

Approved

**Minutes of  
Vice-Presidents Council  
February 28, 2017 – 9 a.m. – Board Room A2029**

**Attending:**

Noreen Golfman, Provost and Vice-President (Academic) – Chair  
Glenn Blackwood, Vice-President (Marine Institute)  
Margot Brown, Executive Director, Office of the President  
Kent Decker, Vice-President (Administration & Finance)  
Renee Elliott, Coordinator, Vice-Presidents Council  
Jeff Green, Manager, Office of the Vice-President (Research)  
Jillian Kavanagh, Manager, Office of the Vice-President (Marine Institute)  
Roxanne Millan, Director of Academic Support Services  
Golda Randell, Assistant to the Vice-President (Grenfell Campus) – by videoconference from Grenfell  
Emily Wooley, Director, Office of the Vice-President (Administration & Finance)  
Mary Haynes, Recording Secretary

**Regrets:**

Mary Bluechardt, Vice-President (Grenfell Campus)  
Vicki Collins, Executive Director, Marketing and Communications  
Ray Gosine, Vice-President (Research) pro tempore

**Invited:**

Donna Ball, Senior Policy Analyst  
Morgan Cooper, General Counsel  
Kris Parsons, Chief Risk Officer  
Rhonda Steele, Senior Internal Auditor

	<b>PRESENTATIONS</b>
	Kris Parsons, Chief Risk Officer, presented a Board preview of the Parking Year End Review.  Donna Ball, Senior Policy Analyst and Rhonda Steele, Senior Internal Auditor briefed VPC on the Internal Audit Policy (new) and the Internal Audit Status Report.
1.	<b>CONSENT AGENDA</b>
	The following were approved by consent: <ul style="list-style-type: none"><li>- minutes of February 21, 2017</li><li>- Conflict of Interest Committee Acting Membership – the appointment of an acting member or members to the committee to substitute for gaps in membership due to vacancies.</li><li>- Policy Submission – Internal Audit Policy (new) – for submission to the March 2017 Board of Regents meeting.</li></ul>
	<b>DISCUSSION AGENDA</b>
2.	<b>Amendment of the Traffic and Parking regulations to create alignment in Pay Per Use fines</b>

	Endorsed for submission to the Board of Regents at the March 2017 meeting.
<b>3.</b>	<b>Incorrect tax deduction for pensioners</b>
	Mr. Decker briefed VPC on this submission. The Board of Regents will be advised of the issue at its next meeting.
	<b>RECURRING ITEMS</b>
<b>4.</b>	<b>Draft Board Agenda and Items</b>
	The following submissions were approved:  7.3 Internal Audit Status Report – Confidential 7.4 Human Resource Management System Improvement Project Update – Confidential 7.5 Core Science Facility (CSF) Audit Update: Heat Map – Confidential 8.1 Update on capital projects – Confidential 8.2 Core Science Facility Status (CSF) Update – Confidential 10.3 Update on the University's 2016-17 financial position – Confidential 11.1 Increase in student union membership fees – Confidential 11.3 Annual Increase in residence meal plan fees to St. John's campus for 2016-17 – Confidential 11.4 Universal Transit Pass (UPass) for Memorial University Update- Confidential 12.2 Memorial University Area Traffic Study Update – Confidential
<b>5.</b>	<b>Updates:</b> - Provincial Budget – Mr. Decker provided an update on a recent meeting with Treasury Board.
<b>6.</b>	<b>Vice-Presidents Roundtable</b>
	VPs updated VPC on activities within their portfolios.
<b>7.</b>	<b>ADJOURNMENT – 9:30 a.m.</b>
	<b>NEXT MEETING – March 7, 2017</b>