

Approved

**Minutes of
Vice-Presidents Council
September 12, 2017 – Board Room A2029**

Attending:

Mark Abrahams, Vice-President (Research) pro tempore
Glenn Blackwood, Vice-President (Marine Institute)
Ivan Emke, Vice-President (Grenfell Campus) pro tempore – joined by telephone
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)
Noreen Golfman, Provost and Vice-President (Academic)
Jillian Kavanagh, Manager, Office of the Vice-President (Marine Institute)
Roxanne Millan, Director of Academic Support Services
Mary Wall, Recording Secretary
Emily Wooley, Director, Office of the Vice-President (Administration & Finance)

Regrets:

Golda Randell, Assistant to the Vice-President (Grenfell Campus) – by videoconference from Grenfell

Invited:

Stephen Dodge, Director of Human Resources
Jennifer Dove, University Auditor
Vicki Collins, Executive Director, Marketing and Communications
Morgan Cooper, General Counsel
Alison Randell, Director of Information Management and Protection

EMAIL POLL IN LIEU OF SEPTEMBER 5, 2017 MEETING	
	<p>The following items were approved by email poll:</p> <ul style="list-style-type: none">– Approval of draft minutes for August 22, 2017– Appointment to the MURC Board of Directors– Deletion and Addition of position within the Labrador Institute– Space Report as of August 30, 2017– <p><u>Draft Board Agenda and Items</u></p> <ul style="list-style-type: none">– 7.1 Appointments to Campus Childcare Inc. Board of Directors– 7.3 Audit Plan – Audit of Annual Financial Statements of Memorial University of Newfoundland for 2017 – 18– 7.5 Memorial University of Newfoundland’s Corporate Governance Checklist for 2016/17 fiscal year– 7.6 Summary of Corporate Governance Checklists provided by Separately Incorporated Entities (SIEs) for 2016/17 fiscal year– 7.7 Ernst and Young Management Letter for 2016/17

	<ul style="list-style-type: none"> - 10.2 Highlights of the Annual Investment Committee Report of the Endowed, Non-Endowed and Specifically Invested Trust Funds for the Fiscal Year Ended March 31, 2017 - - 10.4 Bank Signing Officers for Grenfell Campus' two imprest bank accounts
	Presentation: MUNCLASS by Alison Randell, Director of Information Management and Protection
	Board Review: Office of the Internal Audit Charter by Jennifer Dove, University Auditor
	Presentation: Leave Administration Policy by Stephen Dodge, Director of Human Resources
1.	CONSENT AGENDA
	<p>The following was approved by consent:</p> <ul style="list-style-type: none"> - A revision to the Sexual Harassment Policy – new title: Sexual Harassment and Sexual Assault - Establishment of the Memorial University collective bargaining team for negotiations with the Teaching Assistants' Union of Memorial University of Newfoundland (TAUMUN) - The Flags Policy was moved to the Discussion Agenda.
	DISCUSSION AGENDA
2.	Flags Policy
	Item was endorsed by VPC with the recommendation to resubmit to Board.
3.	Considerations for the Leave Administration Policy
	Revisions to the Leave Administration Policy were approved.
4.	Suspension of funding for Non-credit programming for the 2017-2018 Fiscal Year
	A suspension of funding for all non-credit programming for all faculties, departments, and campuses, due to budget constraints for the remainder of 2017-2018 fiscal year was approved and will reviewed at a later date.
5.	Human Resources Annual Report
	The Human Resources Annual Report for 2016-2017 fiscal year was approved with the provision that it be reviewed for accuracy by Marketing and Communications.
6.	Compensation review for Senior Administrative Management (SAM) employees
	Item moved to in-camera discussion.

7.	Amendment to implementation of fees for Medical Students
	The Deferral of the implementation date for the Student Services and Campus Renewal Fees for Post graduate residents and interns in the Faculty of Medicine to the 2018-2019 academic year was approved.
8.	Title change for the Deputy Provost (Students) and Associate Vice-Presidents (Academic) Undergraduate Studies
	Discussion took place on a title change to Associate Vice-President (Academic) Students. A Search Committee will be struck by the Provost to fill the position.
9.	Draft VPC Responses to the Recommendations Contained in the Report “Review of Governance Culture and Practices: Memorial University”
	Discussion took place. Draft responses to recommendations 14, 15, 16, and 24 were approved. M. Brown will bring suggestions forward on draft response to recommendation #13 at next meeting.
	RECURRING ITEMS
10.	Draft Board Agenda and Items
	The following items were approved: 7.4 Office of the Internal Audit Charter 8.1 Update on Capital Projects 8.2 Core Science Facility (CSF) Status Update 8.3 Universal Transit Pass (UPass) for Memorial University 8.5 Approval of a Long-Term Lease and Easement Agreement with NL Power – Property behind Arctic Avenue and the NRC Building 9.3 Pension Plan Restructuring
11.	Vice-Presidents Roundtable
	VPs provided updates on their portfolios.
12.	ADJOURNMENT – 10:50 a.m. with In Camera to follow.
	NEXT MEETING- September 18 at 12:00 noon