Meeting Notes
Planning and Budget Committee (PBC)
November 23, 2022
2:00 p.m. to 3:30 p.m., Remote

Attendance

N. Bose, Interim VPA and Provost (Chair)	K. Matthews, CIAP
C. Bazan, Engineering	R. Nolan, CIAP
E. Kendall, Medicine	J. Porter, Registrar's Office
J. Lokash, Interim AVPA	H. Usefi, Science
A. Marland, Humanities and Social Sciences	M. Woods, Medicine

Unable to Attend

S. Khan, GSU	S. Merchant, GCSU
R. Mashrur, MUNSU	L. Pike, Budget Office

Note: This meeting did not have quorum when it met on November 23rd. Present at that time were: N. Bose; C. Bazan; E. Kendall; K. Matthews; R. Nolan; J. Porter; and M. Woods. The Committee members present opened the meeting and began the discussion, but all votes on motions were conducted electronically after the meeting and the meeting was subsequently adjourned by email. Quorum was achieved electronically based on the number of participating members in the votes. The following notice was distributed to committee members on November 29th:

At its meeting on Thursday, November 23rd, 2022, the Planning and Budget Committee did not have quorum. The meeting was therefore opened, attendees discussed items, and the meeting was not adjourned. We are contacting you via this email to notify you of motions from the meeting, provide details of discussion, and to request further feedback via email. We ask that you review the motions and discussion below, and provide feedback (by replying all) before Monday, December 6th. After this deadline, we will seek a vote on the presented (or augmented) motions.

1) Approval of Agenda

There was not quorum at the time of this item.

2) Review of notes from the May 26th meeting

The meeting notes from May 26th, 2022 were not discussed.

3) Election of Vice-Chair

Call for nominees was made by email. E. Kendall was elected by acclamation.

4) Updates

   a) Reports to Senate

The Committee's Annual Report and Annual Plan (approved by email) have been submitted to Senate.

b) Centres Policy

E. Kendall had spoken at the Senate Committee on Research regarding oversight of annual reports of Research Centres. There is little interest within that committee to add this to its terms of reference.

K. Matthews noted that CIAP has developed and distributed a data collection form using Qualtrics to obtain information from Centre leaders regarding the mandates, financing, and administrative and governance details of current centres. This information will help President's Advisory Team in determining whether an existing entity falls under the scope of the policy and who the appropriate Vice-President of Record should be.

c) Senate Reform

E. Kendall provided a brief update on this work, which is showing good progress. There is an interest in improving efficiencies and connecting the work of committees directly to ASMs to encourage engagement.

d) Oversight of Plans and Frameworks

A memo to proponents has been drafted that ask for a 1-2 page executive summary of the current status of the development of the various plans and frameworks. It is expected that they will be distributed within the next few days.

5) Campus Renewal Fee Initiatives – Greg McDougall and David Janes

G. McDougall and D. Janes from the Office of the Chief Risk Officer presented on the proposals for the allocation of revenues collected from the Campus Renewal Fee. This review and endorsement is an annual activity of the Committee.

Discussion included:

- One of the recommendations is related to phone system backup – do we have data on usage of the phone system at Memorial? CRO doesn't have this information on-hand, but will look into it and provide the information to PBC. Committee member commented that phone use is decreasing and it may be necessary to review the usage and potentially redirect funds to higher priority areas. CRO will take this into account.
- Last year, there was conversation regarding whether MUN should outsource some IT infrastructure – is there an update on this? OCRO brought this question to ITS following last year's discussion, and this item is a consistent consideration at the IT governance committee.
- What is the Enterprise Risk Management Committee? Committee with representation from various units across Memorial. The committee has the mandate to plan for enterprise risk management. ERM Committee has not met since Pandemic began, but CRO is hoping to reconvene the committee in the coming year.
- Who prioritized the items presented in this report? OCRO consults with Facilities Management and ITS, which both provide recommendations, and OCRO considers those recommendations in the context of current infrastructure and recommendations from the university insurer.
- Have all items presented in last year's allocation been actioned? OCRO reaches out to relevant units for updates. Some projects were one-year, some are multi-year, and some require additional future funding.

- It is suggested that OCRO should provide annual update on what was completed from previous year's allocation plan.
- The items to which campus renewal fund is allocated are often not flashy and they are often multi-year projects. It is important to communicate with students so that they can see where the money is going.
- Much of this funding is partial funding with remaining funding sourced from provincial governments, federal government, or other sources. Is there consideration given to de-prioritizing items for which there could be other funding sources? This is considered during the process.
- The campus renewal fee has remained the same per year, while there have been changing needs. Is the current fund sufficient to address needs? Infrastructure needs are growing, and the OCRO is continuously considering ways in which to fund those needs.
- Are students consulted in the setting of priorities for allocation of revenue from this fee? Students are consulted through their involvement with this committee, but are not actively consulted throughout the process. CRO noted that student unions could be consulted, and OCRO will defer to PBC regarding how students should be consulted. Committee members noted that this committee is the proper channel for students to engage with this process, but PBC is experiencing attendance and quorum challenges.
- OCRO would like advice from PBC on priorities for next year's allocation of the fund (e.g. classroom accessibility)

Motion (Lokash/Kendall) to endorse the proposed allocation of the Campus Renewal Fee, as presented by the Office of the Chief Risk Officer on November 23, 2022, and to provide feedback from PBC to the OCRO.

Approved by email on December 9th, 2022.

Action item: a letter to be sent to the Chief Risk Officer outlining the decision and main elements of the discussion.

6) Proposal: Human Neuroscience Research Centre

This proposal represents the first under the new Centres policy adopted by the Board at its July 2022 meeting.

Discussion included:

- The group proposing the centre is demonstrably active, and the purpose of the centre is to focus activities.
- The proponents are asking for limited university resources and the proposed outputs meet the expectations of a research centre.
- Well-positioned with proposed partner units and interdisciplinary nature.
- It was noted that, while there is interdisciplinary representation, there does not appear to be representation from neuroscience or physicians. It was also noted that there is no representation from HSS or Education, which both hold researchers in related disciplines. It

would likely be helpful to encourage the proponents to engage with other units across campus as there are likely additional researchers working in related fields.

- There appears to have been minimal consultation with other campuses. It would be useful to encourage engagement with other campuses, particularly Grenfell and Labrador Campuses.
- This centre has the potential to become a strong interdisciplinary hub which will be attractive to researchers across the university.
- Given the potential interest in this centre, it may be helpful to encourage the centre to consider and plan resources and supports.

Motion (Kendall/Bazan) to approve the establishment of the Human Neuroscience Research Centre.

Action item: A letter to be sent to the Vice-President of Record (Dr. Tana Allen) indicating the approval of the Committee along with considerations arising from the discussion.

7) Centre Renewal: Aging Resource Centre (ARC-NL)

Discussion included:

- Is the centre requesting renewal of funding in addition to renewal of centre? PBC will ask for a response on this.
- The proposal for renewal does not outline the work completed over the past five years. However, ARC-NL published annual reports. The new centres policy requires annual reporting on centres which will address this gap moving forward. The lack of this information for this renewal may be due to the transition from the previous centres policy to the new centres policy. PBC will ask for this information prior to making a decision on renewal.
- Proposal doesn't address scientific outreach. PBC will ask for this information prior to making a decision on renewal.

Motion (Kendall/Bazan) to request further information from ARC-NL regarding accomplishments over the past five years and scientific outreach by Centre, and to ask whether the Centre is requesting continuation of existing funding arrangement.

Action item 1: A letter to be sent to the Vice-President of Record (Dr. Tana Allen) indicating the requirement to submit additional information related to the Centre's activities to date.

Action item 2: K. Matthews to create a new template for the renewal of Centres that includes information on key accomplishments to date.

8) Enrolment Update (K. Matthews)

K. Matthews provided an enrolment update for the Fall 2022 semester. The update is provided annually to PBC and is intended to help PBC better understand the current state of Memorial University, and highlight links between enrolment and budget concerns.

Highlights included:
- Overall enrolments are down from 2021 but up from 2017.
  - Recent decline in Undergraduate enrolment somewhat compensated by growth in graduate enrolment.
- International undergraduate and graduate enrolment continues to increase
- Graduate enrolment growth in course-based/non-thesis masters programs
- New undergraduate students (new matriculants and transfer students) are down from 2021.

9) Adjournment and Next Meeting

The meeting was adjourned by email on Monday, December 12th.