

Approved

**Minutes of  
Vice-Presidents Council  
February 12, 2019, 9:03 a.m. – Boardroom A2029**

**Attending:**

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

**Regrets:**

Morgan Cooper, General Counsel

**Invited:**

Vicki Collins, Executive Director, Marketing and Communications  
Margaret Steele, Dean, Faculty of Medicine  
Paul Tucker, Chief Operation Officer, Faculty of Medicine

	<b>Presentation:</b> Faculty of Medicine Budget Update by Dr. Margaret Steele, Dean, and Paul Tucker, Chief Operating Officer
1.	<b>CONSENT AGENDA</b>
	The following items were approved by consent: <ul style="list-style-type: none"><li>- Minutes of February 5, 2019</li><li>- Establishment of Residency Program Director – Surgical Foundations in the Faculty of Medicine</li><li>- Conflict of Interest Report</li></ul>
	<b>DISCUSSION AGENDA</b>
2.	<b>St. John’s Campus Parking Revenue</b>
	Item endorsed by VPC and forwarded to the March 14, 2019, Board of Regents meeting for approval.
3.	<b>Rights, Equity and Inclusion</b>
	VPC endorsed the establishment of a central office for rights, equity and inclusion and recommended it for approval in principle by the Board of Regents. Following approval in principle by the Board, a search for the team lead should commence, and a transition team be set up to guide the change process.

4.	<b>Approval of Infrastructure Fund Allocation – Communication Control Centre</b>
	Item approved by VPC.
5.	<b>Merger of the Writing Centre (WC) and English as a Second Language (ESL)</b>
	Item approved by VPC.
6.	<b>Introduction of deposits for admission to Memorial University</b>
	Item endorsed by VPC and forwarded to the March 14, 2019, Board of Regents meeting for approval. Pending approval by the Board, VPC approved the following: <ul style="list-style-type: none"> <li>- The Tuition Refund Appeals Committee be given jurisdiction to allow a refund of a forfeited tuition deposit in extenuating circumstances;</li> <li>- Forfeited deposits be assigned to general university revenue with the exception of the School of Pharmacy and Second Degree programs in the Faculty of Education, both of which already administer deposits and retain any forfeited deposits;</li> <li>- A working group be formed with representation from the Registrar’s Office, Financial and Administrative Services, Office of the CIO, and Grenfell Campus to work out implementation details.</li> </ul>
7.	<b>Grenfell Campus Childcare</b>
	Item presented to VPC for information. Discussion followed.
	<b>RECURRING ITEMS</b>
8.	<b>Draft Board Agenda</b>
	VPC approved the following item: <p>11.2 Update on Information Security Improvement Program (ISIP) Plan in response to Information Technology (IT) Security Risk Assessment – Confidential</p>
9.	<b>ADJOURNMENT – 9:59 a.m.</b>
10.	<b>In-camera session followed.</b>
	<b>NEXT MEETING – February 19, 2019</b>