

# UNIVERSITY OF NEW BRUNSWICK

## FREDERICTON CAMPUS SENATE MEETING

The Fredericton Senate met at 4:00 p.m. on Tuesday, 25 November 2008 in Room 303, Tilley Hall. Vice-President Fredericton (Academic) Anthony Secco was in the chair, and the following members were present:

A. Adam	A. Ghorbani	S. Pratt
D. Bell	T. Haggerty	A. Reid
T. Benfey	P. Jolly	S. Rich
B. Boothman	G. Kealey	W. Robbins
K. Brien	R. Langley	C. Stacey
B. Broster	B. Lowry	S. Strople (Secretary)
P. Bryden	D. MacLean	C. Sutherland
C. Canitz	D. MaGee	H. Thomas
S. Carmont	E. Maher	B. Vail
B. Clark Gray	J. McEvoy	J. Valk
S. Cleave	M. E. McKinney	K. Weaver
A.B. Cooke	D. Murray	L. Wells
R. Cooper	J. Murray	J. Wright
M. Couturier	C. Patten	P. Zundel
A. Forrestall		

### **Also Present:**

S. DeVarenne (Associate University Secretary)  
L. Eyre (Assistant Dean of Interdisciplinary Studies)  
J. Fisher (Associate Registrar)  
L. Guitard (Asst. Vice-President (Finance & Corporate Services) and Comptroller)  
T. Walker (Director, Resource Planning & Budgeting)  
K. Waugh (Associate Registrar)

### **Unable to Attend:**

B. Benton	B. Leblon	G. Melanson
E. Biden	S. Lord	N. Ouellette
D. Coleman	C. Lorey	C. Passaris
L. Doige	R. MacKinnon	D. Rabinovitch
J. Fritz	S. Mattar	J. Teskey
M. W. Higgins	S. McIntyre	J. Thompson
D. Hinton	J. McLaughlin	R. Wightman
L. Kealey		

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## ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

Materials which were before members and which are not attached as an Appendix to the circulated minutes, are listed below and are attached to the Official Copy of the Minutes in the University Secretariat.

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3.1 Changes to the Fall Convocation Graduation List for October 2008 .....	1 pp.
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6.1 Report of the Vice-President (Finance & Corporate Services) on University Finances .....	33 pp.
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1. **Announcements**

**1.1 Announcements for November 2008** (circulated with agenda)

A. Secco referred Senators to the announcements that were circulated with the agenda, drawing attention to the reminder that nominations for Professor Emerita/tus are due 13 February 2009.

He also noted that the University Honorary Degrees Committee meets early in December, so completed nominations and supporting materials should be submitted to the University Secretariat before the end of November.

He announced that Sally Armstrong will speak on “The Confounding Case of Afghanistan”, based on her new book *Bitter Roots, Tender Shoots: the Uncertain Fate of Afghanistan’s Women*, on Wednesday, November 26 at 7:00 p.m. in Brian Mulroney Hall, Room 101, at St. Thomas University.

2. **Approval of Agenda and Minutes of 21 October 2008**

**2.1 Minutes of 21 October 2008** (circulated with agenda)

MOTION 2, 1 Kealey/ MaGee “That Senate approve the agenda as circulated, and the Minutes of 21 October 2008 as circulated.”

CARRIED

3. **Business Arising from the Minutes**

**3.1. Graduation List Changes** (circulated with agenda)

A. Secco noted that the changes to the October 2008 graduation list were provided as an attachment to the agenda for Senate’s information in accordance with Motion 5,4 from the Minutes of October 21, 2008.

4. **Question Period**

**4.1. Questions from Senator Benfey** (circulated with agenda)

A. Secco referred Senators to the written questions regarding use of the term “academic unit” and the response which were circulated with the agenda.

T. Benfey thanked S. Strople for the information provided in the response.

**4.2. Questions from Senator Bell** (circulated with agenda)

A. Secco referred Senators to the written questions regarding the provincial *Action Plan to Transform Post-Secondary Education* and responses which were circulated with the agenda.

In follow up to these questions, Senator Bell noted that the *Action Plan* also proposed a President’s Council that would be the key collaborative group linking post-secondary education institutions with government and to oversee progress of selected *Action Plan* initiatives. He asked if the Council has met and if there are plans for it to release its constitution. G. Kealey indicated that he believes the Presidents have met or will be meeting.

4. **Question Period** (cont'd)**4.3. Question from Senator McEvoy**

J. McEvoy asked if scholarships and prizes are open to students who study at sites other than the Fredericton or Saint John campuses.

Referring to the general regulations on scholarships (page 59 of the 2008-2009 Undergraduate Calendar), K. Waugh explained that, unless otherwise specified, awards are tenable at the Fredericton and Saint John campuses of the University of New Brunswick. She explained that students studying Nursing at the Bathurst and Moncton sites are considered Fredericton students. Students who are studying elsewhere are not eligible for scholarship support. However, for programs where UNB has an agreement to offer some portion of a UNB program at another site, the students have a UNB transcript when they come to UNBF or UNBSJ and they could then be eligible for scholarship support.

5. **Activities of the Saint John Senate**

**5.1. Activities of 22 October 2008** (circulated with agenda)

**5.2. Activities of 19 November 2008** (to be posted)

A. Secco referred Senators to the report of 22 October which was circulated with the agenda and the report of 19 November which was circulated by e-mail on Friday, 21 November. He noted that the reports on the Activities of the Saint John Senate have been provided for information.

6. **Report of the Vice-President Finance and Corporate Services on University Finances**

**6.1 2008 Report on University Finances** (circulated by e-mail)

D. Murray presented the annual report of the Vice-President Finance and Corporate Services on University Finances, for information and questions. The report consisted of four sections: 1. Summary of Important Changes in Financial Context for UNB from 2006-07 to 2008-09; 2. Annual Report of the Vice-President (Finance and Corporate Services) on the Actual 2007-08 Financial Results; 3. Commentary on the Impact of the Current Economic Downturn and the Resulting Context for Planning and Budgeting; and 4. An Appendix of Detailed Financial Comparisons and Indicators.

Referring to page 2 of the report, D. Murray summarized UNB's overall Operating Budget position. He noted that in 2006-07, the University planned for a balanced budget; however, the financial result at April 30, 2007 was a shortfall of \$69,000. In 2007-2008 the budget included a planned shortfall of \$2.5 million. The final result was a shortfall of \$701,000. The budget for 2008-09 plans for a balanced result, but this result will be achieved using approximately \$2 million of one-time funds. He explained that the University will not know the financial result until the fiscal year has ended and the annual audit has been completed.

D. Murray reviewed the changes to budgeted revenues over the past three years, noting that the provincial operating grant and other income experienced positive changes, but that tuition fee revenue had declined for the past two years, reflecting the declining student enrolment. Overall actual student enrolment for both campuses decreased by nearly 1,000 students or 9% over the two years, 2006-07 and 2007-08. Enrolment is projected to decrease by a further 220 students in 2008-09.

6. **Report of the Vice-President Finance and Corporate Services on University Finances** (cont'd)  
**6.1 2008 Report on University Finances** (cont'd)

He reminded Senators that the province implemented a tuition fee freeze in 2008-09, indicating that this has been done in a number of provinces across Canada. In compensation for this freeze, New Brunswick universities received a 7% increase to the provincial operating grant. He noted that, during a similar tuition fee freeze in Nova Scotia, universities in that province received a 10% increase in their operating grant.

There has been significant pressure on UNB operating budgets over the past three years as a result of increasing costs for salaries and benefits which represent approximately 75% of total UNB operating costs; increases in the cost of electricity, fuel oil, maintenance, and insurance; and declining enrolment which also has led to a decline in residence occupancy levels. The decline in occupancy has resulted in an overall net loss of \$1 million within the residence system, even after a residence closure and reductions of over \$400,000 in ongoing expenses. D. Murray reminded Senators that the campuses have been working to align expenses with revenues and have made reductions in operating budget expenses of approximately \$9.6 million over the past three years.

He reviewed the key components which contribute to the University's financial results, as follows: investments, donations, research, capital, and operations. Referring to the 'waterfall' graph on page 8 of the report, he described the factors which contributed to the overall financial result for 2007-08. He explained that the University began 2007-08 with a budgeted shortfall of \$2.5 million. When it became apparent that rising fuel prices would add to the shortfall through increased heating and related costs, and that enrolment numbers would be below budget, in-year budget actions were taken to reduce or defer expenses, mainly by not filling vacant budgeted positions. In addition, revenues from the College of Extended Learning were slightly better than budgeted and the Provincial Operating Grant was approximately \$400,000 more than the amount projected in the operating budget. These positive variances, combined with income from invested cash flow resulting from a decision by the Province to provide an advance on annual funding to universities, contributed to a better-than-budget final net operating budget shortfall for the year of \$701,000.

D. Murray reminded Senators that the budget still includes a structural deficit of \$2 million. With the addition of the shortfall from 2007-2008, the accumulated deficit for the University operating budget totalled slightly over \$3 million at April 30, 2008.

He also noted that the total balance for unfunded non-pension employee benefits amounted to \$38.2 million.

The financial statements of the University do not reflect the amount of infrastructure renewal that is required for buildings and other facilities. Recent studies have determined the total deferred maintenance to be approximately \$126 million. In addition, the Pension Plan for Academic employees at the date of the last actuarial valuation, December 31, 2006, had an overall unfunded position of \$42.5 million. The Pension Plan is jointly funded by the University and academic employees on a 50/50 basis and the plan liabilities are, therefore, not recorded on the University's financial statements.

D. Murray referred Senators to the 2008-2009 budget available online at <http://www.unb.ca/vpfin/2008-09Budget.html>, noting that this document includes a forecast of operating and capital budgets for a five-year period. These forecasts illustrate annual and compounding operational and capital budget shortfalls on each campus.

6. **Report of the Vice-President Finance and Corporate Services on University Finances** (cont'd)  
**6.1 2008 Report on University Finances** (cont'd)

He went on to note that the financial world has changed in the last two months, referring to the e-mail announcement from the President regarding the broad effects of the economic climate. Many universities and other organizations are facing financial challenges due to investment losses. Universities receive money from donors that is endowed. Universities are entrusted with these funds on the understanding that they will be invested carefully for use over the long-term. Over \$85.3 million of UNB's net assets are endowments with more than \$47 million in net assets restricted for specific purposes. Universities and foundations across Canada have seen the value of their investments eroded, with studies suggesting that the value of university endowments have dropped between 15 and 20%. As of the end of October 2008, the value of UNB's investments had declined by approximately 16.2%. At the start of the year the portfolio was worth approximately \$170 million. This has been reduced by \$28 million. D. Murray explained that, with endowed funds, the University can only spend the earnings from these funds, not the principal. The normal spending rate for the University is 4.5%. If there are earnings above this rate, the additional funds are placed into a reserve for years when the earnings are not as high. The existing reserve funds are not sufficient to address the loss incurred as a result of the recent drastic decline in the markets. This situation is being faced by universities across Canada.

D. Murray reviewed with Senate the nature of expenditures funded from long-term trust and endowment accounts. Expenditures include undergraduate and graduate scholarships, research chairs and programs, capital projects, Library acquisitions, teaching programs and other items. He noted that funding for scholarships also comes from the Operating Budget and, typically, approximately half of UNB's scholarship funding is provided through the trust and endowment accounts and half is allocated as part of the Operating Budget. At this time, the funds normally provided by the trust and endowment accounts are not available, and the University will have to develop a plan to address this shortfall.

In 2007-08, UNB received \$28 million in funding from Federal government departments and agencies for research-related contracts and grants. Last year, UNB also received over \$5 million in research related funding from the Province of New Brunswick. The Provincial government provided UNB with over \$97 million in operating grants, including \$2.7 million in return for a tuition fee freeze in 2008-09.

In response to questions regarding funding for the Currie Center, D. Murray explained that the budgeted project cost is \$51 million. To date, \$35 million in donations has been committed to this project. A proposal has been submitted to the provincial government for an additional \$8 million; however, it is not yet known if the government will agree to this request. In addition, the President, as part of the University's budget, has allocated an additional \$1 million per year to finance construction costs. This could be used to finance approximately \$13 million of debt over 25 years. The Center will also have on-going operating expenses which are estimated at between \$600,000 and \$800,000 per year. This has been reflected in budget projections going forward; however, the University will need to find ways to fund these costs.

During further discussion, D. Murray described the distribution of UNB's investment portfolio as follows: Domestic Bonds (46.73%); Canadian Equities (25%); Global Equities (approximately 21%) and Alternative Investments (approximately 6%). The alternative investments consist of hedge funds.

6. **Report of the Vice-President Finance and Corporate Services on University Finances** (cont'd)  
**6.1 2008 Report on University Finances** (cont'd)

Page 4 of the report describes how declining enrolments have contributed to a decline in occupancy rates within UNB's Residence System, leading to an overall net loss of \$1 million. B. Vail asked what is being done to recruit additional students to the residence system. D. Murray noted that the Executive Director of Residential Life, Campus & Conference Services, Mr. James Brown, is looking at several options and will be meeting with A. Secco to discuss ideas.

7. **Certificate and Diploma Candidates**

**7.1 Certificate List for November 2008** (circulated with agenda)

J. Fisher presented the diploma candidate, referring to the information circulated with the agenda.

MOTION 7, 1 Robbins/MacLean "That Senate approve the awarding of a Diploma in Advanced Undergraduate Studies to Rebecca Fae Reid, as presented."

CARRIED

8. **Graduate Matters**

**8.1 New and Revised Scholarships** (circulated with agenda)

L. Eyre presented the report from the School of Graduate Studies Executive Committee, referring to the information which was circulated with the agenda. The report included the new Maecenas Graduate Scholarships which will see one award available to a student on each campus and a change in value for the Nurses Association of New Brunswick/Monnex Scholarship.

P. Jolly noted that the value of the Maecenas Scholarships is listed as variable and asked about the approximate value of the scholarships. A. Secco indicated that he would ask E. Biden to report back to Senate on this matter.

MOTION 8, 1 Kealey/Rich "That Senate approve the new Maecenas Graduate Scholarships and the proposed revisions to the Nurses Association of New Brunswick/Monnex Scholarship, as presented."

CARRIED

Secretary's Note:

The donor has provided \$6,000 to be used to fund the Maecenas awards in the current year. It is expected that the donor will provide annual gifts of about \$6,000; however, the donor has indicated that the value of the annual gift will depend on the return on the foundation's assets.

9. **Report of the Undergraduate Scholarships Committee**

**9.1 November 2008 Report** (circulated with agenda)

K. Waugh presented the report of the Undergraduate scholarships Committee, referring to the information which was circulated with the agenda.

MOTION 9, 1 MaGee/Ghorbani “That Senate approve the new awards and modification and deletion of existing awards open to students on the Fredericton campus and on both campuses, as presented.”

CARRIED

10. **Academic Planning Committee Report** (circulated with agenda)

J. Murray presented the report of the Academic Planning Committee, referring to the information circulated with the agenda.

**10.1 Faculty of Business Administration: Certificate in Human Resource Management** (circulated with agenda)

He drew Senator’s attention to the proposal for a new Certificate in Human Resource Management, noting that the Senate Curriculum Committee is still reviewing the specific details of the proposal and will bring forward a recommendation on this matter at a future Senate meeting.

MOTION 10, 1 Murray/Ghorbani “That Senate approve the proposed new Certificate in Human Resource Management, subject to further review and recommendation on the specifics to Senate by the Senate Curriculum Committee.”

CARRIED

**10.2 Faculty of Computer Science: Proposal to Office BCS (4-year) in Collaboration with Victoria College of Management and Technology, Sri Lanka** (circulated with agenda)

J. Murray drew Senate’s attention to the recommendation for the establishment of a four-year BCS degree pilot program between the Faculty of Computer Science and the Victoria College of Management and Technology in Sri Lanka.

MOTION 10, 2 Murray/Cooper “That Senate approve the establishment of the four-year BCS degree pilot program between the Faculty of Computer Science and the Victoria College of Management and Technology in Sri Lanka as presented.”

In response to questions regarding evaluation of instructors teaching in the program, A. Ghorbani explained that the program manager would oversee the program. He noted that the Computer Science courses will be delivered by or monitored by the Faculty of Computer Science at UNB. These courses will comprise 50% of the program. The remaining 50% of the program will be delivered by VCMT with substantial input provided by UNB. These courses will be assessed for credit using a process similar to that used for courses being assessed for transfer credit.

CARRIED

11. **Academic Policy and Procedures Committee Report** (circulated with agenda)

A. Secco presented the report of the Academic Policy & Procedures Committee, referring to the information circulated with the agenda.

**11.1. Proposed Revisions to Transcript**

He noted that the first item deals with a revision to the text on the reverse of the UNB transcript.

**MOTION 11, 1**

Kealey/Rich “ That Senate approve the following addition to the text which appears on the reverse of the UNB Transcript:

**Program Credit Hours**

The Program Credit Hours summary includes the cumulative credit hours attempted in program; the cumulative credit hours passed; the cumulative grade point average (see under GPA Calculations for information). The Credit Hours Passed includes all courses completed with a grade of “D” or higher (see Grading System for information). Program regulations may not permit courses with grades of “D” to count toward degree requirements. The UNB Calendar should be consulted for program regulations regarding grades required for degree purposes.”

J. McEvoy asked if the revised text is meant to infer that in some programs a grade of ‘D’ is a failing grade. It was noted that the text refers the reader to program regulations, and alerts the person that a grade of ‘D’ may not count toward degree requirements.

**CARRIED**

**11.2 Key Dates for Fall Term 2009**

A. Secco noted that the Committee considered possible start dates of classes and end dates for Fall Term 2009. In 2009, the Labour Day holiday falls on September 7. The Committee suggested to the Registrars that the start of classes be scheduled for Tuesday, September 8 with the last day of the Examination period to be Saturday, December 19. The Committee will consider the full Calendar of Academic Dates at its next meeting for recommendation to the Senates.

He noted a correction to the Report. In the last sentence of the first paragraph of section 4 (bottom of page 2) and the first sentence of the second paragraph (top of page 3), where it says “Tuesday, September 9” it should read “Tuesday, September 8”.

Senators noted concern that orientation may be poorly attended if it is held the week prior to the Labour Day holiday. It was noted that Faculties with major advising activities should be consulted regarding the proposed schedule. J. Fisher noted that the Calendar of Dates is discussed by the Registrar’s Advisory Committee and will be circulated to the Deans for input and feedback before the full schedule is presented to the Committee for consideration.

11. **Academic Policy and Procedures Committee Report** (cont'd)  
**11.2 Key Dates for Fall Term 2009**(cont'd)

S. Carmont expressed concern that the last day of classes would be scheduled on a Monday with only one reading day before four full days of examinations. It was noted that the schedule must include a minimum number of teaching days and that the alternative could see the examination period extended as late as December 22. J. Fisher indicated that she would bring this concern to the Registrar's attention as he revises the full calendar of dates.

**11.3 Further Review of Policy on Privacy and Access to On-line Student Information**

A. Secco noted that the Committee continued its discussions on the Review of the Policy on Privacy and Access to On-line Student Information. As a result of the Committee's discussions, the Vice-President Fredericton (Academic) has agreed to convene a committee with representation from both campuses to continue development and revision of the recommendations regarding changes to the policy.

12. **Report of the Senate Nominating Committee** (circulated by e-mail)

D. MacLean presented the report of the Senate Nominating Committee, referring to the information which was circulated by e-mail on Friday, 21 November.

**12.1 Appointments to Senate Committees and Other Bodies to Which Senate Makes Appointments**

MOTION 12, 1 MacLean/Ghorbani "That Senate approve the appointments to Senate Committees for 2008-2009, as indicated in the report, as presented."

CARRIED

**12.2 Appointments to Search Committees**

MOTION 12, 2 MacLean/Kealey "That Senate approve the student appointments to Search Committees for 2008-2009 as indicated in the report, as presented."

CARRIED

**12.3 Proposed New Administrative Appointment in Engineering**

The position of Assistant Dean - Year 1 will be responsible for coordination of first year Engineering courses and advising Engineering I students.

MOTION 12, 3 MacLean/Couturier "That Senate approve the establishment of a new position of Assistant Dean - Year 1 in the Faculty of Engineering as presented, and in accordance with existing University policy on Assistant Deans."

CARRIED

12. **Report of the Senate Nominating Committee** (cont'd)

**12.4 Proposed Revision to the Terms of Reference for the Non-Credit Course Committee**

MOTION 12, 4 MacLean/Rich “That Senate approve the proposed revision to the terms of reference of the Non-Credit Course Committee to have the Chair of the Committee be a Senator elected annually by and from the members of the Committee.”

CARRIED

13. **Appointment to Research Ethics Board**

**13.1. Recommendation for Appointment of Myron Gochnauer** (circulated with agenda)

G. Kealey presented to Senate a recommendation for the appointment of Myron Gochnauer, Faculty of Law, to the Fredericton campus Research Ethics Board. He explained that, in accordance with the *University Policy on Research Involving Humans*, the membership of the Research Ethics Board includes one member knowledgeable in relevant law.

MOTION 13, 1 Kealey/McEvoy “That Senate recommend to the Board of Governors the appointment of Dr. Myron Gochnauer (Law) to the Research Ethics Board to be effective 1 November 2008 and with the term of appointment expiring 31 December 2011.”

CARRIED

14. **Report of the Joint Nominating Committee for the Office of President**

**14.1 November 2008 Report** (circulated with agenda)

P. Bryden presented the report of the Joint Nominating Committee for the Office of President, referring to the information circulated with the agenda.

He noted that the Committee has met twice since it last reported to Senate and has focussed its activities on review curriculum vitae of prospective candidates, gathering additional information on candidates, determining their willingness to be considered and identifying additional candidates.

The Committee is considering a long list of candidates at this time, and has two further meetings scheduled in December for further review of candidates and development of a short list.

Once a short list has been developed, the Committee will be proceeding to interview candidates. Following completion of interviews and reference checks, and after appropriate deliberation, the Committee will make a decision about which candidate or candidates best meet the requirements of the position. The top ranked candidate or candidates will then be invited to participate in a process of presenting to the University. It is anticipated that the presentation to the University community will take place in February.

14. **Report of the Joint Nominating Committee for the Office of President** (cont'd)  
**14.1 November 2008 Report** (cont'd)

After the public presentations, there will be a period of time for submission to the Joint Committee of comment and feedback on the candidate or candidates.

15. **Other Business**

W. Robbins suggested that the Fredericton Senate extend its condolences to colleagues at St. Thomas University on the recent death of John McKendy. She noted that the circumstances surrounding his death could serve as a reminder of the need for better understanding of family violence. A. Secco indicated that a letter would be sent.

The meeting adjourned at 5:20 p.m.

Stephen Strople,  
Secretary