

# Meeting Notes

## Integrated Planning Committee Meeting

December 18, 2017

3:30 – 4:30pm

A-2029

### Attendance:

**Dr. Noreen Golfman**, Provost & VP (Academic) (Chair)  
**Dr. Donna Cox-Hardy**, Social Work  
**Dr. Ian Sutherland**, Music  
**Dr. James Feehan**, Humanities & Social Science  
**Dr. Donald McKay**, Medicine  
**Dr. Laura Robinson**, Arts & Social Science, Grenfell  
**Younis Abdalla**, GSU  
**Renata Lang**, MUNSU  
**Lori Pike**, Budget Office  
**Keith Matthews**, Associate Director, Academic Budgets  
**Paul Chancey**, CIAP  
**Réanne Kinsella**, CIAP

### Unable to attend:

**Dr. Aimée Surprenant**, Graduate Studies  
**Jillian Kavanagh**, Marine Institute

## 1. Review of meeting notes from November 20, 2017

The meeting notes from November 20, 2017 were reviewed and accepted by the committee.

## 2. Consultation Process Update

Dr. Golfman provided an update on the Budget consultation process. To date, three consultation sessions have been held – one with Deans and two with Directors. These sessions were held first in order to gather feedback regarding the format and content of the presentation and the questions posed. Based on feedback provided during the first session with Deans, the PowerPoint presentation was revised significantly. It was noted that the revised presentation should be sent to the committee for information.

A schedule is currently being developed for all remaining consultation sessions to be held in the last two weeks of January. To date, Mr. Matthews, Mr. Chancey, Ms. Pike and Ms. Kinsella have been attending the sessions. However, once the schedule for the remaining sessions is confirmed, all members of the IPC are encouraged to attend sessions.

To date, consultation sessions have been informative and valuable, providing rich information and interesting ideas. Discussions have covered a number of diverse topics such as: opportunities for greater efficiencies; re-organization of services and their delivery (e.g., outsourcing or centralizing services); opportunities to provide incentives to encourage greater efficiency among units; and the physical footprint of the university and associated costs. The discussions also touched on some strategic level questions such as what should Memorial look like in the coming years (in regards to core activities, size, etc.).

Some session participants felt that the university community does not recognize the severity of the situation and that this must be communicated more clearly. In the coming weeks, a comprehensive communications plan will be developed, as well as a website to formally launch the process and communicate relevant information and the schedule of sessions to

the university community. Once these consultations are completed, the committee will draft its report and a second round of consultation sessions will be held to gather feedback about the draft.

### **3. Financial Data Update**

Ms. Pike presented an update on the development of the Financial Fact Book. The document provides a financial overview of all units throughout the university, including revenues and expenditures, as well as base, adjusted and actual budgets for 2016-17 and base budgets for 2017-18. The Financial Fact Book hopes to provide a clearer picture of how funds are distributed across units and Faculties/Schools. The IPC will have the opportunity to review the document before it is made public, particularly to bring forward any points that require clarification.

It was noted that while the proposed report would provide an overview of unit-level funding for the last fiscal year, it will not provide data for multiple years to allow examination of trends. Changes in organizational structures and reporting practices make comparative trend data difficult to develop and for this reason it was deemed unfeasible for this iteration of the process.

### **4. Other Business**

No other business was raised. The meeting was adjourned at 4:15pm.