

# Meeting Notes

## Integrated Planning Committee Meeting

July 17, 2018

2:00 – 3:00pm

A-5014

### Attendance:

**Dr. Noreen Golfman**, Provost & VP (Academic) (Chair)  
**Dr. Sean Cadigan**, Associate VP (Academic)  
**Dr. James Feehan**, Humanities & Social Science  
**Dr. Donald McKay**, Medicine  
**Dr. Laura Robinson**, Arts & Social Science, Grenfell  
**Dr. Aimée Surprenant**, Graduate Studies  
**Bailey Howard**, MUNSU  
**Rizza Umali**, GSU  
**Jennifer Batten**, Office of the Provost  
**Keith Matthews**, Academic Budgets  
**Lori Pike**, Budget Office  
**Paul Chancey**, CIAP  
**Réanne Kinsella**, CIAP

### Unable to attend:

**Dr. Donna Cox-Hardy**, Social Work  
**Jillian Kavanagh**, Marine Institute  
**Dr. Ian Sutherland**, Music

## 1. Discussion of 2017-18 IPC Budget Report Process

Dr. Golfman welcomed Dr. Sean Cadigan, Associate VP (Academic) to the committee.

Dr. Golfman provided the Committee with a summary of feedback provided by Ms. Victoria Collins, Executive Director of Marketing and Communications, regarding the 2017-18 Budget Report process. Feedback included the following:

- The IPC should clearly outline the timeline for the process far in advance and also allow adequate time for feedback.
- The overall process appeared rushed. In particular, adequate time should be allowed for senior leaders to be consulted.
- Senior Marketing and Communications staff should be involved in the process early on in order to provide guidance and improve the overall coordination of communications.
- The budget approval process should be adjusted so that the budget report first obtains approval from the Vice-Presidents Council and the President, prior to submission.
- The news media should be briefed before the budget report is submitted to the Board of Regents so that journalists are familiar with the content.

The IPC agreed with some of the comments and anticipate that the scheduling of the 2018-19 will address some of the timing and communications concerns.

Members of IPC noted that there appeared to be some confusion in Ms. Collins' remarks regarding the budget process versus the IPC process, likely because the timeline of both converged during 2017-18. This led some people to believe that both reports were part of the same process. The IPC Budget Report is an independent process that is intended to

provide advice to the President about the university budget. Its recommendations are not binding and should not be subject to VPC approval.

## **2. Planning for 2018-19 Report Process**

Members of IPC discussed the process that culminated in the first report of the committee and provided the following suggestions to improve the process for next year:

- The process should be launched in October-November with the final IPC Budget Report submitted in January. This timing would lead to less overlap and confusion with the overall University Budget report. It would also allow for more time to consult the university community.
- Consultation sessions and the online feedback submission form should occur at the same time.
- The process could include fewer consultation sessions, based on attendance numbers during the 2017-18 process.
- One session should be held during the evening, allowing greater flexibility for those who want to attend.
- Consideration should be given to making consultation sessions open to all (faculty, staff, and students), rather than targeted to specific groups. This would provide greater flexibility for students, in particular, to attend any session based on their availability. It would also promote greater integration of the university community.
- It is important that as many voices as possible are heard during consultation sessions, and to ensure that some voices are not dominating the discussions. A suggestion was made to develop clearer ground rules that the facilitator would provide at the start of each session.
- Sessions could be held in different rooms, providing for much more flexibility in terms of scheduling. It was noted that space must be accessible and of appropriate size for such sessions, which limits the number of rooms that can be used.
- The objectives and content of the consultation sessions should be carefully considered because not much time has elapsed since the last sessions and there is potential for the feedback to be very similar.
- The sessions could begin with an overview of the What We Heard document as well as an update on the effects of recent budget cuts and the current direction of the university.

## **3. Communication to University Community – Fall 2018**

The IPC should begin drafting communication materials, starting with a “save the date” notice launching the process for the upcoming year and confirming the time period. The following step will be to work on the presentation content.

## **4. Other Business**

A proposed timeline will be drafted for review by the IPC during the next meeting.

No other business was raised. The meeting was adjourned at 2:40pm.