



GENERAL FACULTIES COUNCIL MEETING #509

Approved Minutes

Monday, April 4, 2016

3:00 p.m. in W646

- Present:** M. Mahon (Chair), D. Adams, YJ Bao, J. Bocksnick, B. Boudreau, L. Brown, S. Bubel, C. Cooper, J. Copeland, P. Ghazalian, J. Graham, A. Hakin, C. Helmer-Smith, C. Hosgood, L. Jacobs, E. Jurkowski, D. Kaminski, L. Kennedy, S. Kennedy, A. Khan, J. Lapadat, M. Lindsay, C. Loewen, C. Malacrida, S. Malla, R. Marynowski, J. Nugent, M. Nugent, D. O'Donnell, D. Olsen, W. Osborn, M. Pijl Zieber, J. Sanders, J. Sheriff, A. Siaroff, M. Stingl, S. Thomas, J. Vokey, N. Walker, B. Warren, E. Wasiak, C. Williams, R. Wood
- Regrets:** D. Balderson, R. Boére, S. Brandford, V. Brickley, J. Byrne, L. Escobar, M. Gale, M. Hawkins, C. Horbachewski, C. Howey, B. Lee, A. Martin, C. Nicol, E. Okine, J. Poulsen, A. Predoi-Cross, B. Scott, T. Spagnolo, K. Ueland, G. Vardazaryan, P. Visentin, S. Wickham, P. Wilson, R. Yalamova, J. Youngdahl
- Other:** J. Gallais, L. Corbiere, V. Grisack, R. Adkin, H. Mirau, J. Preyde, M. Sawa, C. Takeyasu

1. APPROVAL OF AGENDA

MOTION: gfc.2016.04.01

Loewen/Helmer-Smith

That the Agenda for GFC Meeting #509 held Monday, April 4, 2016 be approved.

Motion: Carried

2. APPROVAL OF MINUTES

MOTION: gfc.2016.04.02

Lapadat/Marynowski

That the Minutes for GFC Meeting #508 held Monday, March 7, 2016 be approved.

Motion: Carried

3. PRESIDENT'S REPORT

The students were all thanked for their work on GFC. It's a pleasure to work with them.

M. Mahon reported:

- The budget will come down on April 14th in Edmonton. Our budget was done based on

- 2% increase we were expecting. We are waiting to see if that is the case and what happens with regard to the destination project.
- Federal Budget announced March 22
 - Infrastructure investment - Dedicated infrastructure money for post-secondary will unfold over the next four years.
 - Research & Innovation funding increases - Increased support for the Tri-Councils, good news on Social Sciences and Humanities front.
 - The Board Compensation Committee met last week to provide a response to the Government's request to freeze compensation for all non-bargaining staff.
 - Congratulations to Deric Olsen on his recent appointment by the Board to the position of Associate Dean, Faculty of Fine Arts. Congratulations were also expressed to Matt Letts who was reappointed to the position of Associate Dean in the Faculty of Arts & Science
 - M. Mahon was in Edmonton on March 8 for Throne Speech
 - Meetings with Marie Renaud as Chair of the NDP Caucus Economic Development Committee, Deputy Minister, Indigenous Relations Donavon Young, Deron Bilous, Minister of Economic Development and Trade (Re. AGILITY), Rod Skura, DM Advanced Education (Re. Destination Project, Bill 4 Labour Relations Amendment Act), with the message of Destination Project funding and helping the Government understand our position as a CARI university
 - Blackfoot culture and identity explored in joint project between Opokaa'sin and UofL's Institute for Child and Youth Studies and UofL Museum Studies. The photo exhibit appeared in Park Place Mall March 5-19, had an opening reception at Opokaa'sin Early Intervention Society on March 21, and the exhibit will eventually move to CASA. Congrats to all faculty, staff and students involved.
 - More than 5,000 cupcakes given to students during the Alumni Association's 5th annual cupcake campaign. The residence students really look forward to this campaign.
 - The Convocation Mace made a visit to Our Lady of Assumption School on March 23. Jon Doan (filling in for Chief Marshal Sheila McManus) spoke about the history of regalia and symbols to the grade 6 students. The program is an initiative of the Senate Outreach Committee.
 - Congratulations on a successful season of the PUBLIC Professor series which has just finished. Thank you to all professors and organizers.
 - A couple of follow-up workshops related to the Truth and Reconciliation have taken place or are being planned. I appreciate faculty who have shown an interest in this area.
 - Blue & Gold Awards were presented on Friday, April 1. Congratulations to all student athletes for another successful year. 250 student athletes were present
 - Congratulations to the Graduate Students Association for another successful 'Meeting of the Minds' Conference March 11-12
 - Congratulations to students involved with '5 Days for the Homeless' -- \$9,204 was raised for Wood's Homes
 - Congratulations to the World University Service Canada Club and the International Centre. They raised \$5,000 at the International Dinner & Scotiabank matched this. They now have enough money to bring a refugee student from Syria here this fall. This is a first time collaboration with WUSCC. M. Mahon encouraged members to go online to find out more about this organization.

- Calgary Alumni & Friends Dinner on Wednesday, April 6 at the Westin Hotel. This year's event features guest speaker Marc-Andre Bernier, Chief of Parks Canada's Underwater Archeology team speaking on the exciting discovery of the long-lost Franklin Expedition. A great opportunity to engage with alumni.
- Apr. 14 - Faculty of Management to honour Marvin and Chloe Galts at annual Scholarship Dinner. Condolences were expressed on the passing away of Chloe, as the dinner will now honor her posthumously.
- May 4 - Mark your calendars for the Annual Long Service Awards and awarding the President's Award for Service Excellence

4. QUESTION PERIOD

- D. O'Donnell mentioned that the meeting of the minds organizer is also organising the graduate students' journal. They will be looking for faculty advisors with help in publishing materials that agree with your home disciplines. M. Mahon mention that this is getting better every year.

5. ITEMS FOR ACTION

5.1. Academic Plan

MOTION: gfc.2016.04.03
Hakin/J. Nugent

That General Faculties Council approve the enclosed University of Lethbridge Academic Plan 2016/17.

Motion: Carried

A. Hakin acknowledge the work of J. Preyde and H. Mirau in his office on the plan. He gave a very brief overview – the document has been fed from all academic units in the university and then reviewed by them. On successful approval by GFC it will go to the Board of Governors for information only. M. Mahon was impressed with the depth of the focus of the document and direction. A. Hakin mentioned some of the document will be directed towards the 50th anniversary and FNMI activities. Continuing education is new within the document this year. We are already doing some of this but are looking to have a continuing education umbrella. A question was raised about the 50 research chairs in place for the 50th anniversary. M. Mahon answered that we have made progress with this. The projection is that we may have 53 chairs by 2017 but that this may be conservative projection. The Pre-Engineering program was discussed as well. It was noted that we are almost ready to do an agreement with University of Alberta. Great deal of support internally and externally for the U of L to have an engineering program. C. Cooper said we are not pursuing with the U of C as their program is very different. The U of A and U of S are similar to our proposed program. The U of A has capped how many students we can send to them. A question was also raised regarding the mentoring by associate deans for new faculty. Dean Cooper said last year, it was done in an informal manor in that the associate deans met with new faculty. M. Mahon reminded council members that the academic plan influences decisions made about the budget which we are presenting today.

5.2. Naming Committee

MOTION: gfc.2016.04.04
Siaroff/Helmer-Smith

That GFC approve the appointment of Maureen Hawkins to the Naming Advisory Committee.

Motion: Carried

This committee only meets when we receive naming requests. There has been a request for naming so we are activating the committee. M. Mahon clarified that all institutional name changes will go through the committee.

5.3. Faculty of Arts & Science Search Committee Composition

MOTION: gfc.2016.04.05
Cooper/Hakin

That General Faculties Council approve the Faculty of Arts & Science Search Committee Composition, effective immediately.

Motion: Carried (24 in favour/9 opposed/6 abstentions)

Dean Cooper indicated some confusion arose in September around who is eligible to serve on appointment committees. The process that was developed many years ago was quite out of date. It was brought to Arts & Science Executive, then Arts & Science Advisory Committee and finally in December to Faculty Council. The document was discussed and sent back to Executive for changes. It was brought back and passed after more debate at the Faculty Council on February 10th. There was intense debate between GFC members regarding concerns about the role of Instructors and Academic Assistants in the search process. Students are not included in the process at the moment so this is not a change although their input is used within the appointment process. It was mentioned that the Students' Union approves of this style of input as they struggle to find students to fill committees. Dean Cooper commented that all those issues were discussed and debated, put to a vote and passed by Arts & Science Faculty Council.

6. ITEMS FOR INFORMATION

6.1. Destination Project

A. Hakin reported to the committee that we are just waiting for the budget to be passed so we know where we stand and if we can break ground as planned.

6.2. Nomination Committee Update

A. Siaroff gave an update on the Nomination Committee. At the May meeting we hope to have some members to approve to fill the upcoming vacant positions.

6.3. 2016-17 Operating Budget

N. Walker presented the budget document for information. It is going to the Board of Governor this month for approval. She thanked C. Takeyasu and M. Sawa who have done a lot of the heavy lifting with the budget and are here to answer questions. In today's presentation, she is concentrating on unrestricted funds. Restricted funding is not debated as it is usually directed and funded by grants. The budget has been approved by President's Exec and will next go to the Board for approval. Our people, values and quality are key to budget decisions. The budget model only impacts operating funds. Revenue, government grants and fees, position funds and operating expenses are the budget components. The assumption is that we are getting a 2% increase but that will be confirmed on April 14th. Fees are still frozen. The general operating budget is almost \$ 173 million. We allow 10-12% in carryover funds for one time funding – the budget is short \$ 6 million dollars. A small surplus will be available this year that can carry us over until September so we can take our time to make rational decisions on where to make cuts. A short discussion took place regarding investment managers. The 2016-17 general operating budget PowerPoint presentation is attached to these minutes.

6.4. Dual Admission Agreement – Medicine Hat College

A. Hakin reported on the Dual Admission Agreement with Medicine Hat College. It affects the Faculty of Fine Arts – mostly the New Media program. This is an enticement for students to stay at MHC for a time and then finish their degree here. We will take up to ten students a year.

6.5. GFC Executive Committee Report – March 24, 2016

The report was received for information. No questions were raised.

6.6. GFC Executive Committee Approved Minutes – February 29 2016

The minutes were received for information. No questions were raised.

7. OTHER BUSINESS

No other business.

8. ADJOURNMENT

MOTION:

gfc.2016.04.06

Cooper/Jurkowski

That the GFC meeting #509 be adjourned.

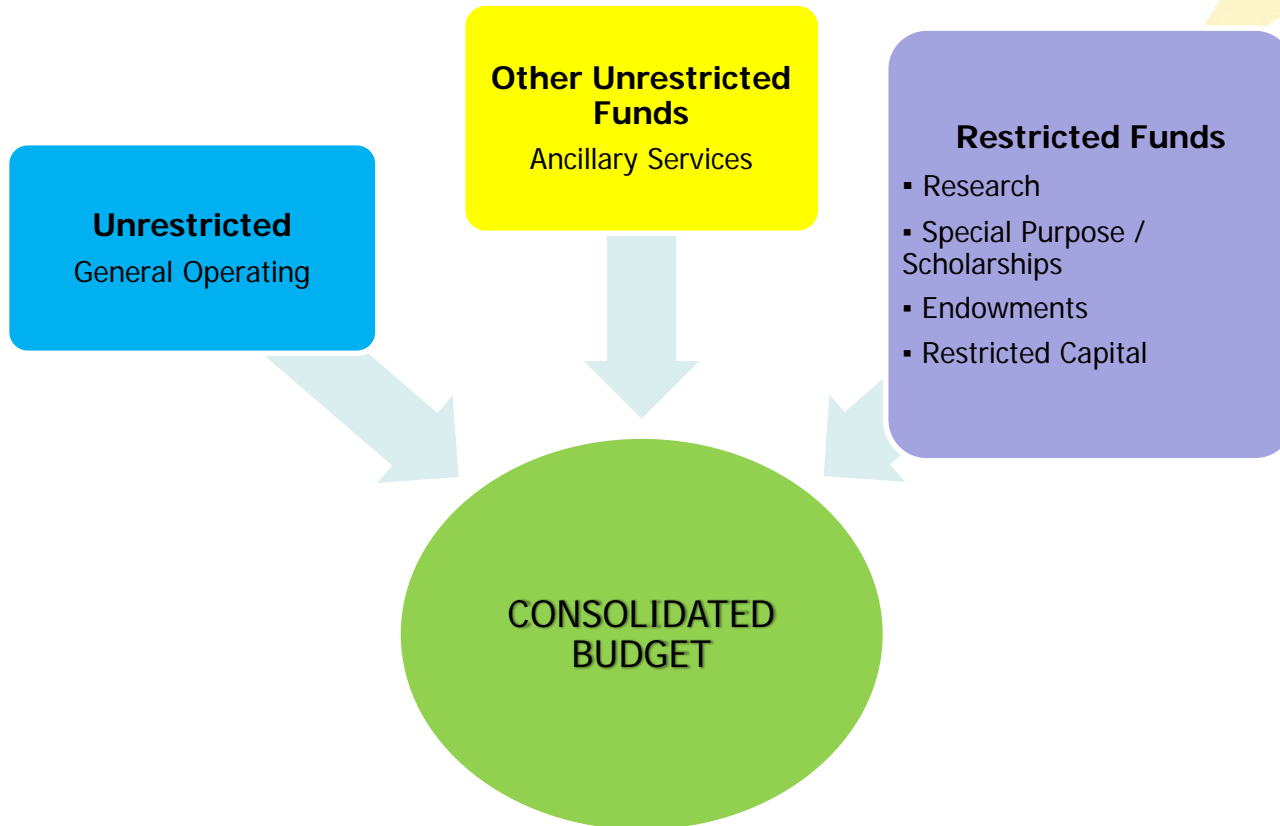
Motion: Carried

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2016-2017 BUDGET

2016-2017 Budget



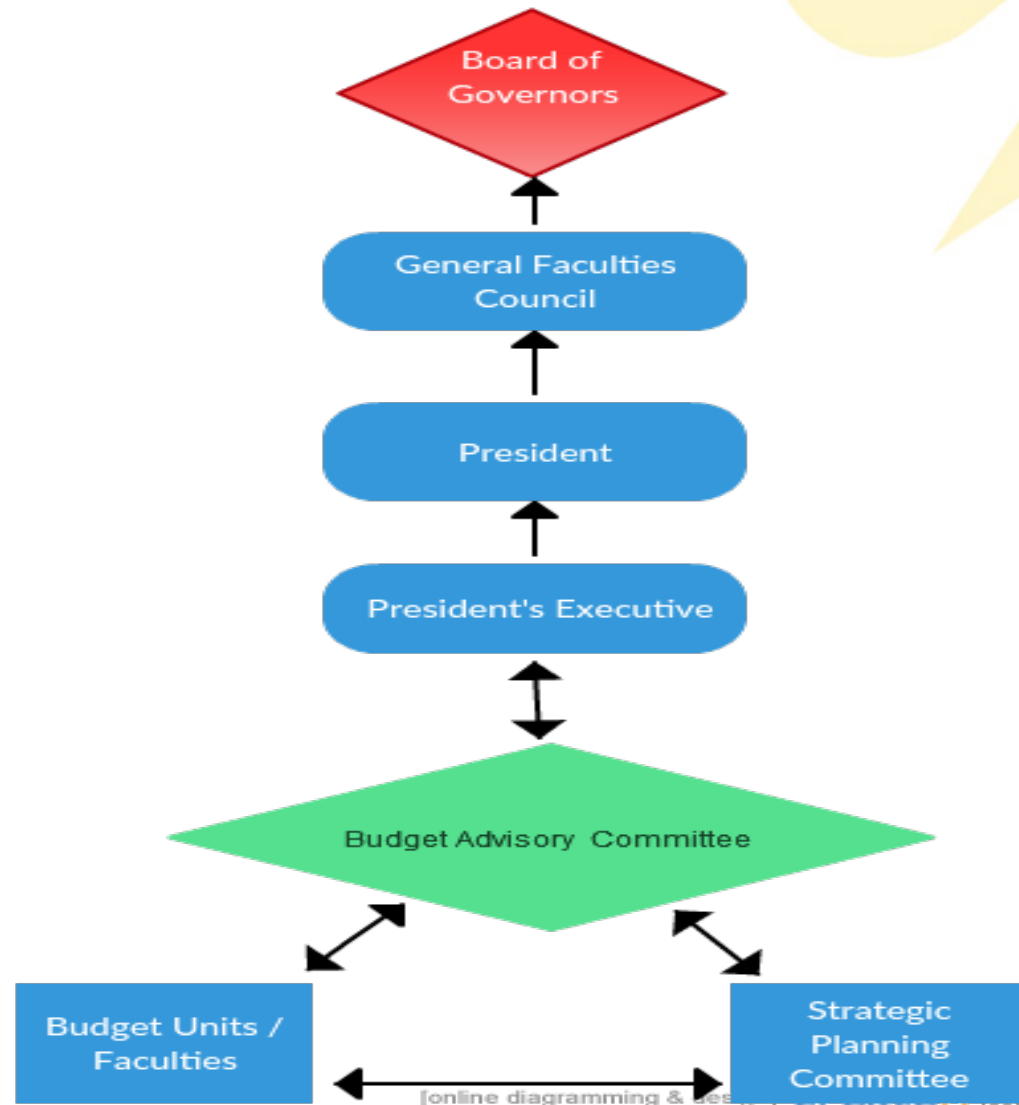
2016-2017 Budget

- Budget Advisory Committee recommended the 2016-2017 general operating budget to President's Executive for approval
- The President recommends the budget to the Board of Governors Finance Committee, who in turn recommends it to the Board of Governors for approval

Budget Guiding Principles

- Values
 - Our people define our University and are our greatest strength
 - High quality is central to all that we do
 - Access to our University is a foundational value
- Budget process is very rigorous and open
- Decisions are made within the context of the University's Strategic Plan
- Decisions made with a view of long term consequences
- Decisions made with purpose of maintaining stability

BUDGET PROCESS



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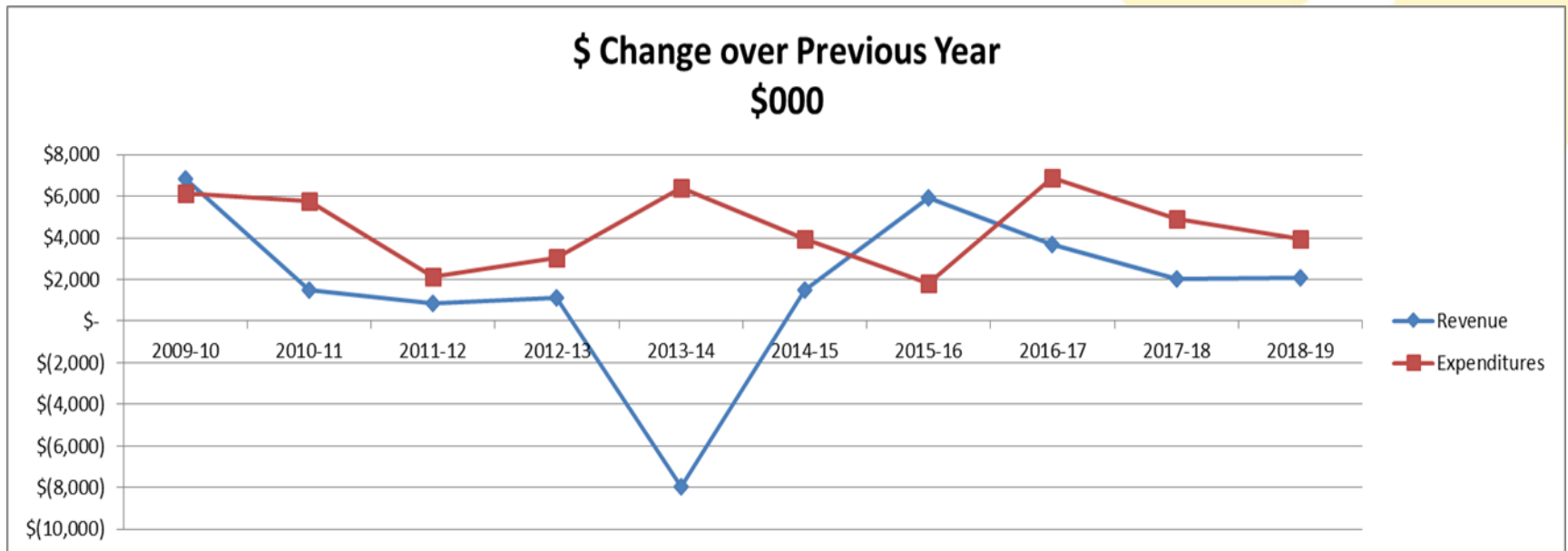
2016-17 Budget Model Guidelines

- Budget Model only impacts Operating funds
- Budget Model components:
 - Revenue – Government grants and Fees
 - Position Funds
 - Operating Expenses
- Carryover Policy

2016-2017 Budget Assumptions

Revenue Budget Assumptions			
	2016-17	2017-18	2018-19
Revenue			
Campus Alberta Grant change	2.0%	2.0%	2.0%
Instructional fee increase	0.0%	0.0%	0.0%

2016-17 Operating Change



- Expenditures budgeted increases have exceeded the revenue budget change.
- Exception is in 2015-16 due to the change in the Provincial Government and the subsequent change in the Campus Alberta Grant midway through the year.

Proposed Operating Fund Budget Change

Proposed Operating Fund Budget Changes						
(cash basis - excluding amortization)						
(\$000)						
	2016-17			2017-18	2018-19	
	Projected Budget using Budget Assumptions	Allocation of Revenue & Expense Changes	Proposed	Proposed	Proposed	
Prior Year Budgeted Expenditures (excludes amortization):	\$ 153,190	\$ -	\$ 153,190	\$ 158,331	\$ 163,249	
Cost Increases (Decreases) for existing programs						
Salaries & Benefits	\$ 2,233	\$ (1,989)	\$ 243	\$ 4,045	\$ 3,564	
Materials & Services	\$ 2,772	\$ 2,310	\$ 5,082	\$ (957)	\$ 283	
Capital & Equipment	\$ 1,896	\$ (2,080)	\$ (185)	\$ 1,829	\$ 90	
Operating Funds Required	\$ 160,090	\$ (1,759)	\$ 158,331	\$ 163,249	\$ 167,186	
Prior Year Budgeted Revenue (excludes amortization and reserves):	\$ 153,190	\$ -	\$ 153,190	\$ 158,331	\$ 160,337	
Campus Alberta Grant Change	\$ 1,984	\$ -	\$ 1,984	\$ 2,024	\$ 2,064	
General Fee Increase	\$ 1,426	\$ 399	\$ 1,826	\$ 9	\$ 22	
Investment Income Change	\$ -	\$ 1,000	\$ 1,000			
Miscellaneous Other Revenues	\$ 264	\$ 67	\$ 331	\$ (26)	\$ 3	
Operating Funds Available	\$ 156,864	\$ 1,467	\$ 158,331	\$ 160,337	\$ 162,427	
Annual Reductions Required	\$ (3,226)	\$ 3,226	\$ -	\$ (2,911)	\$ (1,848)	
Cumulative Reductions Required	\$ (3,226)	\$ 3,226	\$ -	\$ (2,911)	\$ (4,759)	

2016-17 Required Annual Operating Reductions

2016-17 Required Annual Operating Reductions		
Faculty/Department		Reduction Amount
Provost & Vice President (Academic) - Academic Units		
Arts & Science		447,484
Fine Arts		307,000
Education		279,874
Management		257,435
Health Sciences		129,170
Library		122,300
Campus North		72,500
Graduate Studies		26,080
Provost & Vice President (Academic) - Academic Support Units		
Provost & Vice President (Academic) Position Funds		260,606
Associate Vice President (Students)		199,268
Information Technology		185,877
Teaching Centre		57,000
Provost & Vice President (Academic)/Institutional Analysis		53,108
International Centre		14,438
Art Gallery		11,292
Vice President (Finance and Administration) Units		
Vice President (Finance & Administration) Position Funds		175,472
Facilities		242,605
Sport and Recreation Services		96,439
Human Resources		79,092
Financial Services		56,197
Academic Support Units		
University Advancement		74,362
Research Services		47,393
President's Office		31,652
		3,226,644
Comprised of:		
Revenue increases		281,768
Position reductions		2,797,024
Expense reductions		147,852
		3,226,644

2016-17 General Operating Budget

The University of Lethbridge	
2016-2017 Budget By Fund - by Object	
(\$000)	
	General Operating
REVENUES	
Campus Alberta Grant	101,202
Federal and other government grants	4,080
Student tuition and fees	44,665
Sales of services and products	3,368
Donations and other grants	16
Investment income	5,000
Reserve	(588)
Amortization of deferred capital contributions	15,000
	172,743
EXPENDITURES	
Salaries	109,392
Benefits	22,343
Supplies and service	17,429
Utilities	3,353
Repairs and maintenance	442
Scholarships, bursaries and awards	2,844
Cost of goods sold	6
Capital	1,934
Amortization of capital assets	15,000
	172,743
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	-
Unfunded Liability - UAPP	-
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	-

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One Time Funding Available

OPERATING ONE TIME FUNDING AVAILABILITY				
as of March 24, 2016				
		PROJECTED		
		One Time	Carryover Fund	Total One
Description		Funding	Balance	Time Funding Available
University Contingency	Unallocated continuing funds.	\$ 378,000		
Salary Contingency		\$ 4,400,000		
One time position fund savings	Due to timing differences between vacancy and replacement	\$ 360,000		
Strategic Priorities	Unallocated balance	\$ 2,623,438		
TOTAL ONE TIME FUNDING AVAILABLE		\$ 7,761,438		
Less:				
	2016-17 Strategic Priority requests	\$ (786,300)		
		\$ 6,975,138	\$ 3,500,000	\$ 10,475,138
			10% of Annual Operating Budget	\$ 16,810,400
			Shortfall in Surplus held as per Section 5.2	\$ (6,335,262)

Carryover Fund Policy	
5. Total Carryover Fund Balance Guideline	
5.1	As a general guideline, total carryover fund balances will be maintained at 10% - 12% of the University's annual operating budget. This amount is meant to maintain short-term financial flexibility, as well as provide funds for strategic priorities.
5.2	If total carryover fund balances are under 10% or over 12% of the University's annual operating budget, Senior Administration will review the budget situation and recommend to the Board appropriate action.

2016-17 General Operating Budget

Proposed Budget Scenarios				
(cash basis - excluding amortization)				
(\$000)				
		2016-17	2016-17	2016-17
		Scenario 1	Scenario 2	Scenario 3
		2% Grant Increase	1% Grant Increase	0% Grant Increase
Prior Year Budgeted Expenditures (excludes amortization):		\$ 153,190	\$ 153,190	\$ 153,190
Cost Increases (Decreases) for existing programs				
	Salaries & Benefits	\$ 2,233	\$ 2,233	\$ 2,233
	Materials & Services	\$ 2,772	\$ 2,772	\$ 2,772
	Capital & Equipment	\$ 1,896	\$ 1,896	\$ 1,896
Operating Funds Required		\$ 160,090	\$ 160,090	\$ 160,090
Prior Year Budgeted Revenue (excludes amortization and reserves):		\$ 153,190	\$ 153,190	\$ 153,190
	Campus Alberta Grant Change	\$ 1,984	\$ 992	\$ -
	General Fee Increase	\$ 1,426	\$ 1,426	\$ 1,426
	Investment Income Change	\$ -	\$ -	\$ -
	Miscellaneous Other Revenues	\$ 264	\$ 264	\$ 264
Operating Funds Available		\$ 156,864	\$ 155,872	\$ 154,880
Initial Annual Reductions Required Based on Scenario 1		\$ (3,226)	\$ (3,226)	\$ (3,226)
Addition Reduction Required		\$ -	\$ (992)	\$ (1,984)
Total Annual Reductions Required		\$ (3,226)	\$ (4,218)	\$ (5,210)

Questions ?



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