

Minutes

University Planning and Budget Committee (PBC)
September 13, 2023
10:00-11:30 am (Remote)

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

1. Welcome and Introductions

J.Lokash welcomed PBC members and confirmed their BrightSpace access to PBC shell.
K. Matthews is contact for any individual experiencing technology or access issues.

2. Review of June 7 2023 minutes and Summer Working Group minutes

Request to expand PEC to full name (President's Executive Council) to avoid confusion with PBC. In minutes.

Motion: approve June minutes (E. Haven; C. Bazan). Approved

3. Election of Vice Chair

Terms of reference do not state term length or election date for Vice Chair position; PBC has chosen to annually elect at the beginning of each academic year.

Call for nominations:

- Ed Kendall nominated (*E. Haven; C. Bazan*). Approved by members.

Chair position currently an assigned role that is not elected; as per terms of reference.

4. Updates

Delegated Authority

Approved electronically in August. Has been sent to Senate executive;

- **Action Item:** E. Kendall to confirm request of review by Senate delegated authority by PBC for October Senate meeting.

2022-23 Annual Report to Senate

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Reviewed and approved electronically. No further action required until Senate formally sends PBC request for submission.

Centres Policy

The first five centres have been approved by the President's Executive Council (PEC) and their applicable Vice President of Record identified.

- Five more centres have been prepared for the PEC to review;
 - Centre for Social Enterprise
 - Hibernia Enhanced Oil Recovery Lab
 - Memorial Centre for Entrepreneurship
 - NRPOP (Northern Region Persistent Organic Pollution) Laboratory
 - Ocean Engineering Research Centre

The PEC process of communication to centres reviewed under the policy will include copying the Chair of PBC on the decisions made by PEC.

As per the policy, all centres deemed by PEC to be subject to the policy should be listed on a webpage. This will help to establish the prestige of such endorsed entities. It has been proposed that the online People/Departments webpage (https://www.mun.ca/people_departments/) be used for this purpose. One of the tabs on this page is labelled "Specialized Centres", which currently lists a diverse array of organizational units with no oversight on appropriateness.

- Increased controls will need to be placed on the content of this tab to ensure that only centres subject to and approved under this policy are listed.
- It was noted that there is a section in the University Calendar that lists specialized centres; currently it only lists the Centre for Innovation in Teaching and Learning.
- Confirm with Registrar regarding University Calendar to confirm how units are determined to be included and whether the section can be used to support the policy, including placing the specialized centres URL in the calendar. Hyperlink addition will allow list to reflect in real time the additions/subtractions to the PEC approved listing of centres throughout the year rather than a singular annual update in the Calendar.
 - **Action Item:** J. Porter to confirm with Registrar's office the process for currently listed centres in the Calendar.

Memos to Plans/Frameworks

A draft submission response memo template had been developed by the working group during the summer. The full committee has endorsed the template and the next step is to finalize each response memo by adding specific feedback relative to the submissions received last year. It was acknowledged that a significant amount of time has passed since the reports were received and work has continued on the Plans/Frameworks since that time, though the committee's memo should focus on the response provided to the committee irrespective of these development.

In June, committee members were assigned to provide this specific feedback and these assignees asked to create draft memos (succinct, bullet point) for submission to provide as feedback and formalize PBC's position.

- Public Engagement Framework (Assignee C. Bazan)

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- Update on Framework: framework has completed public consultation and is now evolving into second phase
 - **Action Item:** C. Bazan to submit memo to K. Matthews of feedback regarding the framework's first phase. Due: Sep 20, 2023
- Research Strategy (Assignee M. Woods)
 - Update on Strategy: Senate Committee On Research discussion added to Senate meeting in September. M. Woods was present at Senate meeting and spoke to his feedback at that time
 - **Action Item:** M. Woods to submit memo to K. Matthews of feedback inclusive of points raised at Senate by M. Woods. Due Sep 20, 2023
- Strategic Framework for Indigenization (Assignee E. Kendall)
 - **Action Item:** E. Kendall to submit memo to K. Matthews of feedback. Due Sep 20, 2023
- Strategic Enrolment Management Plan (Assignee C. Walsh)
 - Update on Plan: K. Matthews noted that the committee had asked for an update on the development of the new strategic plan that is currently in development. J. Porter noted that the process is fluid.
 - **Action Item:** J. Porter to consult with C. Walsh regarding the plan and its current status. Due Sep 18, 2023
 - **Action Item:** C. Walsh to submit memo to K. Matthews of feedback. Due Sep 20, 2023
- EDI-AR Strategy (Assignee J. Porter)
 - **Action Item:** J. Porter to submit memo to K. Matthews of feedback. Due Sep 20, 2023

***Submitted memos will be shared electronically with the full committee for final review and necessary digital revision prior to memo being sent to the applicable plan/framework lead.*

Senate Reform

E. Kendall noted Senate shared at its September meeting a slide package outlining the changes drafted for approval by Senate.

- **Action Item:** E. Kendall/ J. Lokash to consult with Senate (via L. McKivor) to confirm status of Senate governance reform subcommittee status.
- **Action Item:** E. Kendall to share public slide package with K. Matthews for posting onto PBC BrightSpace course shell. Due Sep 20, 2023

4. 2023-24 Annual Work Plan

Anticipating Senate will ask PBC to submit an Annual Work Plan in October.

Draft of Annual Work Plan circulated to PBC throughout Summer for review and noted the following primary tasks:

- Review of PBC Terms of Reference
 - Election of Chair of PBC (proposed change)
 - Change from ex-officio position held by Provost to an annual one elected from among PBC members
 - Chairs can serve multiple terms.

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- Provost membership on PBC to become a permanent ex-officio membership position
- **Motion:** Request to senate that Chair of PBC become an elected position (D. Hancock/ C. Bazan). Approved.
 - All members in favor
 - **Action Item:** Secretary to update terms of reference with this change and submit to Senate for October Senate meeting.
- Additional motions were made with respect to the Committee's Terms of Reference:
 - **Motion:** Candidates for chair should come from among voting faculty members (D. Hancock/ C. Walsh). Approved.
 - **Motion:** Formalize Vice Chair as one-year term (D. Hancock/ C. Bazan). Approved
 - **Motion:** Specify ex-officio non-voting representative from the Office of the Registrar. Terms to include "University Registrar or delegate" [current language is "member chosen by chair" though that has historically been extended to Registrar's office] (D. Hancock/ C. Bazan). Approved.
- Subject to Senate Approval of change to Terms of Reference, the following subsequent actions and items are to be considered for a future PBC meeting agenda:
 - Senate Committee on Undergraduate Studies to act as reference model for new processes regarding election of the Chair
 - Conduct elections of PBC Chair
 - Consult with the Elections, Committees, and By-Laws committee on the change.
- Noted that list of new members has not been received; had anticipated the list in June 2023 prior to start of academic year.
- Oversight of Plans and Frameworks
 - Continued work with plan/framework leads using templates and memos.
- Special Meetings of Senate
 - Continue seeking topics from other sub-committees to collaborate on or advocate for.
 - E. Kendall noting AUPC will be submitting special topic of "plight of the smaller units" to Senators and Subcommittees of Senate.
 - **Action Item:** K. Matthews will submit request to the Senate Office asking Senators and Committee Chairs to forward suggestions for topics.
- Campus Renewal Fee Initiatives
- 2023-24 Annual Report to Senate
- Inter-Committee Collaboration and Communication

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5. Other Business

J. Lokash (Chair of PBC) and K. Matthews (Secretary) will be absent for October PBC meeting. E. Kendall, as newly elected Vice Chair, will head the October meeting.

PBC members approved meeting in October as scheduled.

Meeting adjourned at 11:27am