

Meeting Notes

Integrated Planning Committee Meeting

October 2, 2017

3:30pm – 4:30pm

A-2029

Attendance:

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

Unable to attend:

Younis Abdalla, GSU

1. Review of meeting notes from September 18, 2017

The meeting notes from September 18, 2017 were reviewed and accepted by the committee.

2. Terms of Reference for IPC

The Committee approved and adopted the Terms of Reference for IPC that had been discussed at the September 18 meeting.

3. 2017-18 Budget Submission to Board

The committee was provided with a copy of the 2017-18 Operating Budget document submitted to the Board in the spring prior to the meeting. (The document does not include the Faculty of Medicine budget.) It was felt this was an important document to share with the committee because it provides insight on what goes before the Board, which should inform the development of the IPC report. Lori Pike provided a brief overview, drawing attention to the changes in Revenues and Expenditures as shown in the table on page 2:

- The provincial operating grant was reduced by \$11.93 million.
- The new *Campus Renewal Fee* will bring \$4.8 million in revenues and will be fully directed to campus renewal expenditures.
- Government funding was provided for salaries and benefits (\$1.59 million), and a reversal of a one-time cut applied in 2016-17 (\$2.73 million).

- The grant in aid of tuition was provided (\$4.0 million)
- In expenditures, a *Base Budget Reduction (2%)* of \$6 million was achieved across the board. Details outlining how this reduction was achieved are currently being prepared for the Board of Regents.
- Contributions to pensions increased by \$2.14 million and general inflation was budgeted at \$1.64 million.

Ms. Pike also provided a brief overview of the table on page 3. The total budget for 2017-18 is \$369,890,680 and preliminary budget estimates have been prepared for 2018-19 and 2019-20. Memorial's provincial government operating grant amount has been announced for the next three years, but it is likely these amounts will be adjusted when the 2018-19 provincial budget is brought down.

The question was raised whether the Faculty of Medicine should present their financial information in the same format. Dr. Golfman indicated that the Faculty of Medicine is keen to work more closely with government and Memorial's Finance office in order to move forward and address the current fiscal situation.

4. Discussion of Budget Report Process

Dr. Golfman informed the committee that some preliminary work had been done to develop a process for the budget report. She suggested that it would be appropriate for the committee to inform PBC about this process and obtain their endorsement. She would like to bring this to the October meeting of PBC.

Mr. Chancey, Ms. Pike and Mr. Matthews have met to identify a basic timeline for the proposed Budget Report process. The draft timeline is as follows:

- October:
 - A document outlining the anticipated budget gap for 2018-19 is to be prepared by October 31. This document is an important starting point for the process. Ms. Pike indicated that the information needed for this document has now been prepared.
- Early November:
 - Develop report outline
 - Provide background information to IPC regarding institutional context (enrolment), guiding principles
- November-January:
 - (If committee chooses to pursue survey) develop a questionnaire; pre-test; and launch by early January
- January – February:
 - Analyze survey data
 - Develop draft report
- Early March:
 - Present draft report to university community for feedback (town halls)
- April:
 - Redraft report based on feedback
- May:
 - Submit final report

Mr. Chancey indicated that a process diagram would be provided in the coming weeks to further outline the process.

The Committee will need to decide whether or not it wants to pursue a survey of the university community. Mr. Chancey will seek to gather information about survey processes and the types of questions asked by other institutions. The survey might include questions regarding the budget as well as questions regarding ones understanding of the budget information. It was suggested that the current process may only want to focus on the latter and include specific questions about the overall budget next year. An alternative way of obtaining feedback from the university community may be to create an open space online, welcoming questions and comments.

The proposed Budget Report will link to a new document that is being produced by Financial and Administrative Services and the Budget Office called the Financial Fact Book. It will provide detailed information about base and adjusted budgets as well as operating expenditures down to the department level. The primary objective of the current proposed report is to provide budget information that is clear and understandable. Its intended audience is the university community and the general public.

5. Other Information Requirements

The committee was asked for their input on what information they felt would be helpful to them in developing their knowledge base in preparation for this process. It was suggested that the *Budget 2017-18 FAQ* might be useful to revisit and repost in advance of the town hall discussions with the university community.

In the absence of a University-wide set of strategic priorities, the Committee felt that it would be appropriate to base the current report on the existing frameworks. It was felt that the current process would likely be helpful in gaining institutional consensus in this area.

6. Other Business

No other business was raised. The meeting adjourned at 4:35pm.