic and Senate welcomed the committee on collegial governance to present during the special topic meeting.

Noted Collegial Governance Committee has elected a Chair and Vice Chair. However, have not yet publicly shared the committee's working definition of collegial governance.

Noted discussions by Senate and this committee on collegiality experience and engagement regarding in-person versus hybrid meetings at Memorial.

Noted discussion at Senate would have benefitted from a more structured agenda, supported by a moderator. PBC discussed future topics be submitted with a topic's experts, a suggested agenda, and an offer of PBC's services to act as moderator. Current process for topic submission is vague regarding roles. New processes developed will require Senate endorsement.

**Action Item:** PBC to draft formalized processes for special topic development, proposal to Senate, and role of moderating/facilitating at Senate meeting. *Due: ahead of next Senate's special topic submission deadline.*

Next special topic intended to be the plight of the small units. Recommend topic one to two meetings ahead of date of special topic presentation.

Historically, only two special topics presented in the last five years. Otherwise, PBC's topic was a formalized point of review of Memorial's budget. It was noted that Senate should be receiving monthly budget memos to stay consistently aware and promote transparency.

**\*\*\*Due to time limitations, PBC was unable to discuss items 8 and 9 \*\*\***

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

- a. Sample 2022-23 Memo on Brightspace
- b. Sample 2022-23 PBC response on Brightspace

## 9. Enrolment Update

- a. Presentation on Brightspace

**Action Item:** M. Woods/K. Matthews to ensure unaddressed agenda items from November PBC meeting are forwarded to December PBC meeting. *Due: ahead of December meeting.*

## 10. Other Business

Next meeting to be held in-person on campus.

**Action Item:** K. Matthews to schedule next meeting in-person and circulate to PBC details for location. *Due: ahead of December meeting.*

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Meeting Adjournment: 11:43