

**University Planning and Budget Committee (PBC)  
February 28, 2024. 14:00-15:30  
Hybrid: A-3047 (Provost's Board Room) and WebEx**

PBC Members	
Attended	Regrets, Absent
Michael Woods (Chair)	Vicky Quao (GCSU)
Ed Kendall (Vice-Chair)	Deepkumar Bhatt (GSU)
Emmanuel Haven	Mahbub Alam (MUNSU)
Dennis Peters	Vacant (MISU)
Jennifer Lokash	
David Hancock	
Charlene Walsh	
Carlos Bazan	
Jennifer Porter [non-voting]	
Melissa MacLean [non-voting]	
Basat Mishkat [non-voting]	
Keith Matthews [non-voting]	
Lori Pike [non-voting]	
Quorum, "(a) For the transaction of business, the full Committee shall require the presence of at least 33 1/3% + 1 of the membership, excluding those serving in a resource capacity."	

**Agenda**

1. Welcome and Introductions
  2. Review meeting notes from January 2024
  3. Campus Renewal Fee
  4. Updates
    - Inter-Committee Collaboration and Communication
    - Action Items From Previous Meetings:
      - See appendix A
    - Centres Policy Update
    - Oversight of Plans and Framework
  5. Special Meeting of Senate – March 2024
    - Update from Working Group
  6. Enrolment Update
    - Information presentation (K. Matthews)
  7. 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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Next meeting: March 27<sup>th</sup> (Hybrid: IIC3001 and WebEx)

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## 1. Welcome and Introductions

## 2. Review meeting notes from January 2024

Noted that action items from previous meetings have been added to the end of the agenda to provide longitudinal oversight of completion.

**Motion:** Agenda approved (C. Bazan; E. Haven).

Reviewed January meeting notes.

**Motion:** Meeting notes approved (D. Peters; E. Haven).

## 3. Campus Renewal Fee

Speakers: David Janes and Greg McDougall, Office of the Chief Risk Officer (OCRO)

Presentation delivered via Screen share for hybrid attendees. This year's Campus renewal fees (CRF) presentation expanded from the usual St. John's campus out to include MI, Medicine, and Grenfell.

2023-24's CRFs were provided by the provincial government in place of student fees. No announcement from the provincial government, to date, on whether they would repeat this gesture for the 2024-25 academic year.

History of the fee was that provincial government previously supplied \$8 million+ but that was reduced to half, creating a deficit which resulted in CRFs establishment. The current government funding is split over two fiscal years (April-March) as it is dedicated to a specific academic year (Sep –Aug).

Regardless of the source of the funding, the plan for campus renewal is set each year to address the Facility Condition Index (FCI); currently \$500+ million, with an increased rate of approximately \$30 million annually to maintain current conditions. New construction does not improve the FCI, as it simply adds another building that must be maintained.

Recent pan-institutional foci have been focused on IT infrastructure and electrical system upgrades.

Role of PBC is to act as a consultative second reviewer of the spending and the plans, in order to inform and update Senate.

Facilities Management (FM) has been asked by OCRO to highlight projects that address an accessibility needs-based undertaking.

FM keeps a running list of infrastructure projects on the St. John's campus that they believe can be completed within the year. When an unexpected project arises, it will replace something from that list.

OCRO was not previously engaged in the oversight of CRF spending for campuses outside of St. John's. This is the first year that all campuses have had to submit to OCRO; prior they submitted to the Board.

Plans for projects is also restrained by availability of tradespersons, material availability, resources, etc.

### **Grenfell Campus**

Cyber-attack shut down outside access to their financial records; were unable to provide update in preparation for the presentation. Typically is \$450-500 thousand/year. Noted that the amount of endowment is connected to the actual enrollments.

### **Marine Institute**

CRF planning is done in collaboration with Marine Institute Student Union members. Large sum of CRF is allocated to the mortgage for the Launch. This is done with student endorsement, but it is not the original intention of the CRF.

### **Medicine**

Upcoming plans include a \$2 million dollar spend on their auditorium; this comes from several years of saving up increments of their annual CRF.

### **Labrador Campus and Harlow Campus**

Their tuition fees filter through St. John's campus currently and as such their project planning also are linked to St. John's campus.

### **"Campuses" not Included**

Signal Hill, Geo Centre, Genesis are not included. They must generate their own money.

### **Overall Suggestions**

Creation of a pan-institutional guiding document for how to prioritize and allocate CRF spending. Provide examples of items that should be funded through ancillary costs versus CRF (ex. Client computers). CRF meant to be directed toward deferred maintenance or repairs, not new builds.

Need to bring all campuses into alignment with what should be an approved use of CRF and submit for review (i.e. consistency across the province in what is admissible vs inadmissible). This is in contrast to when government gave funding and accepted each campus as a standalone submission.

Document to be sent to the Board of Regents for their review prior to receiving the CRF statements and plans from each campus. Create alignment for the Board with OCRO, FM, Senate.

Consider submission of a letter to Senate regarding the facilities conditions across all campuses. Last overview of this magnitude believed to have occurred in 2019.

Note that PBC created documents regarding CRFs to include a glossary of abbreviated terms as a means of transparency for those who are unaffiliated with particular campuses and for the public.

#### **Action Items for PBC**

- Draft memo to OCRO noting key points from the CRF presentation, thoughts/concerns noted by PBC during post-presentation debrief, and feedback. *Due: March PBC*
- Draft letter to Senate noting key points from the CRF presentation (and applicable OCRO response to memo), need for development of a guiding document to achieve pan-institutional alignment. *Due: post-OCRO response, TBD.*
- L. Pike to discuss with K. Matthews the background document prepared previously for the AG regarding the evolution of spending that culminated in the CRF and how it was previously collected/allocated. *Due: March PBC.*

## **4. Updates**

### **Inter-Committee Collaboration and Communication**

- Senate Committee Chairs have met twice; 3<sup>rd</sup> meeting scheduled for mid-March.
- Senate Committee Chairs and Board Committee Chairs looking to meet.
- Dr. Simonsen's 5 minute presentation at last Senate meeting was pilot of proposed FYI spotlights that each committee will partake in.

### **Action Items From Previous Meetings**

- Will keep a running list of assigned action items that are in progress, paused, or completed. Will inform our annual report to Senate.

### **Centres Policy Update**

- Board will be given list of existent Centres that predate the 2000 policy. They will be made aware of the categorization of these Centres by PEC but will not be required to review or approve each individual Centre.
- CIAP is developing a Best Practices for Consultation guideline to support the development of new centres in their proposal phase. Focusing on stakeholder

management, risk identification, etc. CIAP is hoping to have this under development for March PBC.

### **Oversight of Plans and Framework**

- Working group met last week and continues to evaluate best approach for annual reporting of plans/frameworks. Review of the previously developed excel document, recently crafted Qualtrics, and historic requests. It was noted that processes need to adapt for those Plans in development vs those in operation.
- Have had 2 plans/frameworks communicate they are eager to engage PBC.
- Will be having a follow-up working group meeting ASAP to draft the request to plans/frameworks and begin generating annual reports for PBC.

## **5. Special Meeting of Senate – March 2024**

Update from Working Group

- Agenda for Special Meeting submitted to Senate Executive via M. Woods.
- PBC Chair (M. Woods) will moderate the Special Meeting of Senate and deliver opening remarks and introductions.
- Kim Myrick will be the subject matter expert and will select personnel to be present as further experts in specific topics. Myrick will have 10 minutes to present on the topic of AI.
- 40 minute Q&A will follow. Conclude with 5 minute closing remarks by PBC Chair.

## **6. Enrolment Update**

Information presentation (K. Matthews)

- Unclear at this time the impact of the federal restriction on international student enrollment on MUN. Anticipate it will not be negatively impacted given overall number of international student that apply/attend MUN compared to other provinces' numbers.
  - Letter of attestation in development to send to government
- Domestic non-NFLD students noted as declining. Discussed how best to capture trends in those markets provincially, how to address it, and how might MUN target recruitment efforts. Historically, bulk of this population comes from Ontario, NB, and NS.
  - Strategic Enrollment Plan leads would be able to answer questions on recruitment efforts.

- Discussed trend of students taking less courses per year, how this appears in data, and impact this has at institution and Unit levels.
- Discussed if Units are also employing any specific recruitment targets or efforts.
- Discussed retention is as important as recruitment.

## **7. Other Business**

None raised.

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Meeting Adjourn 15:53