

Fitzgerald, Renee

From: Browne, Lisa <lisa.browne@mun.ca>
Sent: Tuesday, October 7, 2025 10:02 PM
To: Morrison, Janet; Lokash, Jennifer
Subject: Fw: Harlow Interim Leadership

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From: [REDACTED] s. 40 (1)
Sent: Tuesday, October 7, 2025 5:58 PM
To: 'Robin Swain' [REDACTED]; 'Gary Salisbury' <[REDACTED]>
Cc: 'David Wright' [REDACTED]; Browne, Lisa <lisa.browne@mun.ca>
Subject: RE: FW: Harlow Interim Leadership

Hello Robin

I would suggest that we meet in early November. Phoebe has already sent us all a meeting invite for 3 November at 5pm.

I am having a Zoom meeting with the MUN UK Board on Thursday 9 October at 2pm.

The President is attending the Campus in the autumn. I am awaiting the date and intend to meet with her, and will notify you of that date as soon as I know what it is.

I have heard back with an acknowledgement from Hargreaves Lansdown and have asked Phoebe if there are any further updates from them ahead of calling them.

Kind regards

Jayne

From: Robin Swain <[REDACTED]> s. 40 (1)
Sent: 07 October 2025 21:17
To: Gary Salisbury <[REDACTED]>
Cc: Jayne Platt <[REDACTED]>; David Wright <[REDACTED]>; Browne, Lisa <lisa.browne@mun.ca>
Subject: Re: FW: Harlow Interim Leadership

Hi Gary, all,

Thanks for your emails and sorry for the delay in replying. [Copying in Lisa, who I think wasn't included in Gary's email to the Trustees.]

[REDACTED]

s. 29 (1)(a)

[REDACTED]

s. 40 (1)

I'm also a bit baffled by the reference to 'new revenue streams' as regards Harlow Campus. [REDACTED]
[REDACTED] but are any of you aware of what that refers to? This topic has come up several times
over the last 10-12 years during my involvement with the Trust. [REDACTED]

s. 29 (1)(a)

Gary and Jayne: thanks for replying to the email chain and expressing your concerns on behalf of the
Trust. [REDACTED]

[REDACTED]

s. 29 (1)(a)

[REDACTED]

s. 29 (1)(a)

[REDACTED]

s. 29 (1)(a)

I suggest we meet to discuss that issue within the next few weeks. [REDACTED]

[REDACTED]

s. 40 (1)

Kind regards,
Robin.

Robin Swain, FIA PhD

Tel: [REDACTED] s. 40 (1)

Email: [REDACTED]

s. 40 (1)

On Tue, 30 Sep 2025, 09:09 Gary Salisbury, <[REDACTED]> wrote:

Dear all,

s. 29 (1)(a)

A nine-month contract for the new GM is a very good indication of a timeline.

s. 29 (1)(a)

With my best wishes to all,

Gary

Gary Salisbury *(he/him/his)*

Bsc (Hons) Est Man. Carbon Literacy Champion

Employer Engagement and Projects Manager

☎:

✉email: s. 40 (1)

🌐website: www.harlow-college.ac.uk

📍 UCH010 - Harlow College, Velizy Avenue, Town Centre, Harlow, CM20 3EZ

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Fitzgerald, Renee

From: Morrison, Janet <jmorrison@mun.ca>
Sent: Thursday, October 9, 2025 7:47 AM
To: Pound-Curtis, Trudy; Brown, Margot; Lokash, Jennifer
Subject: Fw: Introduction. [REDACTED] Memorial University of Newfoundland, Canada: re the Harlow Campus. s. 29 (1)(a)

Trudy, Margot, Jennifer: further to my call with Gary (Harlow/UK Board) yesterday, please see below. [REDACTED]

s. 29 (1)(a)

[REDACTED]
s. 29 (1)(a)

Jennifer and/or I will need to circle back to the emails of earlier this week [REDACTED]

s. 29 (1)(a)

Let me know what you think.

Thanks,
Janet

s. 29 (1)(a)

Warm regards,
Janet

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From: Gary Salisbury <[REDACTED]> s. 40 (1)
Sent: Thursday, October 9, 2025 7:19 AM
To: Morrison, Janet <jmorrison@mun.ca>
Cc: [REDACTED]; Nash, Lloyd Patrick <lloyd.nash@mun.ca>
Subject: Introduction. [REDACTED] Memorial University of Newfoundland, Canada: re the Harlow Campus.

s. 29 (1)(a)

Dear Janet,

s. 29 (1)(a), s. 40 (1)

Further to our telephone conversation of yesterday morning, [REDACTED]

[REDACTED]

I confirm that I have also heard from **Lloyd Nash P. Eng, MBA, Director**, from MUN Dept. of Facilities Management, with whom I hope to speak later today. This e-mail will also serve, by way of an introduction of Lloyd [REDACTED] s. 40 (1)

I am sure that this introduction will assist MUN in your work of the ongoing assessments of the Harlow Campus.

Please do let me know how I may be of any further assistance,

With my best wishes,

Gary

Gary Salisbury (he/him/his)

Bsc (Hons) Est Man. Carbon Literacy Champion

Sales and Relationship Manager



s. 40 (1)

email: [REDACTED]

website: www.harlow-college.ac.uk

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This email has been scanned for viruses.



Fitzgerald, Renee

From: Morrison, Janet <jmorrison@mun.ca>
Sent: Thursday, October 9, 2025 10:30 AM
To: Lokash, Jennifer; Brown, Margot; Pound-Curtis, Trudy
Subject: Re: Introduction. [REDACTED] Memorial University of Newfoundland, Canada: re the Harlow Campus. s. 29 (1)(a)

Yes, I agree 100%. Trudy is coming in today — [REDACTED]

[REDACTED] s. 29 (1)(a)

Thx,
JM

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From: Lokash, Jennifer <jlokash@mun.ca>
Sent: Thursday, October 9, 2025 8:57:38 AM
To: Brown, Margot <mbrown@mun.ca>; Morrison, Janet <jmorrison@mun.ca>; Pound Curtis, Trudy <h3tpc@mun.ca>
Subject: Re: Introduction. [REDACTED] Memorial University of Newfoundland, Canada: re the Harlow Campus. s. 29 (1)(a)

Yes message looks fine [REDACTED]

[REDACTED] s. 29 (1)(a)

JL

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From: Brown, Margot <mbrown@mun.ca>
Sent: Thursday, October 9, 2025 7:55:27 AM
To: Morrison, Janet <jmorrison@mun.ca>; Pound-Curtis, Trudy <h3tpc@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>
Subject: Re: Introduction. [REDACTED] Memorial University of Newfoundland, Canada: re the Harlow Campus. s. 29 (1)(a)

Lloyd is a director in facilities management, he reports to Rayna and is responsible for physical infrastructure. Message looks fine to me.

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From: Morrison, Janet <jmorrison@mun.ca>
Sent: Thursday, October 9, 2025 7:46:38 AM
To: Pound-Curtis, Trudy <h3tpc@mun.ca>; Brown, Margot <mbrown@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>
Subject: Fw: Introduction. [REDACTED] Memorial University of Newfoundland, Canada: re the Harlow Campus. s. 29 (1)(a)

Trudy, Margot, Jennifer: further to my call with Gary (Harlow/UK Board) yesterday, please see below. [REDACTED]

[REDACTED] s. 29 (1)(a)

Fitzgerald, Renee

From: Fitzgerald, Renee <reneef@mun.ca>
Sent: Monday, October 13, 2025 10:04 AM
To: Morrison, Janet
Cc: Brown, Margot
Subject: Fw: Limited access to email - Travelling Re: Harlow Interim Leadership

Good morning Janet. Please see below request from Harlow. Would you like for me to arrange?

Renee

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From: Gaynor Heeson [REDACTED] s. 40 (1)
Sent: Monday, October 13, 2025 9:29:29 AM
To: Fitzgerald, Renee <reneef@mun.ca>
Subject: Re: Limited access to email - Travelling Re: Harlow Interim Leadership

Hi Renee,

I hope you are well. Do you think Garrett would be able to have an off line discussion with Janet and include Sara Inkpen?

I can give you some available slots for the next couple of weeks.

Thanks
Gaynor

On Mon, Oct 6, 2025 at 11:45 AM Fitzgerald, Renee <reneef@mun.ca> wrote:

Good morning Gaynor. That sounds wonderful. I have it marked for noon on November 14th. I'll reach out for more details when the president's calendar becomes more confirmed.

Thanks

Renee

Reneé Fitzgerald, Executive Assistant to the President (Scheduling)

President's Office, Room A-2028

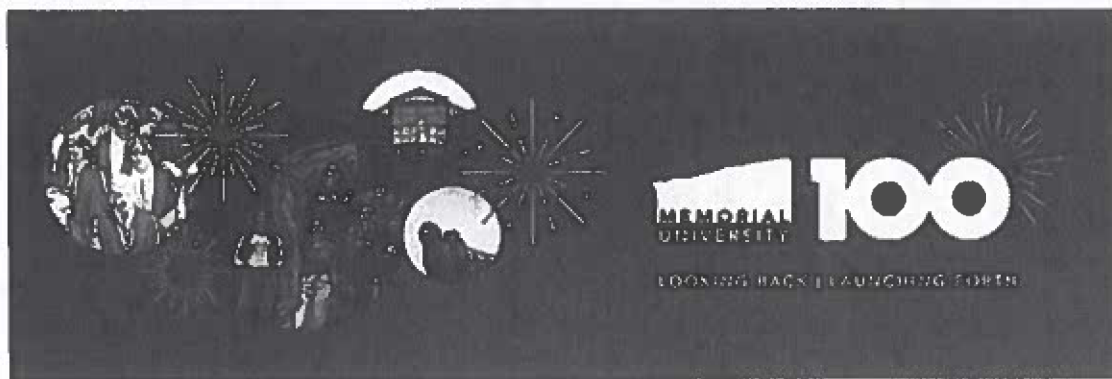
Arts and Administration Building | 230 Elizabeth Avenue

Memorial University | St. John's | Newfoundland and Labrador | A1C 5S7

t: 709.864.8212 | f: 709.864.2059 | email: reneef@mun.ca



We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.



From: Gaynor Heeson <[REDACTED]> s. 40 (1)
Sent: Monday, October 6, 2025 8:08 AM
To: Fitzgerald, Renee <reneef@mun.ca>
Subject: Re: Limited access to email - Travelling Re: Harlow Interim Leadership

Hi,

s. 40 (1)

Garrett would like [REDACTED] on 14th November if you are free?

Thanks

Gaynor

s. 40 (1)

On Thu, Oct 2, 2025 at 12:57 PM Gaynor Heeson <[REDACTED]> wrote:

Hi,

Thanks for your email - let me double check with Garrett and I'll get back to you to firm something up.

Best wishes,

Gaynor

On Thu, Oct 2, 2025 at 12:52 PM Fitzgerald, Renee <reneef@mun.ca> wrote:

Good morning Gaynor,

Currently the plans are to have a Harlow Board meeting on November 13 (with President Morrison attending in person).

We could look at a time to meet while in Harlow or in London (November 14 or November 15)

What would work best for Garrett?

Thank you.

Linda

(for Renee)

Reneé Fitzgerald, Executive Assistant to the President (Scheduling)

President's Office, Room A-2028

Arts and Administration Building | 230 Elizabeth Avenue

Fitzgerald, Renee

From: Morrison, Janet <jmorrison@mun.ca>
Sent: Wednesday, October 15, 2025 3:06 PM
To: Osmond, Michelle
Cc: President, The
Subject: FW: Harlow consultations - by end of first week of Nov.

Michelle: I don't have access to these documents through my personal email (jmorrison). Can you please facilitate same?

Thx,
 JM

From: Osmond, Michelle <mlosmond@mun.ca>
Sent: Tuesday, October 14, 2025 11:57 AM
To: President, The <munpres@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>; Brown, Margot <mbrown@mun.ca>
Cc: Fitzgerald, Renee <reneef@mun.ca>; Whelan, Meaghan <mcwhelan@mun.ca>; Dyke, Paula <pdye@mun.ca>; VP AER <vpaer@mun.ca>; Tilley, Linda <ltilley@mun.ca>; Browne, Lisa <lisa.browne@mun.ca>
Subject: RE: Harlow consultations - by end of first week of Nov.

Hi all,

I have a draft of the Harlow conversation sessions plan as well as the draft PowerPoint for review.

CITL is booked for the virtual sessions and rooms are booked for the in-person sessions. There are still a few details to finalize but invitations are set to go out on Friday, if approved.

OneDrive will not let me share directly so here are the links. If you have any issues accessing, please let me know:

- [Harlow conversations - Oct. 22-Nov. 3, 2025.docx](#)
- [Harlow conversations alumni and SJ Presentation](#)

Thank you in advance,
 Michelle

MICHELLE OSMOND
 MANAGER, COMMUNICATIONS PLANNING
 Marketing and Communications
 Memorial University of Newfoundland
 St. John's, NL, Canada A1C 5S7
 P 709 864 2455
 M 709 728 2364



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NOTE TO APPLICANT: The remainder of this thread has been removed as it is already found above in the responsive records.

IAP Office

Fitzgerald, Renee

From: Pound-Curtis, Trudy <h3tpc@mun.ca>
Sent: Thursday, October 16, 2025 5:34 PM
To: Morrison, Janet; Lokash, Jennifer; Millan, Roxanne
Subject: Fw: Harlow Campus short term planning work

Update for you.

s. 37 (1)(b)

[REDACTED] A list of
other recommendations has been provided [REDACTED]

They are recommending that the electrical panel inspection be moved up to November of this year.

The staff at Harlow have been provided with all the recommendations.

Trudy

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From: Luther, Rayna Jenevieve <rluther@mun.ca>
Sent: Thursday, October 16, 2025 2:41 PM
To: Pound-Curtis, Trudy <h3tpc@mun.ca>
Subject: FW: Harlow Campus short term planning work

Trudy,

Forwarding you the correspondence below as another update on the Harlow visit.

Rayna

Rayna Luther, P.Eng. | Associate Vice-President (Facilities)

Office of the Associate Vice-President (Facilities)
Room FM2006
Memorial University of Newfoundland
St. John's, Newfoundland, Canada A1C 5S7
T 709 864 2091 | E rluther@mun.ca

From: Nash, Lloyd Patrick <lloyd.nash@mun.ca>
Sent: Thursday, October 16, 2025 9:20 AM
To: Luther, Rayna Jenevieve <rluther@mun.ca>
Subject: FW: Harlow Campus short term planning work

Hi Rayna,

s. 37 (1)(b)

See below. [REDACTED]. The only item that is required to be completed before students arrived on Saturday is the install of battery operated smoke detectors. Phoebe has these ordered and they will be installed before the weekend.

s. 29 (1)(a)

Chad sent notes about the other items that were in the VFA report which I will send along later [REDACTED]

s. 29 (1)(a)

After talking with Mike and Chad yesterday, [REDACTED]

s. 29 (1)(a)

Thanks,

Lloyd Nash, P. Eng., MBA | Director, Physical Infrastructure & Sustainability

Department of Facilities Management
Memorial University of Newfoundland
St. John's, Newfoundland | A1C 5S7
Facilities Management | Room FM2038B
T 709 864 3582 | E lloyd.nash@mun.ca

www.mun.ca/facilities-management/

From: Harlow Campus <harlow@mun.ca>
Sent: Thursday, October 16, 2025 6:17 AM
To: Foley, Mike <michaelf@mun.ca>
Cc: Ballah, Chad <cballah@mun.ca>; Nash, Lloyd Patrick <lloyd.nash@mun.ca>
Subject: Re: Harlow Campus short term planning work

Good morning Mike,

Thank you for the detailed information.

I can confirm we have ordered battery operated smoke detectors/alarms to cover all of the above stated properties. These are scheduled to arrive tomorrow and will be put up in time for the groups arrival on the 18th October.

s. 40 (1)

I will additionally contact [REDACTED] and discuss the other points raised and have these actioned accordingly.

We hope you have a safe return home.

Best regards,
Phoebe

From: Foley, Mike <michaelf@mun.ca>
Sent: 15 October 2025 6:45 PM

To: Harlow Campus <harlow@mun.ca>

Cc: Ballah, Chad <cballah@mun.ca>; Nash, Lloyd Patrick <lloyd.nash@mun.ca>

Subject: Harlow Campus short term planning work

Good day Phoebe,

As promised, we wanted to provide some guidance and next steps on what the campus can consider doing to prepare for costs associated with future electrical maintenance and upgrades to the campus buildings:

1. After discussion with [REDACTED] s. 40 (1) the electrical contractor that has performed much of the electrical changes to the site, we would recommend [REDACTED]

s. 29 (1)(a)

2. Recommend [REDACTED]

s. 29 (1)(a)

s. 40 (1)

3. During our inspection, we noted that there are no smoke detectors in the bedrooms of the St. John's Cottage (bedroom 1 & 2). [REDACTED] provided the manifest of visitors that are arriving on October 18 and noted that faculty are staying at the St. John's Cottage. That said, I recommend that you have battery operated smoke detectors installed in both bedrooms before October 18. These can be sourced through any local hardware store. Once the space becomes vacant, I recommend [REDACTED]

s. 29 (1)(a)

MIKE FOLEY, BTech., PTech., PMP, RHFAC | MANAGER, MINOR CAPITAL PROJECTS

Facilities Engineering & Development
Department of Facilities Management
Memorial University of Newfoundland
St. John's, Newfoundland
T (709) 864-6169 | M [REDACTED]

s. 40 (1)

www.mun.ca/facilities-management



Fitzgerald, Renee

From: Lokash, Jennifer <jloakash@mun.ca>
Sent: Friday, October 17, 2025 9:49 AM
To: Pound-Curtis, Trudy; Morrison, Janet; Millan, Roxanne
Subject: Re: Harlow Campus short term planning work

This is excellent news. Janet, we have also received a recommendation for the Harlow GM, and Roxanne share a BN with us yesterday. I have reviewed-- [REDACTED]

[REDACTED] Sara Inkpen, a board member, was involved with the interviews. s. 29 (1)(a)
 JL

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From: Pound-Curtis, Trudy <h3tpc@mun.ca>
Sent: Thursday, October 16, 2025 5:33:59 PM
To: Morrison, Janet <jmorrison@mun.ca>; Lokash, Jennifer <jloakash@mun.ca>; Millan, Roxanne <rmillan@mun.ca>
Subject: Fw: Harlow Campus short term planning work

Update for you.

s. 37 (1)(b)

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Trudy

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From: Luther, Rayna Jenevieve <rluther@mun.ca>
Sent: Thursday, October 16, 2025 2:41 PM
To: Pound-Curtis, Trudy <h3tpc@mun.ca>
Subject: FW: Harlow Campus short term planning work

Trudy,

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Rayna

Rayna Luther, P.Eng. | Associate Vice-President (Facilities)

Office of the Associate Vice-President (Facilities)
 Room FM2006

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