

Meeting Notes
Planning and Budget Committee (PBC)
September 23rd, 2020
2:30 pm to 3:30 pm, WebEx

Attendance

M. Abrahams, VPA and Provost (Chair)
Y. Alabed, MUNSU
C. Bazan, Engineering
P. Brett, Marine Institute
S. Cadigan, AVPA
E. Kendall, Medicine

S. MacKenzie, Humanities and Social Sciences
A. Marland, Humanities and Social Sciences
K. Matthews, CIAP
L. Pike, Budget Office
J. Porter, Registrar's Office
M. Woods, Medicine

Unable to Attend

K. Anderson, Education
N. Falle, GCSU
R. Nolan, CIAP

K. Penney, MISU
P. Ravichandran, GSU
H. Usefi, Science

1. Welcome and Introductions

M. Abrahams welcomed new and returning committee members to the first meeting of the 2020-21 academic year.

2. Review of agenda and meeting notes of June 23rd, 2020 and July 23rd, 2020 (no quorum)

The meeting notes for June 23rd, 2020 were approved (Woods/Kendall), with two abstentions
The meeting notes for July 23rd, 2020 (no quorum) were approved (Woods/Bazan) with two abstentions.

M. Abrahams noted that the reports on consent agenda from the August 23, 2020 meeting (no quorum) were approved by email vote on August 28th (Kendall/Bazan).

3. Election of Vice-Chair

M. Woods nominated E. Kendall as Vice-Chair. Approved.

4. Updates

1. Covid-19

M. Abrahams noted that the University continues to respond to the myriad issues relating to Covid-19.

2. Budget 2020-21

The University is expecting to receive its budget from the Provincial Government shortly.

3. Centres Policy

E. Kendall had shared the revised draft of the Centres Policy. He noted two major changes to the document:

- The number of centre categories was reduced from three to two. The working group could not think of an administrative/service centre that existed outside of the normal operational/administrative structure of the University.
- Reporting requirements: In the previous draft, PBC was involved in the creation and monitoring of the activities of Centres, which would require a change to the terms of reference for PBC and involve a substantial increase to the Committee's workload.

Further discussion is required to address how Senate can be informed of the performance/status of Centres. This will be brought forward to the next meeting of PBC.

4. Feedback to Framework and Plan Proponents – Annual Reports

K. Matthews informed the committee that the specific feedback, approved by email vote in August, was incorporated into the response template. The letters are being sent out shortly.

5. Changes to Senate By-Laws

K. Matthews noted that the Committee received a memo from the Senate Office, which identified several changes to Senate By-Laws with respect to Senate Subcommittees:

- Committee Annual Report. This report is now due September 17th for the October meeting of Senate. As this is an earlier deadline than in previous years, it means that the Committee will need to finalize its annual report in the summer on a go forward basis.
- Committee Annual Plan or Goals. This is a new requirement and is due October 22nd for the November Senate meeting.
- Senate Committee Websites + Meeting Notes. Committee meeting notes will now be posted to the Senate website. The Committee can also create a more dynamic website if desired. The template at the Senate appears to include terms of reference, membership and meeting notes, but there may be other information that should be posted for the community.

These changes were adopted to improve transparency and Senate engagement. Committee members applauded the increased transparency.

6. PBC Annual Report 2019-20

A draft of the Annual Report was reviewed and endorsed in principle (Pike/Kendall). Committee members were asked send any editorial suggestions to K. Matthews, who will submit the final document to the Senate Office.

7. PBC Annual Plan 2020-21

K. Matthews noted that PBC had developed a draft annual plan in 2018-19 and shared its content. It was agreed that he will update the document for the current year and share with Committee members in advance of the next meeting to ensure the submission deadline of October 22nd is met. The structure of the document should be aligned with the main activities outlined in the Committee's Terms of Reference.

8. Special Meetings of Senate

The Senate Office has asked the committee to again recommend topics for special meetings of Senate for November 10th and March 9th. It was agreed that the Chair would again invite Senators to suggest topics. The Committee will review the suggestions and make recommendations.

The deadline for special topics:

- November 10th Senate Meeting: October 22nd
- March 9th Senate Meeting: February 18th

9. Adjournment

The meeting adjourned at 3:30 PM