

Meeting Notes

Integrated Planning Committee Meeting

September 18, 2017

3:30pm – 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. Laura Robinson, Arts & Social Science, Grenfell
Dr. Donald McKay, Medicine
Jillian Kavanagh, Marine Institute
Lori Pike, Budget Office
Keith Matthews, Associate Director, Academic Budgets
Paul Chancey, CIAP
Réanne Kinsella, CIAP

Unable to attend:

Dr. Aimée Surprenant, Graduate Studies
Renata Lang, MUNSU
Younis Abdalla, GSU

1. Review of meeting notes from May 15, 2017

The meeting notes from May 15, 2017 were reviewed and accepted by the committee.

2. Terms of Reference for IPC

Dr. Golfman provided a brief explanation in regards to the development of the Terms of Reference for the committee, which had been circulated prior to the meeting. They were developed last year and though they had been discussed a couple of times, the committee had not formally adopted them. She asked that committee review them with a view to formally endorsing them at a future meeting of the committee.

3. Future direction of committee

Dr. Golfman initiated a discussion about the direction of the committee for the coming year. She expressed a desire to implement a process by which the IPC would produce an annual budget report that would provide recommendations to senior leadership at Memorial. The process would include consultations with the university community. Dalhousie has such a process in place and developing something similar at Memorial would support improved knowledge sharing and transparency with the university community and public as well as improved long term planning. There was consensus that such a process would be beneficial.

The committee reviewed information about the Dalhousie process that had been provided in advance of the meeting. It was clear that a considerable amount of work would need to be done in a relatively short period of time in order for the proposed document to have an impact on the 2018-19 budget cycle. One key objective would be to provide information to the full university community regarding Memorial's operating budget in a way that is transparent, clear and action-

oriented. Another was to provide advice to the university about the actions it should take to balance its budget. The proposed approach would be a significant culture change for the university.

Initial steps to commence the process were discussed. Lori Pike explained that a key budget document will be prepared by October 31st, 2017 that outlines the anticipated budget gap for the 2018-19 year. The committee could start from that document, prepare its own draft report, and complete a consultation process in the subsequent months. The committee decided to aim to have its draft report completed by the end of February and a final report in April or May. A key short-term goal for the IPC would be to get itself up to speed on existing budget information, other relevant data, and the current plans/frameworks that guide the university.

There was some discussion about the consultation process. One option would be to hold town halls in each faculty to gather input, particularly around priorities and possible efficiencies going forward. It will be important to circulate the draft IPC report and other supplemental information prior to the town halls so individuals have time to digest some basic information before offering input. Part of the process may include the development of a survey for the university community. It was recognized that all of this will be constrained by the amount of time that is available to do the work. The first cycle of the process may not be able to encompass all that the committee wishes to achieve, but further cycles will systematically enhance the process.

Lori Pike, Keith Matthews and Paul Chancey were tasked with developing a framework, including timelines and consultation options for discussion during the next meeting.

4. Meeting times

It was felt that, given the extent of the work required to meet the February draft deadline that the IPC should meet frequently. Committee members agreed that meetings every two weeks would help to support the ongoing development of the document.

5. Other Business

No other business was raised. The meeting adjourned at 4:50pm.