University Planning and Budget Committee (PBC)
June 7, 2023
9:00 am to 10:30 am (Remote)

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

1. Welcome and Introductions

J.Lokash welcomed new PBC members David Hancock, Charlene Walsh, Emmanuel Haven, and Mahbub Alam. All present individuals gave introductions.

E. Kendall confirmed approved rules of orders for MUN are Robert's Rules of Order. Discussion on how this reflects in voting for motions (i.e. abstaining).

J. Lokash confirmed with members their BrightSpace access to PBC shell.

2. Review of meeting notes of May 26, 2022 and November 23rd, 2022.

The meeting notes were approved as circulated (Kendall/Woods).

3. Updates

Centres Policy

- J. LOKASH. noted that existing centres are to be reviewed by the President's Executive Council (PEC, formerly President's Advisory Team) to determine if they are within the scope of the new policy, which has been broadened beyond the establishment of new centres to include oversight regarding monitoring, renewing, and closing of centres.
- As there are a large number of potential centres within the scope of the policy, all of which will need to be reviewed by PEC, going forward,

groups of five centres from a master list will be reviewed at series of PEC meetings until all are reviewed against scope of the new policy.

- ARC-NL (5-year renewal) & Human Neuroscience Research Centre (new interdisciplinary centre) were both approved by the Senate Executive Committee following recommendation of PBC. The recommendations will now be forwarded to Board of Regents for final approval.
- **Action Item:** J. Lokash to report on status of PEC reviews.

Senate Reform

- E. Kendall presented information regarding three main updates on Senate reform:
    1. Eligibility to stand for senate is to be extended to term faculty.
    2. Roberts Rules of Orders became official rules of order for senate.
    3. The role of Speaker to be established at senate. Individual selected as speaker to be the conduit for senate member directed statements during meetings.
- E. Kendall confirmed that Senate is currently drafting the necessary documents to outline the changes and are not officially active yet. Anticipates work will be done over the Summer and be active in Autumn for approval by Senate.

4.   Committee Terms of Reference (Ongoing discussion)

Review of Core Activities

- J. Lokash led review of PBC's core activities (i.e. Planning, Budget, University Centres Oversight, and Special Meetings of Senate). Noted the new budget model may have PEC ask PBC to consult or have PEC present to PBC on decisions. Noted special meetings are twice per year (November and April) wherein PBC forwards recommended areas of special interest/focus to PEC; should there be potential solutions or suggestions PBC wishes to highlight they can include this in the recommendation. Historically, PBC would canvas senate in September for their own recommendations for special meetings topics.
- **Action Item:** <u>PBC</u> to canvas Senate in September for recommendations for special meetings topics of Board. *Deadline: PBC to distribute message in September and request submissions for November.*

Quorum Rules (communique from Senate Office)

- Discussion regarding rule regarding quorum which currently requires 1/3membership +1 [requiring 5 voting members]. Current composition of PBC is 9 academic members, 3 undergrad members, and 1 graduate member. Total of 13 member seats.
- PBC determined immediate focus will be first to fill the active seats to a full committee through continued recruitment and engaging meetings. Only after this would a review of quorum be considered.
- **Motion: to leave quorum rules status quo (Porter/Bazan). Approved.**

Delegated authority from Senate for Centres Approval

- Discussion of pathway of centres' applications. Currently, applications sent to PEC first then to senate for endorsement before being sent to Board for approval.
- Discussion amongst PBC of what to do if a centre is found to not be within scope (i.e. noncompliant to policy). Discussed providing centre notes on what areas are incomplete or insufficient, allowing them to revise and resubmit; unclear proper procedure for this or for if a centre refuses to comply with scope.
- PBC determined they will review again the Centres Policy (available on BrightSpace shell) and return to discussion next meeting of what to do when centres are noncompliant.
- Discussion to continue next meeting regarding if PBC should have delegated authority allowing it to recommend directly to Board without senate endorsement first.
- **Action Item**: J. Lokash/K. Matthews/E.Kendall to review if there is currently an expected procedure in what PBC is to do if they determine a centre is not in scope with new policy and present to PBC any findings at next meeting. *Deadline: prior to next meeting.*

5.   Annual Reports – University Plans and Frameworks (in Brightspace)

Review of University Plans and Frameworks

- Discussion that going forward a guideline or template to be used by submissions to ensure timely and equitable processing of plans and frameworks. Templates will require adaptability as not all plans/frameworks are funded, require a budget, or specific to a unit/group.
- Discussion regarding variance across current five frameworks causing need for more information.
- **Omnibus Motion:** The five noted university plans and frameworks will be contacted to notify they have been received and that further feedback will be provided regarding their individual submission by September.
    - **Approved (Kendall/Hancock).**
- **Action Item**: PBC to collectively review the 5 frameworks and a selected PBC member assignee will present a per-unit/framework review at next meeting. *Deadline: next meeting*.
    - Public Engagement Framework
        - Assignee = C. Bazan
    - Research Strategy
        - Assignee = M. Woods
    - Strategic Framework for Indigenization
        - Assignee = E. Kendall
    - Strategic Enrolment Management Plan
        - Assignee = C. Walsh

- EDI-AR Strategy
  - Assignee = J. Porter

- **Action Item**: collect previous emails/letters sent in the past when PBC (or like committees) have communicated to groups/units/plans/frameworks regarding specific information needed to supplement a submitted document. *Deadline: **K. Matthews** ahead of next meeting*

- **Action Item**: PBC to review current similar templates (Centres Annual Report was screen-shared by E. Kendall during meeting) that may be useful in template construction. *Deadline: **E. Kendall/ K. Matthews** to share the potential templates ahead of next PBC meeting.*

6.   Other Business

Preliminary Discussions Regarding 5 University Plans and Frameworks

- Public Engagement: discussion that request for feedback would include a request for further information regarding financials. Operating budget, allocations breakdown of funded recipients (organization name, size of organization, and amount received), budget & funding plans for 2023-2024, link between recipients and Transforming Our Horizons, and rationale that applied for choosing who receives funding.

The Meeting was adjourned at 10:20am.