

BOARD OF GOVERNORS

PUBLIC SESSION AGENDA

Friday, November 23, 2018

Senate Chambers

(Room 1079 Charles J McCaffray Hall)

9:30 AM – 12:00 PM

Members - Hon. James Moore (Chancellor), Daniel Weeks (President and Vice-Chancellor), Karin Beeler (Faculty Member – CASHS), Kerry Reimer (Faculty Member – CSAM), Timothy Carmack (Order in Council – Alumni), Aaron Ekman (Order in Council), Olive Godwin (Order in Council), C.E. Lee Ongman (Order in Council), Andrew Robinson (Order in Council), Sean Simmons (Order in Council – VICE-CHAIR), Barbara Ward-Burkitt (Order in Council), Tracey Wolsey (Order in Council – Alumni – CHAIR), Michael Maslen (Undergraduate Student), Christina Ingram (Graduate Student), Mark Barnes (Employee)

1. **Chair's Remarks and Declarations of Conflict**

2. **Approval of Agenda**

That, the Agenda for the Public Session of the November 23, 2018 meeting of the Board of Governors be approved as presented.

3. **Approval of Motions on the Consent Agenda**

That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.

4. **Approval of Minutes**

a. **Public Session Minutes of September 14, 2018 – page 4**

That, the Public Session Minutes of the September 14, 2018 meeting of the Board of Governors be approved as presented.

5. **Presentation – David Douglas Botanical Garden Society – Development and Expansion** (apx 20 mins) – S. Rennick

6. **Presentation – DRAFT new Campus Master Plan** (apx 30 – 45 mins) – R. Knight / S. Rennick / Guests from DIALOG (Campus Planning external consultant)

7. **Business Arising from Previous Public Session Minutes**

None

8. **Motions for Approval**

a. **Agreements, Scholarships, Bursaries and Awards** – D. Ryan – **page 9**

Consent That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended by the Senate, for the period September 2018 to October 2018, as presented.

b. **Appointment of Acting Registrar** – T. Wolsey – **page 39**

Consent That, on the recommendation of the Governance Committee, the Board of Governance appoints the following positions as eligible to serve as “acting registrar” in the absence or incapacity of the Registrar. The order of appointment and division and distribution of responsibilities is at the discretion of the Registrar in the event of an anticipated absence, or at the discretion of the Provost and Vice-President Academic in the event of an unanticipated absence or incapacity:

Associate Registrar Records and Systems

Associate Registrar Enrolment

University Secretary

This appointment remains in effect until changed by motion of the Board.

c. **Respect in the Workplace Policy and Response Procedures – revised** – B. Daigle – **page 41**

Consent That, on the recommendation of the Human Resources Committee, the Board of Governors approves the Respect in the Workplace Policy and Response Procedures, as presented.

d. **UNBC Graphics Standards Manual** – T. Tribe / M. Wood – **page 67**

Regular That, on the recommendation of the Governance Committee, the UNBC Board of Governors approves the UNBC Graphics Standards Manual, as amended.

e. **Privacy and Access to Information Policy and Designation of Head of Public Body for the purposes of the Freedom of Information and Protection of Privacy Act** – H. Sanford – **page 90**

Consent That, on the recommendation of the Governance Committee, the Board of Governors approves the Privacy and Access to Information Policy, as presented.

9. Mandatory and Standing Reports - Public Session

a. **Report of the President – D. Weeks**

- Regular Verbal Report
- Senate Update

b. **Reports of the Vice-Presidents**

- Provost and Vice-President Academic
 - o Recruitment & Enrolment Report – **page 114**
 - o Maclean’s Magazine – **page 119**
 - o Notification of Upcoming Promotion & Tenure Process – information – **page 121**
 - o Academic Restructuring – update (verbal)
- Vice-President, Finance and Business Operations
 - o Deficit Mitigation and Financial Accountability (verbal)
 - o Capital Projects Update (verbal)
 - o Housing Report – update – **page 123**
 - o Reports on Safety Regulations
 - Elevating Devices
 - Boiler, Pressure Vessel, & Refrigeration
- Vice-President, Research and Graduate Programs
- Vice-President, University Advancement
- Associate Vice-President People, Organizational Design and Risk
 - Annual Human Resources Complement Report – **page 127**

c. **Report of the Chancellor** (verbal)

c. **Reports of Committees:**

- (i) Human Resources Committee – T. Carmack, Chair
- (ii) Governance Committee – T Wolsey, Chair
- (iii) Finance and Audit Committee - S. Simmons, Chair

- Finance and Audit Committee received Quarterly Reports, including General Operating Fund Report to September 30, 2018, Consolidated Financial Report to September 30, 2018 and Second Quarter Forecast.

10. **Other Business**

11. **Adjournment**

BOARD OF GOVERNORS – PUBLIC SESSION
Approved for Submission:



Heather Sanford
University Secretary

Agenda Item:	8.a. Agreements, Scholarships, Bursaries and Awards – D. Ryan
Material:	Agreements, Scholarships, Bursaries and Awards as recommended by the Senate for the period of September 2018 to October 2018.
Motion:	<i>That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended by the Senate, for the period September 2018 to October 2018, as presented.</i>

Motion Number (assigned by
Steering Committee of Senate): S-201809.25

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the memorandum of understanding between Columbia College and the University of Northern British Columbia on guaranteed admissions pathways be approved as proposed

Effective Date: Upon the approval of Senate

Rationale: Provides clarity for students and encourages transfer. (No change to rules)

Motion proposed by: Dr. Mark Dale, Dean of Regional Programs

Academic Program: Regional Programs

Implications for Other Programs / Faculties? None

College: Not applicable

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Attachment Pages (if applicable): 5 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201809.28

Moved by: M. Dale

Seconded by: R. Foo

Committee Decision: CARRIED

Approved by SCAAF: September 5, 2018

Date


Chair's Signature

For recommendation to ✓ , or information of _____ Senate.



Memorandum of Understanding

***Guaranteed Admission Pathways
For students from Columbia College to
The University of Northern British Columbia
2018 – 2023***

Memorandum of Understanding between The University of Northern British Columbia (UNBC) and Columbia College 2018 – 2023

This Memorandum of Understanding (MOU) has been established between The University of Northern British Columbia (UNBC), Prince George, British Columbia, and Columbia College, Vancouver, British Columbia. Both institutions are committed to improving the success and attainment of baccalaureate degrees by students transferring from Columbia College to UNBC. To assist students with the process and to help them understand the requirements of transferring, The University of Northern British Columbia and Columbia College agree to collaborate in facilitating the transition of students from Columbia College to UNBC.

As well, both institutions may agree to pursue other initiatives that will enrich the global education experience for their students and faculty. To this end, the parties have established the following agreement.

- a) The parties mutually agree to work in partnership to implement the specific terms of this agreement, for students transferring to UNBC as of September 2018;
- b) Each institution shall designate a liaison officer to develop and coordinate the activities identified. Either party may change the liaison officer at any time upon notice to the other party;
- c) The parties agree to work together to improving transfer student success and attainment of baccalaureate degrees;
- d) The parties agree to explore other activities of mutual interest as agreed upon by both institutions;
- e) The parties agree to consult annually on the status of the collaboration and any relevant matters;
- f) Projects developed under the MOU will be subject to all internally and legislatively required polices, practices and approvals at both institutions prior to implementation;
- g) The parties agree that this MOU will remain in effect for five (5) years from the date of signature, or until one of the parties requests its termination, whichever comes first. Notice of termination shall be given at least three (3) months prior, and shall not impact on any initiative already in the implementation phase. The duration of this MOU may be extended upon mutual agreement.

Purpose

The purpose of this agreement is to provide guaranteed pathways for students to continue their studies at UNBC, and to outline the terms and conditions for students from Columbia College transferring to UNBC.

1. Academic and Non-Academic Regulations/Policies

- 1.1 Students who transfer from Columbia College to UNBC will be subject to all academic and non-academic regulations/policies of UNBC, including those related to transfer students.

2. Admission Requirements

2.1 Columbia College applicants who have completed the Associate of Arts or Associate of Science degree will be considered for admission to Year 3 of Bachelor's programs at UNBC as external transfer students. Such students will be admitted to a specified degree program and must meet the eligibility requirements as specified in 2.3. UNBC currently guarantees priority admission and full transfer credit (60 credit hours) to students who have completed an Associate of Arts or Science degree, but they must complete all outstanding requirements of the baccalaureate degree not completed in the associate degree.

2.2 Columbia College applicants who have not completed the Associate of Arts or Associate of Science degree will be considered for admission as external transfer students on a credit-by-credit basis, based on the assessment of transfer credits for the courses completed. Students will be admitted to a specified Plan of study and must meet the eligibility requirements as specified in 2.3. The number of transfer credits granted will determine the year of study into which the students are admitted.

2.3 To be eligible for admission to UNBC, student applicants from Columbia College must meet the following academic requirements:

- a) A minimum cumulative GPA of 2.00, as determined by UNBC, in all university transfer courses ; admission is guaranteed for those with a cumulative GPA of 3.00 or higher; and
- b) Any specific departmental requirements for entry to a particular program of study.

3. Application Procedures

3.1 All applicants from Columbia College who seek full-time admission to baccalaureate degree study at The University of Northern British Columbia, whether they have completed an Associate of Arts or Science degree or not, apply through The University of Northern British Columbia.

4. Programs

4.1 Columbia College students who have completed the Associate of Arts or Associate of Science degree will be considered for admission to various programs at UNBC that lead to Bachelor of Arts, Bachelor of Science, or Bachelor of Health Sciences degrees. These programs and their admission criteria are provided in Appendix A. UNBC will update Appendix A annually.

4.2 Columbia College applicants who do not hold an Associate of Science degree will be considered for admission to various programs at UNBC on a credit-by-credit basis. In addition to meeting the minimum cumulative GPA required for admission to UNBC. Applicants may have to meet specific courses and minimum grade requirements for some programs.

5. Transfer of Courses

- 5.1 University transfer courses successfully completed by Columbia College applicants will be transferred at the time of admission to UNBC.
- 5.2 There will be no fee assessed to transfer courses that form part of this agreement.
- 5.3 In order to be considered eligible for transfer, a minimum grade of D must be obtained in each course and the student must be in good academic standing, as defined by The University of Northern British Columbia academic regulations.
- 5.4 A maximum of 60.0 credit hours of transfer course work will be allowed.
- 5.5 The BC Transfer Guide specifies the transferability of individual courses between the two institutions. The Transfer Guide is updated regularly. *Students with questions about the transferability of individual courses are encouraged to contact an advisor at UNBC.*

6. Transfer Student Support

- 6.1 UNBC commits to providing advising material to Columbia Advisors and students.
- 6.2 UNBC will award a minimum of five 2-course tuition waiver to Columbia students that transfer to UNBC. These awards will be based on academic excellence, with a waiver provided in each of the first two semesters.
- 6.3 UNBC recruiters and advisors will provide an information session at Columbia College each year of this agreement.

7. General

Each of the parties agrees:

- 7.1 To communicate with the other party about possible or anticipated changes to the program/Plan on a timely basis so that accurate Appendices are maintained.
- 7.2 To facilitate changes mutually agreed upon, in a timely fashion.
- 7.3 To evaluate and update this MOU prior to the end of the listed period of validity or sooner as needed.
- 7.4 To develop a collaborative marketing strategy to promote the program(s). This will include regular visits to Columbia College by UNBC faculty and staff. Columbia College faculty and staff may also visit UNBC to learn more about eligible transfer programs.

8. Duration of Agreement

8.1 This agreement will come into effect on 1 September 2018 for a period of five (5) years and may be renewed by mutual consent.

8.2 This agreement will be reviewed by the parties after each academic year (no later than August).

8.3 This agreement may be terminated by either partner with a minimum of three (3) months written notice.

8.4 If the agreement is terminated, UNBC will make provision to allow any transfer students currently enrolled at the time of termination to complete their program.

Signatures

Dan Ryan
Vice President, Academic and
Provost
University of Northern British Columbia

Date



Trevor Toone
Principal
Columbia College

7th June 2018
Date

APPENDIX A
Degree Programs

The following degree program majors, minimum GPA for entry, and associated course requirements (if any), will apply to Columbia College applicants for the 2018-19 admission cycle:

a) Bachelor of Arts

Major	Minimum GPA	Required Course(s)	Required Grade
Geography	2.0*		
Psychology	2.0*		

b) Bachelor of Science

Major	Minimum GPA	Required Course(s)	Required Grade
Biology	2.0*		
Chemistry	2.0*		
Computer Science	2.0*		
Environmental Science	2.0*		
Health Sciences	2.0*		
Mathematics	2.0*		
Physics	2.0*		
Environmental Studies	2.0*		

* subject to annual review and possible revision.

* 3.0 provides guaranteed admission



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the MBA Alumni Award be approved as clarified.

Effective Date: 2018-2019 Academic Year

Rationale: To activate the MBA Alumni Award commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 19, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee approved the motion but asked that a number of items be clarified and communicated to the Committee at the next meeting.

Motion No.: SCSB20180627.04

Moved by: Chowdhury

Seconded by: Massingham

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: June 27, 2018
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: MBA Alumni Award

Awards Guide Description/Intent: This award is being established by the MBA Program at UNBC as a thank you to MBA Alumni that make referrals resulting in new students joining the Program. The MBA Program recognizes that alumni are extremely important ambassadors for attracting future students, and that they contribute to the success of the Program by sharing their experiences with others. MBA Alumni are welcome to make charitable donations to UNBC to help grow the fund and the impact of this award. The award is intended to help promising MBA students that are encountering financial barriers.

Donor: MBA Program and MBA Alumni

Value: \$500

Number: Two

Award Type: Award

Eligibility: Available to a domestic graduate student entering the MBA Program that is encountering financial barriers. One award will be available to students entering the UNBC Vancouver Campus Cohort and the other will be available to students entering the UNBC Prince George Campus Cohort.

Criteria: Academic proficiency with consideration of financial barriers.

Conditions: Students who are sponsored by their employers are ineligible to receive this award except in specific circumstances.

Note: The funds for this award will be allocated to the student in the January Semester.

Effective Date: Established 2018

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the MBA Program.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Israel Prabhudass Bursary be approved.

Effective Date: 2018-2019 Academic Year

Rationale: To activate the Israel Prabhudass Bursary commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: June 18, 2018

TO BE COMPLETED AFTER SCSB MEETING

The Committee endorsed the motion.

Motion No.: SCSB20180627.05

Moved by: Hartley

Committee Decision: CARRIED

Seconded by: Dale

Attachments: 1 Page

Approved by SCSB: June 27, 2018
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Israel Prabhudass Bursary

Awards Guide Description/Intent: This bursary was established by Israel Prabhudass to support students along their journey to achieving a UNBC degree. Israel was originally from Trinidad and moved to Canada over 60 years ago. From 1993 to 1997 he studied History at UNBC and was one of the first mature students over the age of 65 to receive a free education. In appreciation of the knowledge Israel received he has created an endowment that will support future UNBC students. Israel has always understood the importance of education and the impact it has on future success in life.

Donor: Israel Prabhudass

Value: \$200

Number: One

Award Type: Bursary

Eligibility: Available to a full or part time undergraduate student enrolled in the History Program who has completed 30 credit hours. First preference will be given to a student from Trinidad or the Caribbean. Second preference will be given to a student from Africa.

Criteria: Demonstrated financial need and satisfactory academic standing.

Effective Date: Endowed 2007

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the McCarthy Tetrault Annual Scholarship be approved.

Effective Date: 2018-2019 Academic Year

Rationale: To revise the McCarthy Tetrault Annual Scholarship commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 11, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20180627.06

Moved by: Dale

Seconded by: Palmer

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: June 27, 2018
Date


Chair's Signature

For information of Senate.

CALENDAR INFORMATION:

Award Category: ~~In-course~~ Entrance

Award Name: McCarthy Tetrault Annual Scholarship

Calendar Description/Intent: McCarthy Tetrault supports the First Nations people of British Columbia in their quest for higher education and all of the benefits that will entail. The firm has established this annual scholarship to recognize and congratulate those First Nations students who are enrolled in the Northern ~~Advancement~~Transitions Program and are committed to obtaining a university degree.

Donor: McCarthy Tetrault Foundation

Value: ~~\$1,000~~\$1,250

Number: One

~~Placement in which Calendar:~~ Undergraduate

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student who is enrolled in the Northern ~~Advancement~~Transitions Program. The recipient must be a resident of northern British Columbia ~~as defined in the Awards and Financial Aid section of the UNBC Academic Calendar.~~ First P preference will be given to a First Nations S student.

Criteria: ~~Academic excellence~~Academic proficiency

Effective Date: Established 1997

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Northern BC Mining Research Award be approved.

Effective Date: 2018-2019 Academic Year

Rationale: To revise the Northern BC Mining Research Award commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: June 13, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20180627.07

Moved by: Hartley

Seconded by: Chowdhury

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: June 27, 2018
Date


Chair's Signature

For information of Senate.

CALENDAR INFORMATION:

Award Category: In-course ~~and~~or Graduate

Award Name: Northern BC Mining Research Award

Calendar Description/Intent: The Minerals North Host Committee provides this gift as a legacy of the 2010 Minerals North Conference that was held in Prince George in order to benefit students conducting research related to the mining industry in northern BC.

Donor: Minerals North Host Committee/Initiatives Prince George

Value: \$5,000

Number: One

Placement in which Calendar: ~~Undergraduate and Graduate~~

Award Type: Award

Eligibility: Available to a full or part time graduate or upper division undergraduate student conducting research projects on issues of particular interest to mineral exploration or the mining industry. First preference will be given to a student who has established a relationship or secured additional funding with an industry partner. Second preference will be given to a student conducting research related to innovative or green technologies in the mining industry.~~graduate student.~~

Criteria: ~~Academic excellence~~ Academic proficiency.

Note: Applicants must obtain a letter of support from an industry partner, mining company or the Mining Association of BC. ~~that will provide a minimum of \$5,000 to support each award.~~

Application Instructions: ~~Fill out all sections of the Awards Application form and attach your Resume, name of industry partner and area of research.~~

Effective Date: Established 2010

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the From VK to C in 50 Award be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To activate the From VK to C in 50 Award commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: August 8, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20180822.03

Moved by: Chowdhury

Seconded by: Hartley

Committee Decision: CARRIED

Attachments: 2 pages

Approved by SCSB: August 22, 2018
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: From VK to C in 50 Award

Awards Guide Description/Intent: “From VK to C in 50” scholarships have been established by an anonymous donor to mark his 50th anniversary in Canada. Arriving here as a refugee, he benefited from the education system in this country and went on to become a world-class nation builder in his professional life. Turning to philanthropy in his retirement, he is offering scholarships in every province and territory to mark this special occasion and to thank Canada for the opportunities it afforded him. VK is Velke Kapusany, Slovakia, the donor’s birthplace, while C signifies Canada. The Ottawa Community Foundation is pleased to facilitate this act of generosity from coast to coast to coast.

Donor: The Ottawa Community Foundation

Value: \$2,000

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student who is a Canadian Citizen or Permanent Resident of Canada.

Criteria: Demonstrated financial need and academic proficiency.

Note: This award is renewable for three (3) years, subject to the recipient maintaining academic proficiency.

Effective Date: Established 2018

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Janet Hamilton Memorial Award be approved.

Effective Date: 2018-2019 Academic Year

Rationale: To activate the Janet Hamilton Memorial Award commencing upon the passing of the donor.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: August 7, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20180822.04

Moved by: Hartley

Committee Decision: CARRIED

Seconded by: Chowdhury

Attachments: (2 pages)

Approved by SCSB: August 22, 2018
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Janet Hamilton Memorial Award

Awards Guide Description/Intent: This award has been established in honour of Janet Isabel Hamilton (Gibb), 1923 (Montreal) – 2018 (Ottawa). Janet was a McGill student, athlete, wife, mother, grand-mother, great-grandmother, and friend to so many. Throughout her long life, and despite serious health issues, she maintained an interest in everyone and everything around her. Janet is missed by friends, family and all who came to know her.

Donor: Catherine Walsh

Value: \$3,500

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student who has completed 30 credit hours and who identifies as Aboriginal, Inuit or Metis.

Criteria: Demonstrated financial need and academic proficiency.

Note: This award is renewable for three (3) years, subject to the recipient maintaining academic proficiency.

Effective Date: Established 2018 (*Note: This award will be activated following the passing of the donor Catherine Walsh.*)

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Great-West Life Scholarship be approved.

Effective Date: 2018-2019 Academic Year

Rationale: To revise the Great-West Life Scholarship commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: August 8, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20180822.05

Moved by: Hartley

Seconded by: Dale

Committee Decision: CARRIED

Attachments: (2 pages)

Approved by SCSB: August 22, 2018
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: Great-West Life Scholarship

Awards Guide Description/Intent: ~~For more than 100 years, Great-West Life has helped our clients get their financial security plans on track. For individuals and families, we provide a wide range of life insurance, disability insurance, critical illness, estate planning and retirement savings and income plans. Great-West Life is committed to providing the highest quality service, backed by our long history of strength and stability. Great-West Life has more than 50 years of experience in the disability insurance market and features a wide range of disability insurance coverage designed to meet a variety of personal and business needs.~~

For more than 100 years, Great-West Life has helped their clients get their financial security plans on track. For individuals and families, they provide a wide range of life insurance, disability insurance, critical illness, estate planning, and retirement savings and income plans. Great-West Life is committed to providing the highest quality service, backed by a long history of strength and stability. Great-West Life has more than 50 years of experience in the disability insurance market and features a wide range of disability insurance coverage designed to meet a variety of personal and business needs.

Donor: Great-West Life Assurance Company

Value: \$3,000

Number: One

Award Type: Scholarship

Eligibility: Available to a full or part time graduate student enrolled in the Disability Management Program ~~who is interested in participating in a practicum placement with Great-West Life and research potential associated with the company. The practicum placement available with Great-West Life is not restricted exclusively to the scholarship recipient. Great-West Life reserves the right to offer practicum placement to a Disability Management student, other than the scholarship recipient, to offer more than one practicum placement or to decline participating in practicum placement in any given year.~~

Criteria: Academic excellence.

Note: Applicants must submit a statement outlining their research abstracts/area of research interest. ~~Applicants will also agree to supply their personal profile to be shared with Great-West Life.~~

Effective Date: Endowed 2003

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the Chair or the Disability Management Program.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the BC Oil and Gas Commission Engineering Bursary be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To activate the BC Oil and Gas Commission Engineering Bursary commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: August 31, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20180926.03

Moved by: Jensen

Seconded by: Massingham

Committee Decision: CARRIED

Attachments: (1 Page)

Approved by SCSB: September 26, 2018

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: BC Oil and Gas Commission Engineering Bursary

Awards Guide Description/Intent: The BC Oil and Gas Commission is a regulatory agency with responsibilities for overseeing oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation. The Commission has partnered with several post-secondary institutions across the Province to support education. This award has been created to financially support students fulfilling their dreams of completing an Engineering Degree at UNBC.

Donor: BC Oil and Gas Commission

Value: \$2,250

Number: Two in 2019/20, Two in 2020/21

Award Type: Bursary

Eligibility: Available to a full-time undergraduate student enrolled in an Engineering Program. First preference will be given to applicants who self-identify as Indigenous, and/or are from a rural or remote community.

Criteria: Demonstrated financial need and satisfactory academic standing.

Note: This award is renewable for up to one additional year subject to the recipient maintaining satisfactory academic standing.

Effective Date: Established 2018

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the BC Oil and Gas Commission NTP Bursary be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To activate the BC Oil and Gas Commission NTP Bursary commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: August 31, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion after discussing the topic of sensitivity regarding student award acceptance.

Motion No.: SCSB20180926.04

Moved by: Chowdhury

Seconded by: Massingham

Committee Decision: CARRIED

Attachments: (1 Page)

Approved by SCSB: September 26, 2018

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: BC Oil and Gas Commission NTP Bursary

Awards Guide Description/Intent: The BC Oil and Gas Commission is a regulatory agency with responsibilities for overseeing oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation. The Commission has partnered with several post-secondary institutions across the Province to provide scholarships and training programs for Indigenous peoples.

The goal of this program is to provide Indigenous people with tangible skills that will benefit them and their communities and promote First Nation and Indigenous peoples' participation in Commission operations beyond the consultation process. This is just one of the many steps the Commission is taking towards a more holistic Indigenous presence throughout the oil and gas regulatory cycle.

This award has been created to financially support students through their transition to post-secondary education in the first year of the Northern Transition Program (NTP) and the following year of their studies at UNBC.

Donor: BC Oil and Gas Commission

Value: \$2,750

Number: Two in 2019/20, Two in 2020/21

Award Type: Bursary

Eligibility: Available to a full-time student enrolled in the Northern Transition Program.

Criteria: Demonstrated financial need and satisfactory academic standing.

Note: This award is renewable for up to one additional year subject to the recipient maintaining satisfactory academic standing.

Effective Date: Established 2018

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Klohn Crippen Berger Award be approved.

Effective Date: 2018-2019 Academic Year

Rationale: To activate the Klohn Crippen Berger Award commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: September 14, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20180926.05

Moved by: Jensen

Seconded by: Wagner

Committee Decision: CARRIED

Attachments: (1 Page)

Approved by SCSB: September 26, 2018

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Klohn Crippen Berger Award

Awards Guide Description/Intent: Formed in 1951, Klohn Crippen Berger (KCB) is an award-winning engineering, geoscience and environmental consulting firm delivering professional and practical technical solutions. They are committed to their vision to “Build a Better World” by contributing to social responsibility in the workplace and in the communities in which they operate. This award has been established by KCB to support UNBC students from Northern British Columbia.

Donor: Klohn Crippen Berger

Value: \$2,000

Number: One in each 2018/19, 2019/20, 2020/21 (Funds to be disbursed in one lump sum)

Award Type: Award

Eligibility: Available to a full-time undergraduate student who has completed 30 credit hours or a full-time second year graduate student enrolled in an Environmental Studies or Engineering Program. First preference will be given to a First Nations student. Second preference will be given to a resident of Northern British Columbia.

Criteria: Demonstrated financial need and academic proficiency.

Effective Date: Established 2018

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Kvist Family Award be approved.

Effective Date: 2018-2019 Academic Year

Rationale: To activate the Kvist Family Award commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: September 18, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20180926.06

Moved by: Massingham

Seconded by: Mayes

Committee Decision: CARRIED

Attachments: (1 Page)

Approved by SCSB: September 26, 2018

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Kvist Family Award

Awards Guide Description/Intent: Devin and Lacey Kvist truly understand the importance of education. As Alumni of UNBC themselves, they appreciate the difference an award can have in a student's life and hope to give that opportunity to someone deserving. This award has been established by the Kvist family to assist students who are facing barriers in pursuing an education at UNBC.

Donor: Devin and Lacey Kvist

Value: \$2,000

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student enrolled in the Nursing or Social Work Program who has completed 60 credit hours and who is facing significant challenges and/or financial barriers. First preference will be given to a resident of Northern British Columbia.

Criteria: Satisfactory academic standing.

Application Instructions: All applicants must provide a statement to the Awards and Financial Aid Office outlining why they feel they are eligible for this award.

Effective Date: Established 2018

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.

Agenda Item:	8.b. Appointment of Acting Registrar – T. Wolsey
Material:	1. Sections 64 and 65 of the <i>University Act</i>
Motion:	<p><i>That, on the recommendation of the Governance Committee, the Board of Governance appoints the following positions as eligible to serve as “acting registrar” in the absence or incapacity of the Registrar. The order of appointment and division and distribution of responsibilities is at the discretion of the Registrar in the event of an anticipated absence, or at the discretion of the Provost and Vice-President Academic in the event of an unanticipated absence or incapacity:</i></p> <p style="text-align: center;"><i>Associate Registrar Records and Systems</i></p> <p style="text-align: center;"><i>Associate Registrar Enrolment</i></p> <p style="text-align: center;"><i>University Secretary</i></p> <p>This appointment remains in effect until changed by motion of the Board.</p>

The *University Act of British Columbia* provides at Part 11:

Registrar

64 (1) There must be a registrar, who must keep the records and perform the duties that the board or senate may require.

(2) The registrar is the secretary of convocation, the senate and of each of the faculties, but has no right to vote as such.

Acting registrar

65 If the registrar is unable to act or is absent, the board may appoint an acting registrar, who must perform the duties of the registrar and has all the powers of the registrar.

Agenda Item:	8.c. Respect in the Workplace Policy and Response Procedures – revised – B. Daigle
Material:	<ol style="list-style-type: none"> 1. Memorandum from Kerry Roberts, Director of Human Resources 2. DRAFT Respect in the Workplace Policy and Response Procedures 3. Current Respect in the Workplace Policy Motion #2013BIC09.21.04
Motion:	<i>That, on the recommendation of the Human Resources Committee, the Board of Governors approves the Respect in the Workplace Policy and Response Procedures, as presented.</i>

MEMORANDUM

To: UNBC Board of Governors

From: Kerry Roberts, Director of Human Resources


Date: November 14, 2018

RE: Respect in the Workplace Policy & Procedures

We have reviewed and revised the Respect in the Workplace policy as mandated by Bill 14 under the BC Workers Compensation Act. The following groups were consulted:

- The Faculty Association;
- CUPE Local 3799;
- UNBC's legal team at Roper Greyell;
- The University Secretary;
- UNBC's Health & Safety Committee;
- WorkSafe BC;
- Human Resources.

Moving forward, we will be introducing an onboarding program that will ensure we are meeting the training requirements as laid out in the policy and by Workers Compensation Act, with the goal of a respectful, positive, and productive work and learning environment for all staff.

 <p>POLICY</p>	Policy No:	Approval Date: TBD
	Approving Authority: <i>Board of Governors</i> Responsible Executive: President & Vice-Chancellor	
Title: Respect in the Workplace Policy and Response Procedures		

DRAFT

UNBC Respect in the Workplace Policy

Table of Contents

1. Purpose
2. Policy Statement
3. Definitions
4. Scope and Jurisdiction
5. The Employer's Commitment
6. Principles of Conduct
7. Prohibited Conduct
8. Safety – Obligation to Investigate
9. Confidentiality
10. Interpretation and Related Policies and Procedures

DRAFT

1. Purpose

This document sets out the University of Northern British Columbia's ("UNBC" or "the employer") Policy and Response Procedures (the "Policy") to foster a positive working and learning environment free from Bullying and/or Harassment.

The Policy will help ensure that those who Report an incident of Bullying, and/or Harassment are treated in accordance with appropriate legal principles and in a manner that is consistent with Bill 14, under the BC *Workers Compensation Act* "Bill 14".

UNBC is committed to educating Members of the University Community on the Policy and Response Procedures. The Policy and Response Procedures will be strengthened by timely, coordinated, consistent, fair, and transparent responses to Reports of allegations of Bullying and/or Harassment.

2. Policy Statement

UNBC is committed to providing a positive and respectful working and learning environment where all Members of the University Community are able to fully engage in their work, studies, and research free from Bullying, and/or Harassment. UNBC is committed to this vision and will strive to ensure that the respect for, and dignity of, individuals is upheld and maintained.

UNBC expects that all Members of the University Community will abide by the provisions as detailed in this Policy and will abide by the laws of Canada, and of the Province of British Columbia, including Bill 14.

UNBC strives to create an environment in which making a Report of Bullying and/or Harassment is supported, and when appropriate, investigated to ensure that any Bullying and/or Harassment ends. UNBC will foster an environment in which everyone feels comfortable and safe making a good faith Report about an encounter involving Bullying and/or Harassment that they have experienced or witnessed.

Excellence in learning, research and work in the University Community is fostered by promoting the freest possible exchange of information, ideas, beliefs and opinions in diverse forms, and it necessarily includes dissemination and discussion of controversial topics and unpopular points of view. Respect for the value of freedom of expression and promotion of free inquiry are central to the University's mission. Nothing in this Policy or in the Procedure is intended to detract from the legitimate exercise of academic freedom of a Member of the UNBC's Faculty Association as defined in the Collective Agreement.

The Board delegates authority to the President to enact procedures to give effect to this Policy.

3. Definitions

- I. **Accommodations** - academic and non-academic interventions intended to support individuals who have experienced Bullying and/or Harassment.
- II. **Bullying and/or Harassment** - a person is bullied and harassed when someone takes an action in relation to that person that they knew or reasonably ought to have known would cause that person to be humiliated, offended or intimidated. A determination that Bullying and/or Harassment has occurred is based not only on what the alleged Respondent and Complainant of the behaviour actually experienced, knew, or understood about each other and the situation, but also on what a reasonable person in each of their circumstances would have experienced, known or understood, taking into account the full context of the situation. When an employer or supervisor takes reasonable action to manage and direct workers or others, it is not Bullying and/or Harassment. A difference of opinion, including the forceful expression of such a difference is not in itself, Bullying and/or Harassment.
- III. **Complainant (s)** - a person or people who make a Report alleging a violation of this Policy.
- IV. **Confidentiality** - the legal or ethical duty of a person not to disclose the personal and confidential information of another person.
- V. **Investigator** – the person assigned by the Associate Vice-President of People, Organizational Design and Risk to investigate the Report of Bullying and/or Harassment.
- VI. **Members of the University Community** - Members of the University Community include the following:
 1. students;
 2. staff;
 3. research personnel (Academic Services) such as Postdoctoral Fellows, Research Associates, Research Managers, Research Skills Development Trainees, etc.;
 4. faculty;
 5. visitors;
 6. contractors;
 7. volunteers;
 8. affiliates;
 9. administrators;
 10. members of the Board of Governors or of the Senate.
- VII. **Report** – a Report made by a Member of the University Community to the Human Resources department of an incident or incidents of alleged Bullying and/or Harassment with the intention of initiating an investigation process.
- VIII. **Respondent (s)** - a person or people alleged to have violated this Policy.

4. Scope and Jurisdiction

This Policy applies to all Members of the University Community as defined in this Policy. All Members of the University Community impacted by Bullying and/or Harassment may access support under this Policy. The employer may investigate any reports of Bullying and/or Harassment involving Members of the University Community.

5. The Employer's Commitment:

- I. treating individuals who report Bullying and/or Harassment with compassion, dignity, and respect, and acknowledging that there is no single approach to handling Bullying and/or Harassment Reports. This means that people affected by Bullying and/or Harassment may need to be supported in different ways, and may require different services;
- II. providing the individuals who report Bullying and/or Harassment with timely responses and assistance when appropriate;
- III. providing individuals who report Bullying and/or Harassment with non-judgmental and empathic support;
- IV. providing individuals who report Bullying and/or Harassment with academic, non-academic and work related accommodations as appropriate;
- V. in appropriate circumstances, providing individuals who wish to report Bullying and/or Harassment with the information to help them decide whether, and to whom, to report an incident of Bullying and/or Harassment;
- VI. ensuring an appropriate investigation process is put in place;
- VII. engaging in appropriate procedures for the investigation and adjudication of Reports of Bullying and/or Harassment that respect University Policies, procedures, and employee collective agreements in a fair manner, and with due process to ensure natural justice;
- VIII. supporting a safe environment where Members of the University Community are free from Bullying and/or Harassment;
- IX. coordinating education and training programs pertaining to the prevention and response to incidents of Bullying and/or Harassment;
- X. providing education and training that will ensure the following:
 - a. a proactive and sustainable focus on how to report, and what is acceptable and unacceptable behaviour;

- b. the dissemination of common definitions, principles, and shared values across the University Community.
- XI. ensuring a regular review and assessment of education and training needs;
- XII. ensuring that the Senior Human Resources Consultants are trained to investigate Reports of Bullying and/or Harassment;
- XIII. providing information to Members of the University Community about Bullying and/or Harassment on all of UNBC's campuses; and
- XIV. ensuring appropriate steps are taken during and following an investigation of Bullying and/or Harassment to ensure the continued safety of the Respondent and Complainant involved in an investigation.

6. Principles of Conduct

The following principles will guide Human Resources on responses to any Reports of Bullying and/or Harassment in the University:

- I. the employer is responsible for ensuring compliance with the Policy through the Procedures set up herein;
- II. UNBC will endeavour to address concerns and Reports made under this Policy promptly and effectively;
- III. Complainants and Respondents are entitled to know that the investigation has been concluded and that concerns or Reports made under this Policy have been addressed. Confidential personal information, such as discipline imposed, will not be disclosed;
- IV. UNBC will endeavour to ensure that everyone involved in the investigation and the resolution of a Report under this Policy understands the need for confidentiality of the facts and issues raised by the Report;
- V. Bullying and/or Harassment is considered serious misconduct and the employer may impose discipline, up to and including termination, consistent with collective agreements and terms of employment. Appropriate discipline will be invoked when necessary for employees that are not members of a collective agreement, and other appropriate actions will be taken in relation to other Members of the University Community who are not employees;
- VI. UNBC strongly supports education and conflict resolution as a means of addressing and resolving concerns and Reports raised under this Policy.

7. Prohibited Conduct

- I. all acts of Bullying and/or Harassment;
- II. retaliation to Reports under this Policy of any kind, including through social or other electronic media. Any Member of the University Community found to have engaged in retaliation, threatened to engage in retaliation, or attempted retaliation, may be sanctioned under this Policy, or other University Policies;
- III. breaching the confidentiality of a Report from a Member of the University Community affected by Bullying and/or Harassment; and
- IV. knowingly and intentionally making a vexatious, frivolous, or malicious Report of Bullying and/or Harassment.

8. Safety – Obligation to Investigate

UNBC has an obligation to Members of the University Community to make all reasonable efforts to protect them from Bullying and/or Harassment. As such, UNBC has the right and the obligation to initiate an internal investigation. An initiation of an investigation can occur, but is not limited to, when:

- I. Bullying and/or Harassment is Reported;
- II. Bullying and/or Harassment is witnessed.

9. Confidentiality

UNBC will not disclose the name of a Complainant or the Respondent or any other details that may identify the parties, unless the information is required:

- I. for the investigation and resolution of a Report;
- II. for taking preventative, remedial and/or disciplinary action;
- III. by law; or
- IV. an individual is deemed to be at imminent risk of harming oneself or others.

10. Interpretation and Related Policies and Procedures

This Policy is to be read and interpreted in conjunction with the relevant provisions of related Policies and Procedures in effect at UNBC, including, but not limited to the following:

- I. Student Conduct Statement of Principles (Undergraduate and Graduate Regulations and Policies);
- II. Harassment and Discrimination Policy;

- III. Sexual Violence and Misconduct Policy;
- IV. Standards of Conduct (Employee Policy);
- V. Emergency Response to Inappropriate, Disruptive or Threatening Behaviour; or
- VI. Interpretation with respect to collective agreements.

Notwithstanding the above, should any of the provisions of this Policy or of the Response Procedures under this Policy intersect or conflict with discipline procedures in any collective agreement, the provisions of the collective agreement shall prevail.

DRAFT

Respect in the Workplace Response Procedures

Table of Contents

1. Purpose
2. What is Bullying and/or Harassment
3. What is Not Bullying and/or Harassment
4. Effects and Potential Indicators of Workplace Bullying and/or Harassment
5. The Employer's Obligation
6. How to Report Bullying and/or Harassment
7. Resolving a Report of Bullying and/or Harassment
8. Informal Procedure for Resolving a Report of Bullying and/or Harassment
 - I. Resolution (Direct Approach)
 - II. Resolution (Supervisor, Manager, Dean, Chair involvement)
 - III. Resolution (Mediation)
9. Formal Procedures for Resolving Reports of Bullying and/or Harassment
 - I. Investigation of a Formal Report
 - II. Resolution of a Formal Report
 - III. Retaliation
 - IV. Vexatious, Frivolous, or Malicious Complaints
 - V. Right to Grieve or Appeal
 - VI. Conflict of Interest
10. Annual Report
11. Policy Review
12. Relevant Legislation
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1. Purpose

The BC *Workers Compensation Act* sets out the general duties of Employers, Workers, and Supervisors to ensure or protect the health and safety of workers within the University Community. These duties include preventing and addressing workplace Bullying and/or Harassment. WorkSafeBC issued Bill 14 on November 1, 2013, to address workplace Bullying and/or Harassment. In addition to its statutory duties to its workers, UNBC recognizes its duties to ensure that all Members of the University Community are free from Bullying and/or Harassment.

The purpose of these Procedures is to ensure there is a clear process that allows any Member of the University Community to report a personal event or a witnessed event of Bullying and/or Harassment. The Procedures are managed and amended on the authority of the Vice-President responsible for Human Resources.

2. What is Bullying and/or Harassment

Bullying and/or Harassment includes any inappropriate conduct or comment towards a person that a reasonable person knew, or ought to have known, would cause a person to be humiliated, offended or intimidated.

Some examples might include, but are not limited to:

- a. verbal aggression, insults, or calling someone derogatory names;
- b. vandalizing a person's personal belongings;
- c. sabotaging another person's work;
- d. spreading malicious rumours;
- e. carrying out harmful or offensive initiation practices or hazing;
- f. making personal attacks based on a person's private life or personal traits;
- g. making aggressive or threatening gestures; and
- h. cyber-bullying which can include, but is not limited to:
 - o sending harassing emails or text messages; or
 - o posting humiliating or intimidating information on social media or websites.

Bullying and/or Harassment can come from many sources including co-workers, students, supervisors and employers, or from external sources such as clients, customers, members of the public, or workers from other organizations.

Each situation has to be considered in context. For example, yelling to warn someone about a hazard might be appropriate given the situation, but calling someone demeaning names is not.

3. What is Not Bullying and/or Harassment

Not every unpleasant interaction, instance of disrespectful behaviour or workplace conflict is or will be considered Bullying and/or Harassment. Expressing a difference of opinion, offering constructive feedback or advice about work or study related behaviour, performance, and/or making a Report/complaint through established procedures or processes about a Member of the University Community is not Bullying and/or Harassment.

Examples of situations that do not constitute harassment include, but are not limited to:

- a. legitimate, reasonable managerial actions to direct and control how work is performed, e.g. allocating work in accordance with systems and policies;
- b. feedback and performance management;
- c. undertaking disciplinary action for established misconduct;
- d. overseeing injury and illness processes in accordance with Occupational Health and Safety legislation;
- e. minor workplace issues, such as disagreements and differences of opinion, matters or circumstances unrelated to employment or in the case of students' employment, and/or living on campus for example, harassment that occurs during a social gathering of employees/students that is not sponsored by the University; and
- f. physical contact necessary for the performance of the work using accepted industry standards.

However, harassment that occurs while attending a conference, training session or athletic event where the individual(s) is representing the University is covered within this Policy.

It is also important to note that reasonable management action is not considered workplace Bullying and/or Harassment. Managers, Supervisors, and Deans have many responsibilities — including directing and supervising how work is performed, monitoring workflow, and providing feedback on performance. As long as those actions are taken in a respectful manner in accordance with University policies, they do not constitute Bullying and/or Harassment.

Reasonable management action might include decisions related to:

- a. job duties and/or work to be performed;
- b. workloads and deadlines;

- c. layoffs, transfers, promotions, and reorganizations;
- d. work instruction, supervision, or feedback;
- e. work evaluation; and
- f. performance management, discipline, suspensions, or terminations.

4. Effects and Potential Indicators of Workplace Bullying and/or Harassment:

Bullying and/or Harassment is a health and safety concern that may have many effects. It can distract someone while they are performing tasks that require concentration, which can lead to physical injury. It can also lead to physical illness and psychological injuries, such as anxiety, depression or thoughts of suicide.

Bullying and/or Harassment might lead to lower productivity, lower morale, higher rates of unexpected absenteeism, and turnover. Studies show that bullying affects more people than just the Complainant, and that witnesses of Bullying and/or Harassment are as likely as, or even more likely than, the Complainant to leave their work or studies if they are exposed to an environment that is subject to Bullying and/or Harassment.

5. The Employer's Obligation

It is the responsibility of each Vice President, in cooperation with Human Resources, to ensure that those in supervisory or leadership roles in their portfolio have access to the proper training necessary to understand rights and responsibilities in a respectful working, learning and living environment, including their own responsibility to recognize, investigate, respond to, and manage complaints of Bullying and/or Harassment and to educate those they supervise or lead regarding those rights and responsibilities.

Education, increased awareness, and prompt action are vital to create and maintain respectful working, learning and living environments at UNBC. The employer shall provide training, support and resources to raise awareness about the principles of a respectful working, learning, and living environment and to address concerns in a positive and effective manner when they do occur.

The Employer has the legal obligation to:

- a. have a Policy and a Procedure that addresses Bullying and/or Harassment, and clarifies that this behaviour is unacceptable and will not be tolerated;
- b. take steps to minimize or prevent Bullying and/or Harassment;
- c. have procedures for Members of the University Community to report if they feel they have experienced or witnessed Bullying and/or Harassment, including how to report if the person to whom they would otherwise Report is the Respondent;
- d. have Procedures that explain how Reports of Bullying and/or Harassment are to be handled; and
- e. provide training pertaining to Bullying and/or Harassment behaviour to employees of the University Community.

Every Member of the University Community has a role to play when it comes to preventing and addressing Bullying and/or Harassment.

6. How to Report Bullying and/or Harassment

If you witness or experience Bullying and/or Harassment at the University, a report can be directed to your Supervisor, Manager, Director, Dean, Chair, union representative, or to Human Resources. If your Manager, Supervisor, Dean, Director or Chair is the Respondent, you are to report it to the Associate Vice President of People, Organizational Design, and Risk. If the Associate Vice President of People, Organizational Design and Risk is the Respondent, you are to report it directly to the President.

7. Resolving a Report of Bullying and/or Harassment

Upon review of a Report of Bullying and/or Harassment, the Associate Vice-President of People, Organizational Design and Risk will determine the appropriate next steps and may assign a trained investigator to make findings of fact in relation to the Report. The investigator will determine which procedure for resolving the Report best applies.

The following procedures are not meant to be restrictive, and are presented as illustrative guidelines to address a Report of Bullying and/or Harassment. In all cases, investigations will follow the principles of natural justice. If a Report is submitted to Human Resources, the following steps listed in the informal procedures and the formal procedures of resolving the Report could apply.

8. Informal Procedure for Resolving a Report of Bullying and/or Harassment

I. Resolution (Direct Approach)

Any Member of the University Community who believes they have been subjected to Bullying and/or Harassment is encouraged to speak directly to the individual(s) concerned and request that the behaviour ceases. It is recognized that power imbalance, intimidation, fear of retaliation, and other factors may make this approach inappropriate or unwise and that the person may need assistance in resolving their specific concerns.

II. Resolution (Supervisor, Manager, Dean, Chair involvement)

If a person (Complainant) feels unable to deal with the person directly, they may approach their Supervisor, Manager, Dean, Chair or union/association representative. If, for any reason, a person feels uncomfortable in approaching any of these people they can speak to a member of the Human Resources department, the Director of Human Resources or the Associate Vice President People, Organizational Design and Risk.

III. Resolution (Mediation)

Mediation is a voluntary dispute resolution mechanism that aims to assist the Complainant and Respondent in reaching an agreement with concrete outcomes. Both the Complainant and Respondent must agree to mediation. To access the services of a mediator, please contact Human Resources. If the parties choose mediation, they will:

- a. meet with a skilled, impartial mediator to discuss the complaint and the possibilities for resolution;
- b. keep discussions confidential unless there is information they jointly agree to release;
- c. reach an agreement on the disputed matter; and
- d. abide by the agreement moving forward.

Each person has the right to be accompanied and assisted during mediation by a union, association or other appropriate representative. In the event mediation does not resolve the dispute, the matter may be referred to the formal complaint process.

9. Formal Procedures for Resolving Reports of Bullying and/or Harassment

Reports of Bullying and/or Harassment should be filed in writing to Human Resources within twenty (20) working days of the most recent incident of Bullying and/or Harassment or when the informal resolution process failed to resolve the issue. Human Resources will assign an investigator who will provide the Respondent with a copy or summary of the Report, and proceed with the investigation upon review of the Report when warranted. The Respondent may also request a formal process to investigate the Report.

In exceptional circumstances, a Report that does not meet the timeline may be accepted for consideration under the Policy when, in the opinion of the Associate Vice President, People, Organizational Design and Risk or designate:

- a. circumstances warrant an extension of this deadline;
- b. the delay was incurred in good faith; and
- c. no substantial prejudice will result to any person affected by this delay.

In any case, the delay must not exceed two (2) months of the most recent incident of Bullying and/or Harassment or when the informal resolution process failed to resolve the issue.

Human Resources may decide not to proceed with a Report if it determines:

- a. there is no reasonable basis to justify the Report proceeding;

- b. the time limits have expired;
- c. the Report could more appropriately be dealt with under another process;
- d. it is frivolous (lacking in seriousness; inclined to levity; silly);
- e. it is vexatious (serves only to annoy and does not contain any basis for action); or
- f. it is malicious (intending or intended to do harm).

When Human Resources decides to not accept a Report or to extend the timeline for accepting a Report, this decision and the reasons for it will be communicated to both the Complainant and the Respondent. These decisions may be appealed by written submission to the appropriate Vice-President no later than ten (10) days after receipt of the decision to not proceed with the investigation. The Vice-President's decision will be final.

I. Investigation of a Formal Report

When a Report is accepted, it will be investigated as expeditiously as possible in a sensitive, respectful, and confidential manner. When Reports include allegations of violence or threats of violence towards a Member of the University Community, the investigation will be conducted by a member of the Human Resources department, the Director of Safety and Security and a Vice President or Provost. It is recognized that there may be circumstances where, in the interest of fairness to all parties, the investigation may be protracted. The Complainant and Respondent may be accompanied by a union or other appropriate representative at any interviews relating to the investigation.

The investigator shall prepare an investigation report that outlines the results of the investigation. These investigation reports will outline the findings of fact of the investigation. Copies of the investigation reports shall be provided to the Respondent, Dean/Supervisor (if applicable) and the Associate Vice-President and/or Vice-President or Provost responsible for the Respondent. The Respondent will be provided an opportunity to meet with the investigator to discuss the conclusion, and findings of the investigation. It is important to note that in many circumstances the Complainant is not entitled to know what actions were taken with respect to the Respondent's right to confidentiality.

II. Resolution of a Formal Report

Reports shall normally be resolved by the Associate Vice-President or Vice-President responsible for the Respondent. The Vice-President will review the investigation report and make a determination as to whether Bullying and/or Harassment has occurred. If there are findings of inappropriate behaviour, the Vice-President shall give directions for remedial and/or disciplinary action required to resolve the Report. When appropriate, the Vice-President will make a recommendation to the President that remedial action is to be taken. Remedial action may include a direction to cease the behaviour, provide an apology, and/or a

requirement to participate in an education program regarding respect in the workplace, or a letter of expectation. Disciplinary action may include reprimand, suspension, or termination.

Where disciplinary action is recommended, the Vice-President may consult with the Associate Vice-President of People, Organizational Design and Risk and the Respondent's Dean, Director, or Manager prior to finalizing any recommendations for disciplinary action. Any recommended course of action should be considered in terms of natural justice, fairness, reasonableness, and institutional consistency.

Where, in the opinion of the Vice-President, personal harassment has had a negative impact on a particular work or educational group environment, the Vice-President may consider remedial action designed to restore that environment.

The Vice-President responsible for resolving or making a recommendation on the outcome of the Report, or their delegate, will inform the Respondent of his or her decision regarding the matter in person, when possible, and confirm in writing any remedial action or changes that may be required to prevent future complaints of a similar nature and any disciplinary action to be imposed. The Respondent may be accompanied by union or other appropriate representation at this meeting.

The Vice-President or their delegate responsible for resolving the Report of Bullying and/or Harassment will convey the final disposition of the Report to the Complainant. This may include an overview of actions to remedy the situation for the Complainant, and any measures undertaken to restore the environment, if required.

III. **Retaliation**

Any retaliation against a Complainant or the Respondent that arises, directly or indirectly, from the lodging or processing of a Report will in itself be considered a violation of this Policy and will be subject to remedial and/or disciplinary action.

IV. **Vexatious, Frivolous, or Malicious Complaints**

A Report will not be considered vexatious, frivolous, or malicious merely because it is found to be unsubstantiated following investigation. When the investigator determines that a Member of the University Community has made a vexatious, frivolous, or malicious Report, the investigator and the Associate Vice-President will inform the Manager, Supervisor, Dean or Vice-President responsible for the Complainant and will in turn determine whether any disciplinary or other action is warranted. The range of discipline imposed may include, but is not limited to, a reprimand, suspension, or termination.

V. **Right to Grieve or Appeal**

Any disciplinary action taken as a result of a violation of this Policy may be subject to a grievance under the relevant collective agreement or an appeal to the President. An appeal to the President is not allowed when an employee elects to proceed under the grievance procedure. Appeals to the President must be in writing

and occur within ten (10) working days of the decision being communicated to the Respondent. Any decision by the President respecting an appeal under this procedure will be final.

VI. Conflict of Interest

Should the nature of the Report place any of the administrators responsible for acting under these Procedures in a conflict of interest, a member of the Executive who has no involvement in the situation will be responsible for identifying an alternate administrator.

When the Respondent is a Senior Administrator (Associate Vice-President, Vice-President or President), the Report will normally be referred to an external investigator who shall fulfill all of the investigative responsibilities. The investigation report shall include an opinion on whether Bullying and/or Harassment occurred and may include recommendations for resolving the Report. This investigation report will be submitted to the President (or the Chair of the Board of Governors should the Report involve the President) for resolution and the right of appeal would be to the Chair of the University Board of Governors.

10. Annual Report

The President will provide information to the Board of Governors each year on the implementation of the Policy.

11. Policy Review

The University will continue to monitor best practices and research, and will review and update the Policy whenever it is reasonable to do so. The University is committed to reviewing the Policy annually and/or when directed to do so by the Minister of Advanced Education or Work Safe BC.

12. Relevant Legislation

- a. *Sexual Violence and Misconduct Policy Act, SBC 2016, c 23;*
- b. *Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165;*
- c. *Human Rights Code, RSBC 1996, c 210;*
- d. *Workers Compensation Act, RSBC 1996, c 492;*
- e. *Criminal Code of Canada;*

POLICY

Policy No:

Approval Date:

September 21, 2013
2013BIC09.21.04

Approving Authority: *Board of
Governors*

Responsible Executive: *Vice-President
Academic & Provost and Vice-President
Finance and Business Operations*

Title:

Respect in the Workplace

I. OBJECTIVES

This policy applies to all UNBC employees. The objectives are to:

- Foster courteous and respectful interactions;
- Ensure a workplace free from objectionable conduct or comment directed towards an employee(s), which serves no legitimate work purpose and has the effect of creating an intimidating, humiliating, offensive, or hostile work environment; and
- Resolve interpersonal issues at the earliest possible opportunity and with the least formality possible given the specific circumstances of the situation.
- This Policy does not apply to discrimination within the meaning of the *Human Rights Code of BC* and/or UNBC's *Harassment & Discrimination Policy*.

II. PRINCIPLES

The following principles will guide the response to any allegations of disrespectful behaviour in the University:

- Every member of the University community, including employees and managers, are required to behave courteously, professionally and respectfully;
- UNBC is responsible for ensuring compliance with the objectives and principles, through the procedures set up herein;
- UNBC will endeavour to address concerns and complaints made under this policy promptly and effectively;
- Complainants and respondents are entitled to a final resolution of concerns/complaints made under this policy;
- UNBC will endeavour to ensure that all involved in the investigation and resolution of a complaint under this policy understand the need for confidentiality of the facts and issues raised by the

complaint;

- A breach of the standards of behaviour imposed by this policy is considered serious misconduct and UNBC will impose discipline, up to and including termination;
- UNBC strongly supports education and conflict resolution as a means of addressing and resolving concerns and complaints raised under this policy;
- UNBC retains all management and supervisory rights, including the right to set performance standards, evaluate performance and conduct, impose discipline, and make any organizational or other changes consistent with its respective collective agreements and the law.

III. DEFINITIONS:

Respectful workplace behaviour incorporates courtesy, civility and consideration. It is an approach which actively engages in and promotes basic polite behaviour and avoids words, tone of voice or behaviour which could create a hostile environment.

A difference of opinion, including the forceful expression of such a difference is not disrespectful.

Examples of Courteous vs. Disrespectful Behaviour

Quiet and calm communication which focuses on the issue rather than personal characteristics
Vs. Loud, profane, name-calling and abusive language that focuses on personal characteristics

Expressing disagreement in a calm and professional manner
Vs. Making threats or insulting others

Addressing issues and concerns regarding performance or misconduct through the responsible managers
Vs. Engaging in gossip and/or rumours

Sharing information required to deliver services effectively
Vs. Purposely ignoring questions or deliberately failing to provide necessary/helpful information

Complainant

An employee who has been or believes they have been the subject of behaviour inconsistent with the standards established by this policy.

Respondent

An employee who has or is alleged by a Complainant to have engaged in behaviour inconsistent with the standards set out in this policy.

IV. RESPONSIBILITIES

- All employees are expected to comply with the standards of behaviour described in this Policy. Further, supervisors, managers and the executive staff are required to model appropriate behaviours;
- All persons are encouraged to address instances of behaviour contrary to this Policy directly;
- or, immediately report same to the appropriate person, as set out below;
- UNBC recognizes the role of employee representatives in encouraging and fostering a positive work environment and will work cooperatively with the union/association to implement this Policy;
- The President has overall responsibility for the effectiveness of the Policy;
- The RIWP Advisor will prepare an annual report to the President summarizing all activities under the Policy;
- UNBC will decide on the most appropriate way to respond to a breach of the Policy, consistent with management rights, principles of law and the specific provisions of the collective agreements.

V. CONFIDENTIALITY

UNBC will not disclose the name of a complainant or an alleged harasser or any other details that may identify the parties, unless the information is required:

- for the investigation and resolution of a complaint;
- for taking preventative, remedial and/or disciplinary action;
- by law; or,
- an employee or student is at risk.

VI. INFORMAL PROCEDURES FOR RESOLVING COMPLAINTS

These procedures are not meant to be restrictive and are presented as recommended guidelines.

a. Resolution – Direct approach

Any employee who believes s/he has been subjected to disrespectful behaviour is encouraged to speak directly to the individual(s) concerned and request that the behaviour cease. It is recognized that power imbalance, intimidation, fear of retaliation and other factors may make this approach inappropriate or unwise and that employee may need assistance in resolving their specific concern.

b. Resolution (Supervisor, Manager, Dean, Chair involvement)

If an employee (complainant) feels unable to deal with the person directly, s/he may approach their supervisor, manager, Dean, Chair or union/association representative. If, for any reason, s/he feels uncomfortable in approaching their own supervisor, s/he can speak to another supervisor or manager. Group conflicts or on-going unresolved conflicts between individuals should involve a third party.

c. Resolution (Mediation)

Mediation is a voluntary dispute resolution mechanism that aims to assist the complainant and respondent in reaching an agreement with concrete effects. Both the complainant and respondent have to agree to the mediation. To access the services of a mediator, please contact Human Resources.

If the parties choose mediation, they will:

- Meet with a skilled, impartial mediator to discuss the complaint and the possibilities for resolution;
- Decide whether to meet in the same room or make other arrangements that are acceptable to all;
- Keep discussions confidential unless there is information they jointly agree to release;
- Reach an agreement on the disputed matter.

Each person has the right to be accompanied and assisted during the sessions by a union, association or other representative. In the event mediation does not resolve the dispute, the matter may be referred to the formal complaint process.

VII. FORMAL PROCEDURES FOR RESOLVING COMPLAINTS

a. Complaints should be filed in writing with the RIWP Advisor within ten (10) working days of the most recent incident of disrespectful behaviour or when the informal resolution process failed to resolve the issue. The RIWP Advisor will provide the respondent with a copy of the written complaint. The respondent may also request a formal process to investigate the complaint.

b. In exceptional circumstances, a complaint that does not meet the timeline may be accepted for consideration under this policy when, in the opinion of the RIWP Advisor:

- Circumstances warrant an extension of this deadline;
- The delay was incurred in good faith; and
- No substantial prejudice will result to any person affected by this delay.

In any case, the delay must not exceed two (2) months of the most recent incident of disrespectful behaviour or when the informal resolution process failed to resolve the issue.

c. The RIWP Advisor may decide not to proceed with a complaint when s/he determines:

- There is no reasonable basis to justify the complaint proceeding;
- The time limits have expired;
- The complaint could more appropriately be dealt with under another venue;
- It is frivolous (lacking in seriousness; inclined to levity; silly);

- It is vexatious (serves only to annoy and does not contain any basis for action);
- It is malicious (intending or intended to do harm).

d. When the RIWP Advisor decides to not accept a complaint or to extend the timeline for accepting a complaint, this decision and the reasons for it will be communicated to both the complainant and the respondent in writing. These decisions may be appealed by written submission to the appropriate Vice-President no later than ten (10) days after receipt of the RIWP Advisor's response. The Vice-President's decision will be final.

e. Investigation of a formal complaint

When a formal complaint is accepted, the RIWP Advisor will investigate as expeditiously as possible in a sensitive, respectful and confidential manner. When complaints include allegations of violence or threats of violence towards an employee, the investigation will be conducted by the RIWP Advisor and a Vice-President or Provost. It is recognized that there may be circumstances where, in the interest of fairness to all parties, the investigation may be protracted. The complainant and respondent may be accompanied by a union or association representative at any interviews relating to the investigation.

The RIWP Advisor shall prepare a report that outlines the results of the investigation. The report will outline the facts as agreed upon by the parties, any areas for which there is disagreement or lack of clarity, and the facts as reported by any witnesses. In the report, persons quoted or interviewed will not be identified. Copies of the report shall be provided to the complainant, the respondent and the Vice-President responsible for the respondent.

f. Resolution of a formal complaint

Complaints shall normally be resolved by the Vice-President responsible for the respondent.

The Vice-President will review the report and make a determination as to whether disrespectful behaviour has occurred. If there is a finding of inappropriate behaviour, the Vice-President shall give directions respecting the remedial and/or disciplinary action required to resolve the complaint. Remedial action may include a direction to cease the behaviour, provide an apology, and/or a requirement to participate in an education program regarding RIWP. Disciplinary action may include reprimand, suspension or termination.

Where disciplinary action is recommended, the Vice-President may consult with the Director of Human Resources and the respondent's Dean, Director or Regional Chair prior to finalizing any recommendations for disciplinary action. Any recommended course of action should be considered in terms of fairness, reasonableness, and institutional consistency.

Where, in the opinion of the Vice-President, personal harassment has had a negative impact on a particular work or educational group environment, the Vice-President may consider remedial action designed to restore the work environment.

g. The Vice-President responsible for resolving the complaint will inform the respondent of his or her decision regarding the matter in person, when possible, and confirm in writing any remedial action or changes that may be required to prevent future complaints of a similar nature and any disciplinary action to be imposed. The respondent may be accompanied by a Union or Association representation at this meeting.

The Vice-President responsible for resolving the complaint will convey the final disposition of the complaint to the complainant. This will include an outline of measure being taken to remedy the situation for the complainant and measures undertaken to restore the work environment, if required.

h. Retaliation

Any retaliation against a complainant that results, directly or indirectly, from the lodging or processing of a complaint will in itself be considered a violation of this policy and will be subject to remedial and/or disciplinary action.

i. Vexatious, frivolous, or malicious complaints

A complaint will not be considered vexatious, frivolous, or malicious merely because it is found to be unsubstantiated following investigation. When the RIWP Advisor determines that an employee has made a vexatious, frivolous, or malicious complaint, the RIWP Advisor and the Vice-President responsible for the complainant are also charged with determining whether any disciplinary actions will be taken against the complainant. The range of discipline may include, but is not limited to, reprimand, suspension, or dismissal.

j. Right to grieve or appeal

Any disciplinary action taken as a result of a violation of this RIWP Policy may be subject to grievance under the relevant collective agreement or appealed to the President. An appeal to the President is not allowed when an employee elects to proceed under the grievance procedure. Appeals to the President should occur within ten (10) working days of the decision being communicated to the respondent and be in writing. Any decision by the President respecting an appeal under this procedure will be final.

VIII. CONFLICT OF INTEREST

Should the nature of the complaint place any of the administrators responsible for acting under these procedures in a conflict of interest, a member of the Executive who has no involvement in the situation will be responsible for identifying an alternate administrator.

When the respondent is a Dean, Director, Regional Chair or a Senior Administrator, the complaint will normally be referred to an external investigator who shall fulfill all of the responsibilities of the RIWP Advisor. The report shall include an opinion on whether

disrespectful behaviour occurred and may include recommendations for resolving the complaint. This report will be submitted to the President (or the Chair of the Board of Governors should the complaint involve the President) for resolution and the right of appeal would be to the Chair of the University Board of Governors.

IX. REFERENCES

University of Regina: Respectful Work & Learning Environment Policy

<http://www.uregina.ca/presoff/vpadmin/policymanual/hr/RWLE-Policy-2010.pdf>

Memorial University: Respectful Workplace <http://www.mun.ca/policy/site/policy.php?id=167>

University of Victoria: What is a “respectful workplace”?

<http://web.uvic.ca/eqhr/resources/respectful.pdf>

Laurentian University: Policy on a Respectful Workplace and Learning Environment

<http://cce.laurentian.ca/NR/rdonlyres/096221BF-02E1-4DE9-A4DD-BFDC9B101D3D/0/PolicyonARespectfulWorkplaceandLearningEnvironment.pdf>

Nipissing University: [Respectful Workplace & Harassment Prevention Policy](#)

Vancouver Coastal Health: Respectful Workplace Policy

http://www.viha.ca/NR/rdonlyres/6CC075DE-D5EB-4F2B-A00C-55F6D632872B/0/policy_respectful_workplace.pdf

UNDER REVIEW

Agenda Item:	8.d. UNBC Graphics Standards Manual – T. Tribe / M. Wood
Material:	<ol style="list-style-type: none"> 1. Memo from Matt Wood, Director of Communications and Marketing 2. Revised UNBC Graphics Standards Manual
Motion:	<i>That, on the recommendation of the Governance Committee, the UNBC Board of Governors, approves the UNBC Graphics Standards Manual, as amended.</i>

Memorandum

To: UNBC Board of Governors
Cc: Tim Tribe, VP University Advancement
From: Matt Wood, Director of Communications and Marketing
Date: October 30, 2018
Issue: UNBC Visual Identity and Graphics Standards Manual update and approval

Background

Graphics Standards play an important role in creating and maintaining a strong brand and a recognizable identity for UNBC. They are meant to maintain a standard of quality across all UNBC materials.

The UNBC Graphics Standards Manual was last approved by the Board on June 21, 2008. Given the University's name, brand and visual identity are valuable assets that distinguish the University and identify its services, guidance for use, and protection, of the UNBC brand and reputation are essential. UNBC's Graphics Standards Manual is approved by the Board of Governors and therefore must be adhered to whenever and wherever a UNBC logo is used.

UNBC's Communications and Marketing Office maintains the University's official Graphics Standards Manual. From time to time, the office undertakes a review of the manual and presents any proposed changes to the Board for approval.

The recent focus on recruitment and retention initiatives at UNBC has resulted in a greater focus on consistency in materials, especially with regards to graphic standards. The Communications and Marketing Office has added a number of graphic elements to its design palette and seeks formal approval from the Board to update the Graphics Standards Manual.

Proposed changes/updates/additions

1. Page 6 – Sub-logos. Individual departments often request a logo or defining graphic element that provides clarity for their identity. We have created a standardized sub-logo and brand extension that provides that individuality while maintaining a connection to UNBC's well-established brand.
2. Page 8 – Secondary colours. During UNBC's 25th Anniversary, a set of secondary "celebratory" colours were created. The colours are sampled from various Prince George campus elements, such as greenery, rocks, wood and architectural features, and then enhanced for usability and accessibility purposes. These colours have moved UNBC from employing only the green and gold, and have added flavour to some of our marketing materials. Green and gold remain our colour foundation.

3. Page 11 - Alumni logo. The University has recently moved the former Alumni Association to an Alumni Council model, in accordance with the BC Societies Act. As a result, we've removed the allowance for "association" to be used with the Alumni crest.
4. Page 13 – Timberwolves logo. In consultation with the athletics department, we've revamped the UNBC Timberwolves logo. The former logo had a number of design challenges (including contradicting usage policies with UNBC's main logo) and was difficult to recreate on official merchandise. The new version provides greater design functionality and is a cleaner, crisper look and feel.
5. Page 15 – Canada's Green University logo. This section has been added, given the logo and phrase are an official trademark owned by UNBC. Clear directions for use are provided.
6. Page 17 - Heraldic symbols. We've added an allowance for the Coat of Arms to be used for marketing purposes, in particular for international or very formal circumstances. The file is not available for public download and the Communications and Marketing office maintains strict control over its use.
7. Page 20 – UNBC Web style guide. We've added a reference to an online resource that helps guide people's content presentation on UNBC's website.

Recommendation

That, on the recommendation of the Governance Committee, the UNBC Board of Governors approves the UNBC Graphics Standards Manual, as amended.

Respectfully submitted,

Matt Wood, Director of Communications and Marketing.

Graphics Standards Manual

Produced and maintained by the Office of Communications and Marketing and approved by the University of Northern British Columbia Board of Governors.

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A Message from the UNBC Board of Governors

As UNBC continues to gain national and international profile, it is important to promote the University in a strong, unified, and consistent manner.

Under the University Act of British Columbia the Board of Governors is responsible for the management, administration and control of the property, revenue, business and affairs of the University. The University's name, brand and visual identity are valuable assets that distinguish the University and identify its services. Protection of the UNBC brand and reputation are essential, and adherence to these Guidelines is mandatory.

UNBC's logo is perhaps the strongest single visual identifier for the University. Any use of the logo in a project, presentation, or promotional material is a direct reflection of UNBC. It is essential that the logo is displayed properly whenever and wherever it is used.

This document provides usage information for all official UNBC logos, official symbols, and colours. Please keep a copy on hand for your reference. The Communications and Marketing office is responsible for ensuring that this document is followed and that logos and symbols are available for use by members of the UNBC community and appropriate external entities.

Official Logo

Official UNBC Logo

This is the preferred logo version for use in all applications.

The official UNBC logo is also the required version for all official UNBC documents.

External audiences, especially those beyond Northern B.C., may not be familiar with the University of Northern British Columbia or what “UNBC” means. Therefore, it is essential that the official UNBC logo is used for any application that targets external audiences.

External or third-party use is prohibited, unless application has been made to the Communications and Marketing Office.



The UNBC logo consisting of only the lettermark portion is permitted for use in applications targeting UNBC's internal audiences or those who are already very familiar with UNBC. It is also permitted for use on promotional clothing and merchandise, and in select digital media, such as social media avatars.

Use of this version is not to be used for external applications.

If you are uncertain as to which logo version you should use, please contact the Communications and Marketing office.



Usage Policy

Colours

The UNBC logo may only appear in the following colours:

Green: The green logo may only appear on a white background.

Black: The black logo may only appear on a white or light-coloured background and in applications where only black can be used.

White: The preferred use for a white UNBC logo is on a solid UNBC Green background, but photographs and other background colours are acceptable.

It may not appear in any other colour, unless first approved by the Communications and Marketing office.



Minimum Surrounding Space

Ensure there is a sufficient blank space surrounding all logos at all times. Official UNBC logos have a minimum required amount of surrounding blank space that must be observed in all applications. Any elements, including page edges, should not encroach upon the minimum space.

The distance between the top of the "B" and the top of the "N" defines the minimum amount of surrounding blank space.

The width and height of the grey box indicates the minimum required amount of surrounding blank space.



Minimum Size

Official UNBC logo: 1.5 inches | UNBC Lettermark Logo Version: 0.5 inches

Smaller sizes cannot be read clearly and are therefore not permitted



Sub-logos

Usage Policy

Individual academic units or administrative departments may need to identify their particular function on letterhead, promotional materials, in social media etc. The Communications and Marketing office has created brand extensions for this purpose.

As a functional unit of the greater University community, it is imperative that units maintain a tie with the University's visual identity and brand and that they remain recognizable as a critical member of the University of Northern British Columbia community. As such, individual units are not to create their own logos or unit identifiers.

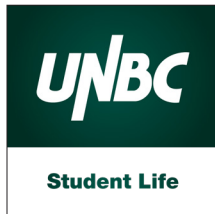
To obtain a sub-logo for print purposes or for social media, contact the Communications and Marketing office.

To obtain a sub-logo or social media profile image, contact the Communications and Marketing office.

Sub-logo examples



Social media profile image examples



Logo File Formats

Choosing the correct file format

The EPS format is preferred for any printed projects such as publications, posters, signs, and stationery. For any on-screen projects such as PowerPoint presentations or websites, GIF or JPG files (depending on the application) should be used.

If you are unsure about which file format to use, please contact the Communications and Marketing office.

If you are working with a service provider that requires a UNBC logo, be sure to ask which file format is preferred.

Logos in a variety of formats can be downloaded from the Communications and Marketing office website at unbc.ca/communications.

✓ **Recommended**

○ **Acceptable**

✗ **Unacceptable**

Type	Word	Eps	Tiff	Gif	Jpg
Microsoft Word Documents	✓	✓	○	○	○
Brochures and Posters	✗	✓	○	✗	○
Display Banners and Signs	✗	✓	○	✗	✗
Books and Magazines	✗	✓	○	✗	✗
PowerPoint Documents	✗	✗	○	○	✓
Websites	✗	✗	✗	✓	✓
Videos and Television	✗	✗	✓	✗	○

EPS files are a special format for printing that allows logos to be printed clearly at any size. Although they may appear jagged and discoloured when viewed on screen, EPS files will print out properly.

Although GIF and JPG files can look fine on your computer monitor, they may print out fuzzy and will look worse when enlarged. For printing purposes, use EPS whenever possible.

Official Colours

Primary Colours

Green & Gold

UNBC Green and UNBC Gold are the University's official colours and should be used in all official UNBC applications. Green is the primary UNBC colour and should be used in official UNBC applications. Gold is the secondary UNBC colour, and may be used as an accent colour in any official UNBC applications.

The UNBC logo, or portions of the logo, may never appear in UNBC Gold.

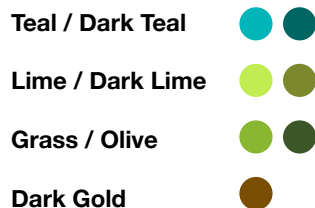


Secondary Colours

The secondary palette, a legacy of UNBC's 25th Anniversary, is only to be used by the Communications and Marketing office.

The two versions of each (regular and dark) have been developed to be used together in print and on the UNBC website for full compliance with the Web Content Accessibility Guidelines (WCAG).

The secondary palette is an addition to the UNBC visual identity to be used with the official green and gold.



Colour Profiles

It is important to refer to this chart before printing or publishing your content in order to maintain consistent colour throughout all uses. These are the official colour profiles.

Do not use variations of these profiles.

Purpose	Format	Green	Gold
Professional Printing Spot Colour Coated Papers	Pantone Solid Coated	343	125
Professional Printing Spot Colour Uncoated Papers	Pantone Solid Uncoated	3435	117
Professional Printing Full Process Colour All Papers	CMYK	95-15-62-58	8-31-100-19
Websites	Hexadecimal	03-56-42	B7-95-27
Laser Printing, Microsoft Word, PowerPoint	RGB	3-86-66	183-149-39

Colour profiles for interior and exterior paint.

Gold: RAL 1005

Green: RAL 6016

Typefaces

Official UNBC Typeface

Helvetica Neue

Helvetica Neue is the official sans serif typeface for use in all UNBC signage, promotional materials, and publications. Usage of different font weights in the Helvetica Neue family is encouraged.

abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMN**OP**QRSTUVWXYZ
1234567890 –!@#\$%^&*()”:;,

35 Thin	45 Light	55 Roman
65 Medium	75 Bold	95 Black

Alternative Typeface

Arial

If you do not have access to Helvetica Neue, Arial is the recommended alternative.

abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMN**OP**QRSTUVWXYZ
1234567890 –!@#\$%^&*()”:;,

Regular	Bold
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Alumni

Official UNBC Alumni Logo

The Alumni Council logo should be used for applications targeting UNBC Alumni.



Usage Policy

Colours

The UNBC Alumni Council logo uses official UNBC Green and Gold. It may only appear in the following colours:

Tri-colour

This version should not be positioned on a coloured background.

Black, Green, or White

For printing in black or green only and white option for printing on dark or photographic backgrounds

Minimum Surrounding Space

Ensure there is a sufficient blank space surrounding all logos at all times. Official UNBC logos have a minimum required amount of surrounding blank space that must be observed in all applications. Any elements, including page edges, should not encroach upon the minimum space.

The distance between the "I" in "ALUMNI" and the edge of the box in which it is situated defines the minimum amount of surrounding blank space for all UNBC Alumni Council logos, including around the text of the formal versions. The width and height of the grey box indicates the minimum required amount of surrounding blank space.



Minimum Size

Width: .5"

Smaller sizes cannot be read clearly and are therefore not permitted.



0.5"

Timberwolves

Standard Logo

The standard versions of the UNBC Timberwolves logo should be used for applications specific to the UNBC Timberwolves.



Variations

"Basketball", "Soccer", and No Text variations of the UNBC Timberwolves logo may be used when appropriate. These are the only official variations. Guidelines regarding usage, colours, backgrounds, minimum size, and minimum surrounding space are to be followed.



Usage Policy

The official UNBC Timberwolves logo is the preferred graphic used to identify and promote the UNBC varsity athletic teams. Elements of the standard logo, such as the wolf head, may be used alone for various marketing and promotional materials. Those uses are not considered an official logo, and are only to be used by the UNBC Communications and Marketing office.

Colours

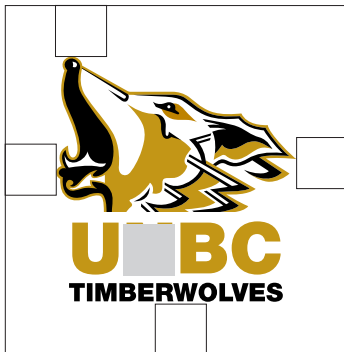
The UNBC Timberwolves logo may appear in full colour or greyscale.

Minimum Surrounding Space

Ensure there is sufficient blank space surrounding the Timberwolves logo at all times. Any elements, including page edges, should not encroach upon the minimum surrounding space.

The height of the "N" in UNBC defines the minimum amount of surrounding blank space.

The width and height of the grey box indicates the minimum required amount of surrounding blank space.



Minimum Size

The minimum size for the Timberwolves logo is .75 inches. Smaller sizes cannot be read clearly and are therefore not permitted.



Canada's Green University

Official Canada's Green University Logo

UNBC officially registered the trademark “Canada’s Green University™” in 2008. This trademark represents the University community’s commitment to the pillars and values of sustainability.

UNBC is uniquely positioned to address important questions regarding what sustainability means in the North. Adopting the trademark “Canada’s Green University” in 2008 has helped guide us in our mission and we will continue showing leadership by engaging our community and the broader region in an ongoing process of discovery and improvement.

CANADA'S
GREEN
UNIVERSITY™

Usage Policy

Permission to use the trademark logo is granted by UNBC's Communications and Marketing office, in consultation with UNBC's Green Centre staff. The logo may be used as an indicator of the University's endorsement of an initiative, strategy or action, and may be used in a variety of applications, including print and digital presentation, and promotional items, including apparel.

Colours

The Canada's Green University logo may appear in full colour or greyscale.

Minimum Surrounding Space

Ensure there is sufficient blank space surrounding the Canada's Green University logo at all times. Any elements, including page edges, should not encroach upon the minimum surrounding space.

The height of the space between the arms of the "E" in Green defines the minimum amount of surrounding blank space.

The width and height of the grey box indicates the minimum required amount of surrounding blank space.



Minimum Size

The minimum size for the Canada's Green University logo is .75 inches. Smaller sizes cannot be read clearly and are therefore not permitted.



.75"

Heraldic Symbols

Usage Policy

UNBC heraldic symbols are used on legal and/or ceremonial documents such as student transcripts and parchments. They are never to be used for promotional or advertising purposes or as a substitute for the official UNBC logo, unless authorized by the Communications and Marketing office.

Due to the strict usage policy on the official UNBC heraldic symbols, they are not publicly accessible. Please consult with the Communications and Marketing office if you wish to use any of these symbols.

All UNBC heraldic symbols, carry significant cultural meaning, and may not be modified or adapted for any purpose. Use of “parts” of these for any purpose is prohibited.

More information on the official UNBC heraldic symbols can be found online at unbc.ca/about-unbc/coat-arms

Coat of Arms

The Coat of Arms may appear in full colour or as a black, white, or UNBC Green line art illustration. The full-colour Coat of Arms may only appear on a white background.

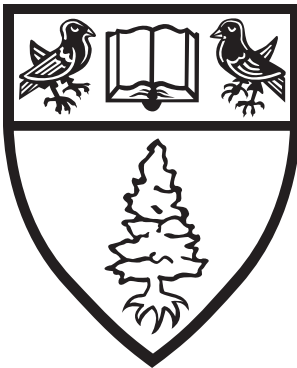
The minimum size of the Coat of Arms is 1 inch wide for the full-colour version and 0.75 inches wide for the line art illustration. The width and height of the inset Shield defines the minimum required space to surround the Coat of Arms.



Shield

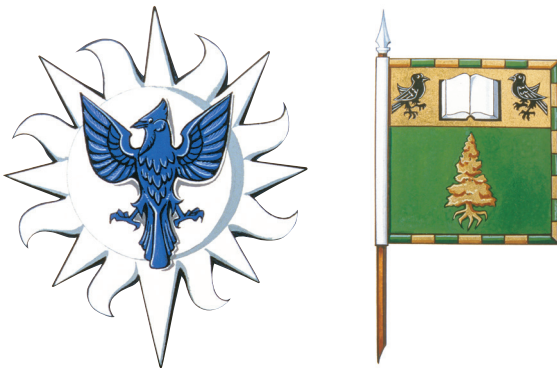
The Shield may appear as a black, white, or UNBC Green line art illustration. The minimum size of the Shield is 0.5 inches wide.

The width and height of the inset book defines the minimum required space to surround the Shield.



Flag & Badge (Stellar Jay)

The Flag and Badge (Stellar Jay) are part of UNBC's heraldic symbols, originally developed by the Chief Herald of Canada. These symbols are not used in the promotion of the University.



What Not To Do

Incorrect logo usage as outlined below applies to all official UNBC logos including Alumni and Timberwolves.

Do not:

Alter the proportions of the logo

To resize the logo and maintain proportions, hold down the shift key as you drag a corner of the logo to resize it with your mouse.

Alter the colour of the logo

The official UNBC logo may not appear in any other colour or tint, unless approved by the Communications and Marketing office.

Distort the logo or any elements of the logo

The official UNBC logo may only appear in solid (100%) UNBC Green, black, or white (when on a coloured background). Any other colour, including a tint of UNBC Green, is prohibited, unless approved by Communications and Marketing office.

Substitute the logo fonts

Use of a different font to represent the logo is prohibited.

Isolate the logo text

Separating the text portion of the logo for use on its own, or mimicking the font using similarly formatted text to appear as the official UNBC logo is prohibited.

Place any borders, text, page edges, or other elements on or very near the logo

Always observe the logo's minimum surrounding space requirements. No items, including the edge of a page, may encroach upon the logo's minimum required space.

Re-position any of the logo's elements

Repositioning any element of the logo to suit a specific application is not permitted. The logo must appear unmodified in all materials.

Use the logo as part of another logo

The logo, or any portion of the logo, may not be used as part of another logo.

Use the logo as part of a title or sentence

The logo may not be used as part of a sentence or a title, even if the accompanying text adheres to the logo's minimum surrounding space requirements. The typed text "UNBC" or "University of Northern British Columbia" in Helvetica, clearly separate from the logo, is acceptable.



UNBC Web Style Guide

unbc.ca/web/style-guide

For a current outline of the web styles used across the UNBC website, visit unbc.ca/web/style-guide.

Online Resources

unbc.ca/communications

Access a variety of promotional resources from the Communications and Marketing website:

- UNBC logo files in a variety of formats
 - UNBC Graphics Standards Manual
 - UNBC Names and Symbols Policy
 - Photos and maps
-

Contact

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Agenda Item:	8.e. Privacy and Access to Information Policy and Designation of Head of Public Body for the purposes of the Freedom of Information and Protection of Privacy Act – H. Sanford
Material:	<ol style="list-style-type: none"> 1. Privacy and Access to Information Policy 2. Policies to retract
Motion:	<i>That, on the recommendation of the Governance Committee, the Board of Governors approves the Privacy and Access to Information Policy, as presented.</i>

 <p style="text-align: center;">POLICY</p>	Policy No:	Approval Date:
	Approving Authority: Board of Governors Responsible Executive: President	
Title: <p style="text-align: center;">Privacy and Access to Information</p>		

1. Background Purpose

1.1 The University of Northern British Columbia (UNBC) is a “local public body” as defined in, and as subject to, the provisions of the *Freedom of Information and Protection of Privacy Act* [RSBC 1996] c. 165 (*the Act*).

1.2 This Policy is enacted to help ensure that UNBC and its employees are aware of, and meet, their obligations under *the Act*, and further to ensure that UNBC’s privacy management and access to information practices are consistent and compliant with *the Act*.

2. SCOPE

2.1 This Policy applies to all information created or collected by, or otherwise in the custody and control of, the University of Northern British Columbia including information gathered at the direction of UNBC. This policy does not apply to information that is deemed out of scope, in accordance with section 3 of *the Act*.

3. DEFINITIONS

3.1 The definitions in *the Act* apply in the interpretation and application of this Policy. The following additional definitions apply to the extent that they are not inconsistent with the definitions in *the Act*.

3.1.1 **Documentary Evidence** means an official record or records that substantially legitimize a claim, as reasonably determined by the University.

3.1.2 **Freedom of Information Request** means a written request for information which the University has not released to the public.

3.1.3 **Personal Information** means recorded information about an identifiable individual other than *contact information* as defined in Schedule 1 of *the Act*.

3.1.4 **Privacy Impact Assessment** means an assessment that is conducted by a public body to determine if a current or proposed enactment, system, project, program or activity meets or will meet, the requirements of Part 3 of *the Act* as defined in section 69(1) of *the Act*.

3.1.5 **Privacy Officer** means the individual or position designated by the head of the public body to ensure that access to university records and the collection and management of Personal Information comply with *the Act*.

4. POLICY STATEMENT

4.1 The University supports the public's right of access to information in accordance with *the Act*, and an individual's right of access to Personal Information about themselves, through a Freedom of Information Request.

4.2 The University will make every reasonable effort to ensure that Personal Information managed by the University is accurate and complete. Upon request by an individual about whom Personal Information relates, the University will correct Personal Information, or annotate the information with a correction, if sufficient Documentary Evidence is provided to validate the correction.

4.3 In accordance with section 31.1 of *the Act* any officer, director or individual employed by the University, or any employee of an entity providing service at the direction of the University is responsible for complying with *the Act* when collecting, using, storing, disclosing and disposing of Personal Information. Any individual who is not aware of how to exercise this responsibility must seek guidance from their supervisor or from the University's Privacy Officer, through the Office of the University Secretariat.

4.4 Employees are expected and required to support compliance with the Privacy Impact Assessments provisions of the *Act*.

5. PROCEDURAL AUTHORITY and EXECUTIVE or ADMINISTRATIVE RESPONSIBILITIES

5.1 Section 77 of *the Act* directs that the UNBC Board of Governors must designate a person or group of persons as head of the local public body for the purposes of *the Act*.

5.2 The UNBC Board of Governors through this Policy, designates the position of University Secretary as head of the public body under *the Act*.

- 5.3 In accordance with section 66 of *the Act*, the University Secretary may delegate the duties of Privacy Officer to an employee or employees through formal written instrument. A memo outlining any such delegation must be copied to the President and the Chair of the Board, and maintained in the records of the Board.
- 5.4 The University Secretary has the authority to approve, and as necessary and appropriate amend, Procedures, consistent with this Policy and with *the Act*, to give effect to this Policy and to ensure compliance with *the Act*. Any such Procedures will be publically available and posted on the University or Secretariat website.

6. TRANSITIONAL PROVISIONS AND COMING INTO EFFECT

6.1 This Policy is effective on approval of the Board, and replaces all previous UNBC Policies, Procedures and Delegations or Designations of authority, related to Privacy and Access to Information.

For clarity, the following Policies, Procedures and Delegations are rescinded:

- *Confidentiality of Student Records – Procedure for Officers of the University to Access Student Records* – President’s Council Motion 200302.19
- *Employee Information* – President’s Council Motion 200009.06
- *Access to Information and Protection of Privacy* - President’s Executive Council – February 11, 2010
- *Freedom of Information and Protection of Privacy Act – Disclosure of Student personal information by the Registrar’s Office* – President’s Council Motion 199709.10
- *Freedom of Information and Protection of Privacy Act – Fee Waivers* – President’s Council Motion 199709.10
- *Freedom of Information and Protection of Privacy Act – Fees Relating to Requests* – President’s Council Motion 199709.10
- *Head of the Institution and Delegation of Authority Under the Freedom of Information and Protection of Privacy Act* - President’s Executive Council October 27, 2009 – Board of Governors Dec 5, 2009
- *Freedom of Information and Protection of Privacy Act – Management of Access Request Files* - President’s Council, July 3, 2002
- *Freedom of Information and Protection of Privacy Act – Processing Requests for Information* – President’s Council Motion 199709.10
- *Freedom of Information and Protection of Privacy Act – Section 25 Disclosure of Information in the Public Interest* – President’s Council Motion 199709.10
- *Protection of Privacy and Information* – President’s Executive Council Motion 199703.25

6.2 The designation of head of public body in section 5 is effective immediately and supersedes any previous designation by the Board.

SUBJECT: CONFIDENTIALITY OF STUDENT RECORDS - PROCEDURE FOR OFFICERS OF THE UNIVERSITY TO ACCESS STUDENT RECORDS**1. Purpose**

To ensure that the disposition of student records is managed according to provincial legislation and to protect personal privacy by preventing the unauthorized collection for use or disclosure of personal information.

2. Scope

This policy is applicable throughout the University.

3. Authority

The Registrar is responsible for the administration of the Freedom of Information Protection of Privacy Act (FOIPOP) legislation and acts as the FOIPOP Officer for UNBC. The Registrar reports directly to the Vice-President (Academic) & Provost.

4. General

Any Officer of the University may submit a written request to access a student file based on their need to know information contained therein. The Registrar or delegate may authorize the release of information subject to the FOIP legislation.



SUBJECT: EMPLOYEE INFORMATION

Confidentiality:

Employee information at the University is covered by the Freedom of Information/Protection of Privacy Act. Except as required by legislation and for approved appropriate internal uses, information about an employee will be released only to that employee, unless the employee (i.e. employment status and annual salary to institutions such as banks) has granted previous WRITTEN authorization. Documentation concerning such authorizations is maintained in the employee's permanent record by the Human Resources Department or Office of the Vice-President (Academic) & Provost. Information includes, but is not limited to: home address(es), home phone number(s) and disciplinary actions taken against the employee. All employees who work with employee information must respect the confidentiality of this information

SUBJECT ACCESS TO INFORMATION AND PROTECTION OF PRIVACY**1. Purpose**

To provide policies which are consistent with the *University Act* and the *Freedom of Information and Protection of Privacy Act* (the "Act") regarding access to general information and the protection of personal information held by the University about students, employees or other persons whose contractual arrangements are administered by the University and where the University has custody or control of the information.

2. Responsibility

As the Head of the University, the President is responsible for the implementation of this policy.

Employees are responsible for maintaining the confidentiality of general and personal information according to the policies below and they are required to ensure that personal information is maintained in a secure manner.

Employees should consult, as needed, the University's Freedom of Information and Protection of Privacy ("FIPP") Officer about the disclosure of confidential and personal information, including information to be released under Sections 22(4) or 33 of the Act.

3. Scope

This policy applies to all employees of the University who have access to general and personal information.

4. Definitions

The terms below are those used in the Act. The definitions use examples from the university community to help illustrate their meaning. The following definitions describe the types of information which must not be disclosed to persons other than those who are authorized 1) under the *FIPP Act* and Section 6(e) of this policy, or 2) by consent from the person the information is about.

Personal Information means recorded information about an identifiable individual which includes, but is not limited to names, home addresses and telephone numbers, age, sex, marital or family status, identifying number, race, national or ethnic origin, colour, religious or political beliefs or associations, educational history, medical history, disabilities, blood type, employment history, financial history, criminal history, anyone else's opinions about an individual, an individual's personal views or opinions, and name, address and phone number of parent, guardian, spouse or next of kin.

It does *not* include information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual.

Educational History includes course grades, grade point average, academic status, graduation status, other institutions attended, admission status, course schedule and course registration status.

Financial History includes information about beneficiaries, insurance, benefits and debts.

Employment History includes personal recommendations or evaluations, character references or personnel evaluations, letters of discipline and reprimand and reasons for termination.

Medical History includes health care history relating to medical, psychiatric or psychological diagnosis, condition, treatment or evaluation.

Law Enforcement includes disciplinary investigations or proceedings that lead or could lead to a penalty or sanction being imposed and policing

Related Definitions

Applicant means the applicant (i.e. individual or organization) requesting access to information.

Third Party means the person or organization whom the information concerns other than the Applicant.

5. Access to Information

- (a) The University supports the public's right of access to information and the individual's right of access to, and the right to request correction of, personal information about themselves.
- (b) The University will provide routine access to information informally upon request, or actively disseminate information using existing procedures.
- (c) A person has a right of access to any record in the custody or under the control of the University, including a record containing personal information about the Applicant. However, the right of access does not extend to information excepted from disclosure under Sections 12 to 22 of the Act, but if that information can reasonably be severed from a record an Applicant has the right of access to the remainder of the record.
- (d) The right of access to a record may be subject to the payment of any fee required according to University policy or practice for informal access requests and for a formal access request under Section 75 of the Act.

6. Protection of Personal Privacy

Collection

- (a) The University will collect personal information about students, employees, graduates or others as provided for under Sections 26 and 27 of the Act, ensuring at all times that it uses an appropriate notice and method of collection.

Accuracy of Factual Information

- (b) The University will make every reasonable effort to ensure that the personal information it uses is accurate and complete. Upon request by an individual to whom information relates, the University will correct or annotate the information with a correction when documentary evidence, satisfactory to the University, is provided to substantiate the correction.

Protection

- (c) The University will protect personal information by making reasonable security arrangements to prevent the risk of unauthorized collection, access, use, disclosure or disposal of personal information.

Retention and Disposition

- (d) The University will retain for at least one year an individual's personal information when it is used to make a decision that directly affects the individual.

Use

- (e) The University will use personal information only:
 - i. for the purpose for which that information was obtained or compiled;
 - ii. for a use consistent with that purpose;
 - iii. with the written consent of the individual; or
 - iv. for the purpose for which that information was disclosed to the University.

Disclosure

- (f) The University will not disclose personal information about students or employees to any third party, unless it is otherwise provided for under Sections 22(4) or 33 of the Act.

7. Procedures

Access to General Information

- (a) The University will continue to provide public access to University records that are now released routinely in response to informal requests and do not contain confidential or personal information.
- (b) For informal requests, access will be provided according to those procedures used in the department or office that has custody of the information.
- (c) For formal requests, access will be provided according to those procedures coordinated by the University's FIPP Officer.

Access to Third Party Personal Information by Employees

- (d) Employee access to confidential personal information about students, employees or others paid through the University's payroll system where the university has custody or control of the information will be allowed if the information is necessary for the performance of the duties of the employee.
- (e) Access by employees will be administered according to those specific policies and procedures which may be established from time to time by the University to apply to the

personal information of specific groups of individuals, such as students, faculty, staff, graduates or others.

Access to Third Party Personal Information About Employees

- (f) Access to the following information about employees will be provided routinely pursuant to Section 22(4)(e) of the Act.:
- i. Position
 - ii. Functions
 - iii. Remuneration

Requests will be handled by the Provost regarding employees covered by the UNBC Faculty Agreement, and by the Vice-President (Administration and Finance) regarding all others.

- (g) Access to information about expenses incurred by employees while travelling at the expense of the University will be provided routinely pursuant to Section 22(4)(h) of the Act. Requests will be handled by the Vice-President (Administration and Finance).

Access for Research, Statistical, Archival or Historical Purposes

- (h) Access to personal information for research, statistical, archival or historical purposes will be allowed under conditions specified in Sections 35 and 36 of the Act. These include the written agreement of the researcher to comply with all relevant sections of the Act and with the University's policies and procedures relating to the protection of personal information.

Confidentiality of Letters of Reference and Personal Evaluations

- (i) Any employee, committee or ad hoc committee that is charged with making a recommendation or other decision on one or more of the following matters:
- Appointment and reappointment,
 - Renewal, tenure or promotion,
 - Admission to the University or to a program or Faculty within the University and associated matters,
 - Evaluation of academic or employment performance,
 - Awards or honours,
 - Investigation of misconduct or imposition of discipline,

must treat as confidential the personal information of the candidate.

Any letter of reference or personal evaluation is considered supplied in confidence by a third party to an employee or committee unless the third party expressly states otherwise.

**SUBJECT: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT -
DISCLOSURE OF STUDENT PERSONAL INFORMATION BY THE REGISTRAR'S
OFFICE**

When making an application for Admission, students are required to provide personal information to the Registrar's Office, including their names, addresses and telephone numbers. Such personal information is collected primarily for purposes of admission, registration and other decisions on academic status of the University. However, the Admission Application form gives students notice that their personal information may be used and disclosed for certain other purposes authorized under sections 32 and 36 of the *Freedom of Information and Protection of Privacy Act*. The relevant clause states as follows:

Personal information provided on this application is collected pursuant to the *University Act*, R.S.B.C. 1979, c.419, as amended, and the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1992, c.61, as amended, s.26. UNBC may use and disclose personal information in accordance with section 32 to 36 of the *Freedom of Information and Privacy Act*.

Student personal information is maintained on the student information system data base (Banner). When UNBC receives a request from an external organization for student personal information, UNBC employees should follow these steps:

- (1) require the party to make a written request
- (2) refer the part to sections 33, 35 and 36 of the Act; and
- (3) advise the party that it must show how it is entitled to receive student personal information from UNBC under the Act.

1. Application of the FOIPOP Act

One of the purposes of the Act, as set out in section 2 (1)(d) of the Act, is to protect personal privacy by preventing the unauthorized collection, use or disclosure of personal information by public bodies. UNBC has a duty to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal (s.30 of the Act).

The Registrar's Office may disclose student personal information only to the student him/herself, internal UNBC bodies and external bodies only in accordance with section 32 to 36 of the Act. In exercising their discretion in determining whether to disclose student personal information, the Registrar's Office bases its decision primarily upon two considerations: the nature of the party requesting information and the purpose for which the information will be used.

2. Parents

Parents are not entitled to receive personal information of children who are students of UNBC.

3. Research Purposes

Pursuant to ss. 32(c), 33(r) and 35 of the Act, student personal information may be used for research purposes, including research through the records of the BC Educational Records Linkage File. In all cases when used for research, individual identities will not be disclosed.

4. Student Bodies

Pursuant to ss. 32 (a), 33 (c) and 34 (1)(a) of the Act, the Registrar's Office may provide student personal information to various UNBC student societies; i.e. Northern British Columbia Graduate Student's Society, Northern Undergraduate Student Society, First Nations Student Association, if the student society has advised the Registrar's Office of their use of such information and the Registrar's Office has determined the use is consistent with the Act. Some of the uses of student personal information which are considered to have a reasonable and direct connection to the purpose for which the information was compiled include:

- (1) Student Elections - The Registrar may provide student societies with a nominal roll which includes: name, student number, program and number of credits.
- (2) Mailing to Students by Student Society - The Registrar may provide student societies with a disk which contains names, addresses and telephone numbers or with the address labels themselves.
- (3) Planning for Graduations - The Registrar may provide student societies with a list of student names and telephone numbers so that they can be contacted by telephone regarding plans for graduation.

5. Alumni Bodies

Pursuant to ss. 32(a) , 33(c) and 34(1)(a) of the Act, the Registrar's Office may provide student personal information, including student names, addresses and student numbers to the Alumni Association.

6. Scholarship and Award Donors

Pursuant to ss.32(b) and 33(b) of the Act, the Registrar's Office may provide student personal information to scholarship and award donors, and to media, only if the student has given written consent to the release of such information. In accordance with s. 6 of the Regulations, the student's consent to release of personal information must specify to whom the personal information may be disclosed and how the personal information may be used.

7. Equity Advisor

In investigating complaints, the Equity Advisor may need to contact students named by the complainant. In such circumstances, the Registrar's Office may provide personal information of students to the Equity Advisor.

Under section 33 (f) of the Act, UNBC may disclose personal information "to an officer or employee of the public body . . . , if the information is necessary for the performance of the duties of, . . . the officer, employer". An Equity Advisor is an employee of UNBC. The Equity Advisor requires the personal information of a respondent so that he/she may perform his/her investigate duties in the complaint process. There are no specific procedural requirements in the Act for internal disclosure of personal information.

Further, section 33 (p) of the Act allows UNBC to disclose personal information if "the head of the public body determines that compelling circumstances exist that affect anyone's health of safety and if notice of disclose is mailed to the last known address of the individual the information is about". In circumstances involving harassment or stalking, it is clear that compelling circumstances may exist that affect the complainant's health of safety. Thus, this provision allows UNBC to disclose personal information to an external body if the particular individual is given notice of such disclosure.

8. Compliance with Other Enactments

Pursuant to ss. 32 (c), 33 (d) and 34 (1)(b) of the Act, the Registrar's Office may provide student personal information to external organizations or institutions. Requests for student personal information must be made in writing and the external organization or institution must state and

enclose a copy of the legal authority upon which they are relying. For example, requests by Statistics Canada for student personal information relying upon s. 13 of the *Statistics Act*, R.S.C., c. S-19.

9. Relevant Sections of the Freedom of Information and Protection of Privacy Act

Sections 32 to 36 of the Act.

10. For More Information

Office of the Registrar:

<http://www.unbc.ca/registrar/contact.html>

Executive and Governance Services Manager:

(Freedom of Information/Protection of Privacy Officer)

<http://www.unbc.ca/provost/contact.html>

SUBJECT: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT – FEE WAIVERS

75 (5) The head of a public body may excuse an applicant from paying all or part of a fee if, in the head's opinion:

- a) the applicant cannot afford the payment or for any other reason it is fair to excuse payment, or
- b) the record relates to a matter of public interest, including the environment or public health or safety.

1. Applicant's Burden of Proof of Entitlement

Under section 75 (5) of the Act, the applicant has the burden of proving entitlement of a fee waiver since it effectively amounts to a discretionary financial benefit. In Order no. 90, the Commissioner stated:

...To be excused from paying a fee under the Act is to receive a discretionary financial benefit; conversely, the Province foregoes revenue to which it would otherwise be entitled under the Act. Thus it appears logical that the party seeking the benefit should prove its entitlement on the basis of the criteria specified in the Act ...

In order to rely upon subsection 75 (5)(1), the applicant must provide the public body with sufficient evidence to prove the claim that he/she is unable to pay fees (Orders No. 146 and 147).

In order to rely upon subsection 75 (5)(b), the applicant must make "a reasonable and reasoned effort to demonstrate why a specific request merits a fee waiver for reasons such as the fact that ... the record relates to a matter of public interest, including the environment or public health and safety" (Orders No. 154 and 155).

2. Head of Public Body's Exercise of Discretion

Applicant's Inability to Pay & Fairness:

Section 75(5)(a) of the Act does not create an unlimited right of access to public body records to those who cannot afford payment. In exercising his/her discretion to waive a fee, the head of the public body must balance reasons related to the financial ability of the applicant against other factors related to fairness such as the scope of the request, the relevance of the information, the applicant's prior access requests and the public body's limited resources for processing FOI requests (Orders No. 79 and 156).

3. Public Interest

Section 75 (5)(b) confers discretionary authority upon the head of the public body to determine what, in his/her opinion, is in the public interest. In Order No. 155, the Commissioner set out a two-step process:

- 3.1 The head must consider the records requested and decide whether, in his or her opinion, they relate to a matter of the public interest. The focus should be on the nature of the information. To give some guidance to public bodies, I suggest that the following kinds of factors should be considered.

-
- has the information been the subject of recent public debate?
 - does the subject matter of the record relate directly to the environment, public health or safety?
 - would dissemination of the information yield a public benefit by disclosing an environmental, public health, or safety concern, contributing meaningfully to the
 - development or understanding of an important environmental, health, or safety issue, or
 - assisting public understanding of an important policy, law, program, or service?
 - do the records show how the public body is allocating financial or other resources?

3.2 If the head decides that the records do relate to a matter of public interest, then he or she must then determine whether the applicant should be excused from paying all or part of the estimated fees. The focus here should be on the applicant and the purpose for making his or her request. Factors that should be considered would include:

- is the applicant's primary purpose to disseminate information in a way that could reasonably be expected to benefit the public, or to serve a private interest?
- is the applicant able to disseminate the information to the public?

The Commissioner will defer to the head of the public body's decision if it was reasonable for the head to determine that the applicant is pursuing his own private self-interest (Orders No. 147 and 162). Further, in order for records to constitute "a matter of public interest", there must be some urgency for the communication of the records to the public at large (Order No. 162).

4. Commissioner's Role in Reviewing Public Body's Decision

Under section 42 (2)(c) of the Act, the Commissioner has authority to monitor suspected abuses of section 75. In reviewing UNBC's decision to deny an applicant's request for a fee waiver, the Commissioner's role is to ensure that UNBC has exercised its discretion under section 75 (5) in an appropriate manner.

Generally, the Commissioner defers to the public body's exercise of discretion if he is satisfied that the discretion has been exercised properly and in good faith or if the fee imposed is relatively modest compared to the public body's estimated total costs (Orders No. 90, 98).

While the Commissioner endeavours to defer to the judgement of a public body, he is authorized under section 58 (3)(c) of the Act to excuse or reduce a fee in situations in where the head has not acted in good faith, has taken into account irrelevant or improper considerations, or has acted with a purpose contrary to the Act (Orders No. 154 and 155).

5. Relevant Sections of the *Freedom of Information and Protection of Privacy Act*

Sections 25, 42, 58 and 75 of the Act.

6. For More Information

Office of the Registrar:

<http://www.unbc.ca/registrar/contact.html>

Executive and Governance Services Manager:

(*Freedom of Information/Protection of Privacy Officer*)

<http://www.unbc.ca/provost/contact.html>

**SUBJECT: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT -FEES
RELATING TO REQUESTS**

1. Requests from Commercial Applicants

Labour

- Actual cost to UNBC of locating, retrieving and producing the record.
- Actual cost to UNBC for preparing the record for disclosure, not including time severing information from a record.
- Actual cost to UNBC for shipping and handling the record and providing a copy of the record.

Photocopying

\$0.25 per sheet

2. Requests from Non-commercial Applicants

Labour

- \$30.00 per hour, after the first 3 hours, for locating, retrieving and producing the record.
- \$30.00 per hour for preparing the record for disclosure, not including time severing information from a record.
- \$30.00 per hour for shipping and handling the record and for providing a copy of the record.

Photocopying

\$0.25 per sheet

3. Requests from Individuals for Personal Information

No charge for labour or photocopying.

4. Deposit

Upon receiving a fee estimate, if an applicant wishes to proceed with a request, UNBC requires acceptance of the fee estimate in writing and a deposit of half of the amount of the fee estimate before UNBC will proceed with processing the request. The actual cost of fulfilling a request may be greater or less *than* the fee estimate. Although an applicant will be charged the entire amount *of* the search fee, the applicant will only be provided with copies of records which the applicant is entitled under the Act. If the applicant does not respond to a fee estimate within 30 days, UNBC will regard the application as withdrawn.

5. Fee Waiver

The Registrar may excuse an applicant from paying all or part of a fee, if, in the Registrar's opinion:

- (a) the applicant cannot afford the payment or for any other reason it is fair to excuse payment, or
- (b) the record relates to a matter of public interest, including the environment, public health or safety.

7. For More Information Call

Office of the Registrar:

<http://www.unbc.ca/registrar/contact.html>

Executive and Governance Services Manager:

(Freedom of Information/Protection of Privacy Officer)

<http://www.unbc.ca/provost/contact.html>

SUBJECT HEAD OF THE INSTITUTION AND DELEGATION OF AUTHORITY UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**1. Purpose**

To ensure compliance with the *Freedom of Information and Protection of Privacy Act* ("Act") by designating who the head of the University is for the purposes of the Act and designate the persons who are authorized to perform any duty or exercise any function under the Act.

2. Definitions

- 2.1 "Implementation Authority" means those University officers authorized to implement decisions made pursuant to the Act. These University officers are listed in Schedule A to this policy.

3. Policy**3.1 Head of the Institution**

The Board of Governors, pursuant to section 77(a) of the Act, designates the President and Vice-Chancellor of the University of Northern BC as the head of the institution for the purpose of administering the University's compliance with the Act.

3.2 Delegation of Authority

The Board of Governors, pursuant to section 77(b) of the Act, designates the positions listed in Schedule A to the implementation authority to perform any duty or exercise any function under the Act of the person designated as the head of the institution.

4. Scope

This policy applies to all University units and employees.

5. FOIPOP Officer's Responsibilities

- 5.1 The Freedom of Information and Protection of Privacy Officer's responsibilities include:
- a) Processing formal freedom of information requests and requests to correct personal information made under the Act by:
 - i) Logging, monitoring, and tracking formal requests for information that is in the custody or control of the University;
 - ii) Coordinating the location, retrieval, and production of records that respond to a request and obtaining copies from University departments and employees;
 - iii) Preparing required notices to applicants and third parties;
 - iv) Reviewing records for confidential and personal information to which exceptions to the right of access apply;
 - v) Documenting the review;
 - vi) Severing records if necessary; and

-
- b) Serving as the primary contact with the Office of the Information and Privacy Commissioner for British Columbia regarding complaints or requests for review of University access and other decisions made under the Act including preparation for mediation and Commissioner's inquiries.
 - c) Develop information policy and procedures to coordinate the University's administration and compliance with the Act.
 - d) Be the office of record documenting the University's functions and activities under the Act.
 - e) Evaluate program operations and costs.
- 5.2 An Implementation Authority's responsibilities may include direct or indirect action as follows:
- a) Coordinating the location, retrieval, and production of records within their department that respond to a request.
 - b) Investigating privacy breaches and complaints.
 - c) Providing advisory services by interpreting the provisions of the Act and how they apply to the University's records, administration and operations.
 - d) Providing information and training to University employees about the law and its application to University records, administration, and operations.

Schedule A

Delegation of *Implementation Authority* under the *FIPP Act*

General Authority

- *Executive and Governance Services Manager* as Freedom of Information and Protection of Privacy Officer

Authority Pertaining to Office Held

- *Director, Finance & Budgets*
- *Director, Human Resources*
- *Director, ITS*
- *University Librarian*
- *University Registrar*

**SUBJECT: *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT –
MANAGEMENT OF ACCESS REQUEST FILES***

A file should be opened for all access requests. In managing files for requests for access to information under the Act, three areas to consider include: (1) security of files, (2) naming files, (3) content of files.

1. Security of Files

Access request files should be kept in a secure filing cabinet out of reach of the public. The filing cabinet should be locked during non-working hours.

2. Naming Files

Requests for an applicant's personal information - files should be named with the name of the applicant. Requests for non-personal information - files should be named by the type of record being sought (e.g. Expense payments in the Forestry Faculty) or the location of the record (e.g Athletic Centre).

3. Content of Files

The files should contain all communications with the applicant (correspondence and notes of phone calls, particularly if the calls relate to such things as revision of the access request) and a master copy of any records provided to the applicant.

The master copy of the records provided to the applicant should be in chronological order and numbered. It should be possible to ascertain from the file what were the contents of the original records and what portions of the original records were severed from the records provided to the applicant.

4. Relevant Sections of the *Freedom of Information and Protection of Privacy Act*:

Sections 6 and 22.

5. For More Information

Executive and Governance Services Manager:
(*Freedom of Information/Protection of Privacy Officer*)
<http://www.unbc.ca/provost/contact.html>

**SUBJECT: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT -
PROCESSING REQUESTS FOR INFORMATION**

1. Identity of an Applicant

The identity of an individual applicant for personal or non-personal information under the Act should only be disclosed to those persons at UNBC who need to know the applicant's identity in order to process the request.

The identity of an individual applicant may also be disclosed to persons receiving third party notices under section 23 of the Act if UNBC has reason to believe that the applicant may cause some harm if certain information is released (see section 19 of the Act).

The identity of a commercial applicant for personal or non-personal information under the Act may be disclosed as privacy rights do not attach to commercial entities.

2. Release of Anonymous Information

The Office of the Registrar occasionally received records in response to requests for information that cannot be identified by name or any identifying mark, although it is clear from the content of the record that the correct record has been located.

If the Office of the Registrar is confident that the records have been correctly identified, such "anonymous records" will be released. However, if records cannot be identified with any certainty, such records will not be released.

3. Relevant Sections to the Freedom of Information and Protection of Privacy Act

Sections 6 and 22.

4. For More Information Call

R. Alex Reed, Associate Vice-President (Student Services/University Registrar) at: (250) 960-6335 or fax (250) 960-6330.

Bethany Haffner, Secretary to the Registrar at (250) 960-6334.

SUBJECT: *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT - SECTION 25 - DISCLOSURE OF INFORMATION IN THE PUBLIC INTEREST*

- (1) Whether or not a request for access is made, the head of a public body must, without delay, disclose to the public, to an affected group of people or to an applicant, information
 - (a) about a risk of significant harm to the environment or the health or safety of the public or a group of people, or
 - (b) the disclosure of which is, for any other reason, clearly in the public interest.
- (2) Subsection (1) applies despite any other provision of this Act.

The burden of proof with respect to the application of section 25 is on the applicant. In order to rely upon section 25, the applicant must show

- (1) that the records concern a public, not a private, interest;
- (2) that there is some urgency for the communication of those records to the public at large; and
- (3) that such disclosure is clearly, not just arguably, in the public interest.

Relevant Sections of the *Freedom of Information and Protection of Privacy Act*

Section 25 of the Act.

For More Information

Office of the Registrar:

<http://www.unbc.ca/registrar/contact.html>

Executive and Governance Services Manager:

(Freedom of Information/Protection of Privacy Officer)

<http://www.unbc.ca/provost/contact.html>

SUBJECT: PROTECTION OF PRIVACY AND INFORMATION

The University of Northern British Columbia gathers and maintains information used for the purposes of admission, registration and other fundamental activities related to being a member of the UNBC community and attending a public post-secondary institution in the Province of British Columbia. In signing an application for admission, all applicants are advised that both the information they provide and any other information placed into the student record will be protected and used in compliance with the BC Freedom of Information and Privacy of Protection Act (1992).

Agenda Item:	9.a.(i) Reports of the Vice-Presidents – Provost & Vice-President Academic
Material:	Recruitment and Enrolment Report

November 14, 2018

November 1st Snapshot Fall Semester FTE, Winter Semester 2018 FTE, and Fall Applications 2019

The following summary compares Fall 2016 to 2018 Full Time Equivalents (FTE) and headcounts as of November 1, 2018. Fall 2019 application numbers are also compared to Fall 2018 numbers as of the November 1st snapshots.

Executive Summary:

Fall 2018 FTE summary:

FTE change from last year

- Total domestic tuition FTE up 3.8% (99.3)
 - At 80.0% of UNBC target (3403.1)
- Total international tuition FTE down -1.6% (-2.1)
 - At 25.6% of UNBC target (507.9)

Head Count change from last year

- Total domestic tuition h.c. up 1.5% (50)
 - At 83.8% of UNBC target (4012)
- Total international tuition h.c. up 4.2% (7)
 - At 26.5% of UNBC target (657)

Winter 2019 FTE summary:

FTE change from last year

- Total domestic tuition FTE up 6.0% (115.4)
 - At 63.7% of UNBC target (3186.0)
- Total international tuition FTE up 10.3% (7.5)
 - At 17.0% of UNBC target (468.4)

Head Count change from last year

- Total domestic tuition h.c. up 6.6% (153)
 - At 64.3% of UNBC target (3834)
- Total international tuition h.c. down -1.2% (-1)
 - At 16.9% of UNBC target (610)

Fall 2019 Applications Summary:

Total applications up 9.3% (110 h.c.) from Fall 2018.

Total admissions down -2.2% (-8 h.c.) from Fall 2018.

Total registrations flat n/a (0 h.c.) from Fall 2018.

Fall 2018 More Detailed:

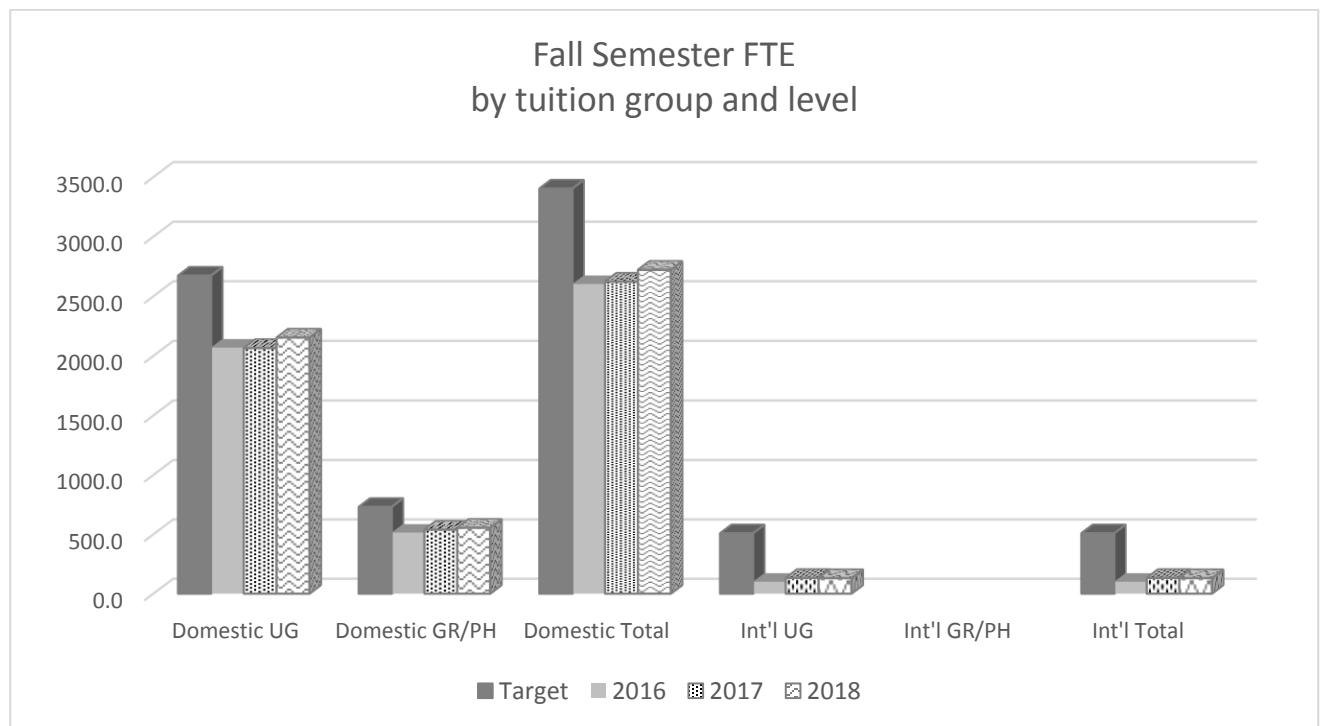
Domestic Tuition FTE

- Undergraduate FTE up 4.3% (87.9)
 - At 80.6% of UNBC target (2672.5)
- Graduate FTE up 3.0% (16.0)
 - At 75.9% of UNBC target (730.6)
- Continuing Studies FTE down -25.8% (-4.7)

International Tuition FTE

- Undergraduate FTE down -1.6% (-2.1)
 - At 25.6% of UNBC target (507.9)

College breakdown (FTE)	
CASHS	<ul style="list-style-type: none"> • Overall FTE up 6.2% (82.0) • Undergraduate up 6.7% (69.0) • Graduate up 4.3% (13.0)
CSAM	<ul style="list-style-type: none"> • Overall FTE up 2.9% (38.8) • Undergraduate up 2.3% (26.1) • Graduate up 5.8% (12.7)
Cross College	<ul style="list-style-type: none"> • Overall FTE down -26.2% (-18.9) • Undergraduate down -16.8% (-9.2) • Graduate down -55.8% (-9.7)
Continuing Studies	<ul style="list-style-type: none"> • Overall FTE down -25.8% (-4.7)



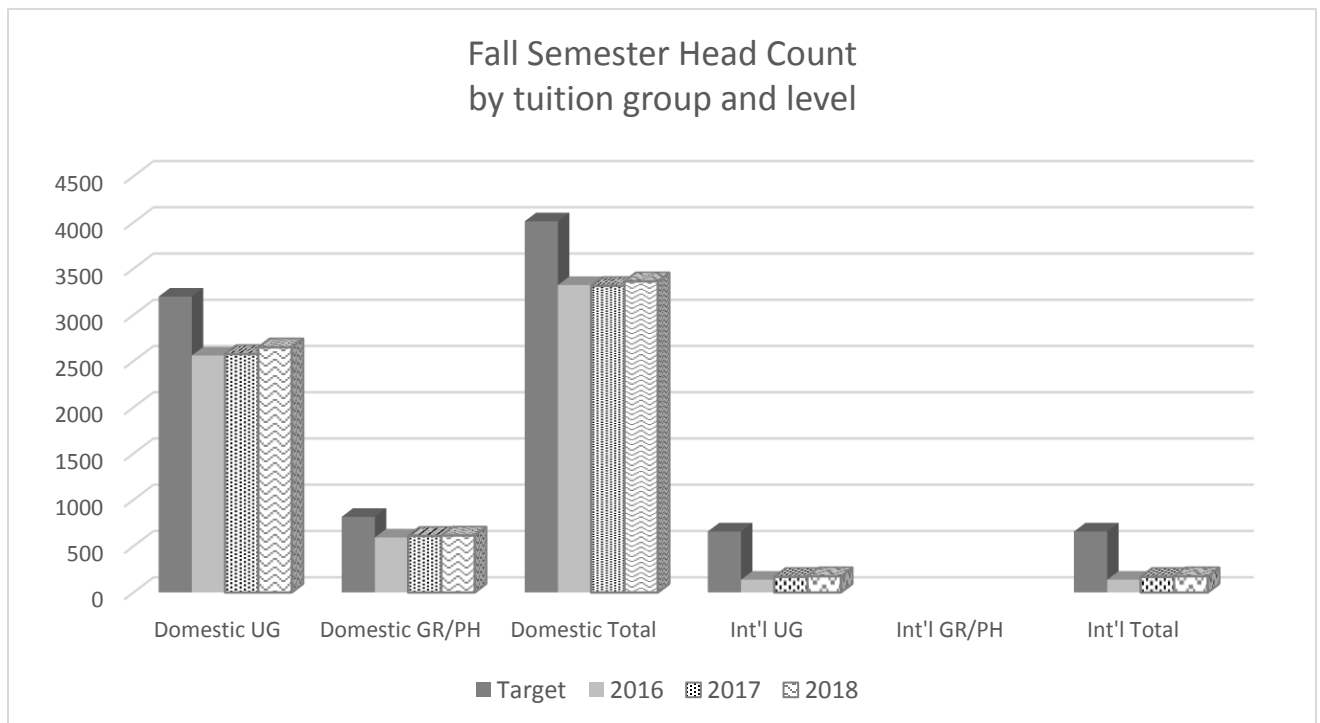
Domestic Tuition Head Count

- Undergraduate h.c. up 2.8% (72)
 - At 82.8% of UNBC target (3196)
- Graduate h.c. up 0.7% (4)
 - At 75.3% of UNBC target (815)
- Continuing Studies h.c. down -20.6% (-26)

International Tuition Head Count

- Undergraduate h.c. up 4.2% (7)
 - At 26.5% of UNBC target (657)

College Breakdown (h.c.)	
CASHS	<ul style="list-style-type: none"> • Overall h.c. up 4.1% (68) • Undergraduate up 4.9% (63) • Graduate up 1.4% (5)
CSAM	<ul style="list-style-type: none"> • Overall h.c. up 2.6% (41) • Undergraduate up 2.1% (29) • Graduate up 5.4% (12)
Cross College	<ul style="list-style-type: none"> • Overall h.c. down -19.0% (-26) • Undergraduate down -11.3% (-13) • Graduate down -59.1% (-13)
Continuing Studies	<ul style="list-style-type: none"> • Overall h.c. down -20.6% (-26)



NOTES:

The UNBC semester targets seen in this report are derived from targets set by the institution on a fiscal year bases. Ratios were calculated to determine what portion of a yearly FTE/head count total come from each semester in the year (based on a 3-year average). These ratios were then applied to the fiscal targets to generate the semester targets.

This new version of the FTE bi-weekly shows three years (up from two in the previous version) of a given term as of a given snapshot date. For example on November 15th 2017 the winter FTE report shows data for winter 2018 as of Nov 15th 2017, winter 2017 as of Nov 15th 2016 and winter 2016 as of Nov 15th 2015.

More emphasis has been placed on clearly differentiating the numbers based on a “tuition group” breakdown. This concept is important in understanding which numbers are part of the Ministry targets and which are not. When yearly FTE numbers are reported to the ministry, they only included those related to domestic tuition paying students. Numbers generated from international tuition paying students are not included.

A distinction related to the above International tuition concept is that of international residency. Numbers are provided in the report for both international tuition and international residency and it is important to understand that they are not the same thing. A student can be of international residency (not Canadian, Permanent, Landed) and still be paying domestic tuition rates, for example most GR and PH level students currently at UNBC. In these cases the FTE and headcounts of these international students would be included in total reported to the Ministry.

Agenda Item:	9.a.(i) Reports of the Vice-Presidents – Provost & Vice-President Academic
Material:	Summary of Maclean’s Magazine 2019 University Rankings

Maclean's – 2019 University Rankings November 2018

UNBC is ranked number 2 in the Primarily Undergraduate category. Maclean's ranking takes a measure of the undergraduate experience, comparing universities in three peer groupings. Those in the Primarily Undergraduate category are largely focused on undergraduate education, with relatively few graduate programs.

	Category	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Students & Classes	Student Awards	2	1	1*	2	3	3	3	3	3	3	3
	Student/Faculty Ratio	2	3	3	3	3	2	2	2	2	8	6
	Student Satisfaction	4	6	4	8							
Faculty	Awards Per Full-Time Faculty	6	5	5	4	4	4	4	3	3	2	3
	Social Sciences & Humanities Grants	12	5	7*	6	7	10	8	3	10	4	1
	Medical/Science Grants	13	14	13	10	9	8	7	4	7	7	4
	Citations	10	8	7*								
Resources	Total Research Dollars	4	7	3	2	5	3	1	6	1	1	1
	Operating Budget	1	1	6	4	6	5	4	6	6	7	2
Student Support	Scholarships & Bursaries (% of Budget)	16	15*	15	16	15	16	12*	14	17	17	16
	Student Services (% of Budget)	12	10	10*	11	9	8	6*	8	10	14	11
Library	Expenses	2*	4	4	5	1	6	6	3	7	4	4
	Acquisitions	9*	1	2	2	1	10	2	6	3	5	3
Reputation	Reputational Survey (Best Overall)	7	7	8	9	9	11	7	9	9	11	8

* indicates a tie

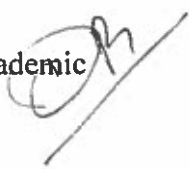
The overall ranking is composed of a weighted score:

- 28% Students, including success of students winning national academic awards over the previous five years, as well as student satisfaction results from Maclean's new survey.
- 24% Faculty, including the numbers who have won major national awards and success in securing research grants from three major federal granting agencies.
- 20% Resources, including amount of money available for current expenses per weighted full-time equivalent student.
- 13% Student Support, including percentage of the budget spent on student services, as well as scholarships and bursaries.
- 15% Reputation. This is rated on four categories: Best Overall, Highest Quality; Most Innovative and Leaders Of Tomorrow.

In the National Reputational Ranking, UNBC is 35th out of 49 in the Best Overall category.

Agenda Item:	9.a.(i) Reports of the Vice-Presidents – Provost & Vice-President Academic
Material:	Notification of Upcoming Promotion & Tenure Process

MEMORANDUM

TO: Daniel Weeks, President
FROM: Dan Ryan, Provost and Vice-President Academic 
DATE: November 9, 2018
RE: University Promotion and Tenure Committee

Dr. Weeks,

The UPTC has received notice that four (4) faculty members will be applying for tenure, two (2) faculty members are applying from promotion to Associate Professor, two (2) faculty members are applying for promotion to Professor, and two (2) Senior Lab Instructors are applying for promotion to SLI III.

The UPTC committee will meet the first week of December.

The UPTC consists of: the Provost, the Dean of Regional Programs, two (2) tenured Senator representatives, one (1) alternate Senator representative, one (1) tenured faculty member from the College of Science and Management, one (1) alternate tenured faculty member from the College of Science and Management, one (1) tenured faculty member from the College of Arts, Social and Health Sciences, one (1) alternate faculty member from the College of Arts, Social and Health Sciences, one (1) tenured faculty member appointed by the Faculty Association, one (1) librarian, and one (1) senior laboratory instructor.

Agenda Item:	9.a.(i) Reports of the Vice-Presidents – Vice-President, Finance and Business Operations
Material:	Housing Report – November 2018

Housing Report

November 2018



Background

Currently, UNBC has two buildings for student housing. These buildings, completed in 1995 and 1996, contain 270 beds each, for a total stock of 540. The majority of beds are configured in four-bedroom suites with a shared bathroom, kitchen and living room area in each. The remaining stock is in two-bedroom suites, allocated to residence advisors.

In the summer of 2016 and 2017, substantial renovations to the existing buildings were completed. One of the primary activities was to connect housing to UNBC's Bioenergy plant and install hot water heat. At the same time, interior renovations included upgraded lighting, flooring, doors, bathroom fixtures, furniture, and kitchen areas. Exterior improvements for safety and access were also completed. The total cost of the renovations was \$12, 571, 000, funded through an internal loan which is paid back over a period of approximately 10 years from Housing revenue.

For the last four years, UNBC has maintained a wait list for fall intake.

Given that UNBC has a consistent wait list and well-maintained existing stock of beds, UNBC has explored how best to meet the growing demand for on-campus housing. In March 2018, a Canadian research company, CRi, was contracted to complete a demand analysis. Through student survey, stakeholder interviews and focus groups, CRi explored drivers of student satisfaction with existing housing, analyzed the off-campus housing market, and projected demand and purchase intent. The data further breaks down demand by student segments, such as undergraduate, graduate, Aboriginal, and International etc. This information allows us to prioritize action to improve existing housing services and programming, but also gives us the ability to project demand for new beds and amenities.



Current Planning

Combining the demand analysis with other decision-making tools, management has determined that there is demand for 255 additional beds on campus in configurations that differ from existing stock: 75 two-bedroom suites, 80 studio suites, and 25 single-bedroom suites. Integration of study space, common areas, and technology infrastructure are vital as well. A new building would increase both variety and supply, resulting in high occupancy rates, enhanced student experience, and an expanded capacity to deliver student housing at UNBC with consideration of a diverse student body.

In the 2018 budget, the Province of BC announced a new student housing program that is expected to build 5000 new student housing beds, with \$450M in provincial funds available for borrowing.¹

The following news releases provide information on projects already approved by the Province through the BC Student Housing Loan Program:

- College of New Caledonia <https://news.gov.bc.ca/releases/2018AEST0059-000761>
- Thompson Rivers University <https://news.gov.bc.ca/releases/2018PREM0046-001261>
- University of Victoria <https://news.gov.bc.ca/releases/2018PREM0081-002199>

UNBC participated in a Provincial Student Housing Forum in October, at which point details of the application and borrowing process were reviewed.

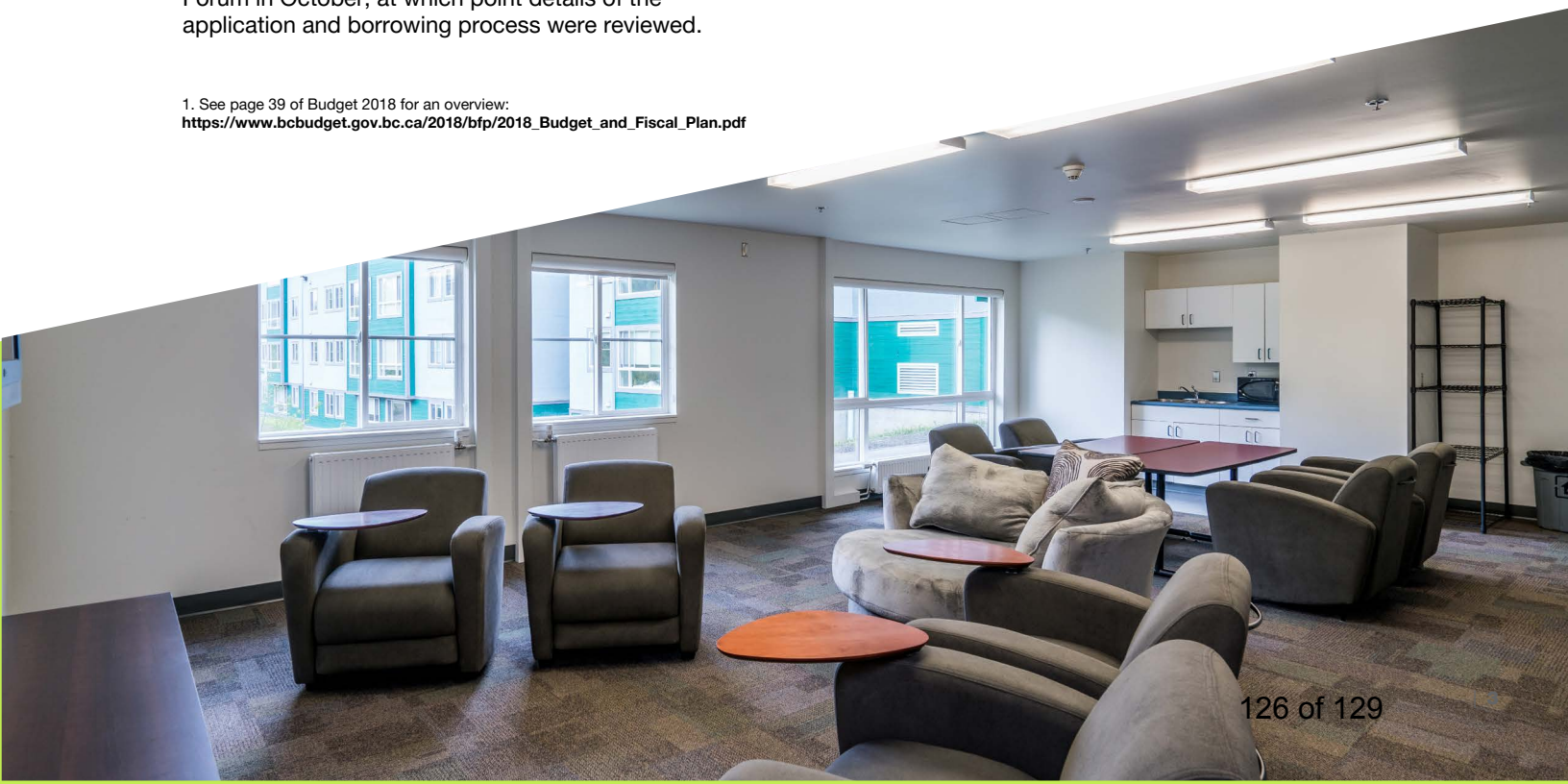
The Ministry of Advanced Education, Skills and Training expects a complete Business Case and Financial Model from participating universities in order to approve a loan, that includes detailed capital and operating budgets, risk assessment, and implementation strategy. The financial model assumes the following, although final terms will be set when an agreement is executed:

- 3.5% interest rate
- 30-year payback period
- Minimum 25% contribution from Institution

The Business Case must include a completed functional program and concept design. In October, UNBC contracted HCMA Architecture & Design to complete these components. The outcome will be an understanding of the types of spaces and use of spaces within a new Residence, including square footage and Class C construction cost estimates. We have had integrated meetings with HCMA and DIALOG, the firm responsible for completing our Campus Master Plan, to ensure potential sites make sense in the context of other long-term planning. Further site evaluation is currently underway.

A final presentation by HCMA of the functional program and concept design is expected November 26. Our draft Business Case and Financial Model will then be finalized for UNBC Board of Governors to review and approve.

1. See page 39 of Budget 2018 for an overview:
https://www.bcbudget.gov.bc.ca/2018/bfp/2018_Budget_and_Fiscal_Plan.pdf



Agenda Item:	9.a.(i) Reports of the Vice-Presidents – Associate Vice-President People, Organizational Design and Risk
Material:	<ol style="list-style-type: none">1. UNBC Employee Complement Overview2. UNBC Annual Employee Turnover Rates 2012 - 2018

University of Northern British Columbia (UNBC)									
Employee Complement Overview									
Employee Groups	Head Count		FTE Count		Average Age	Gender			
						M	F	M	F
CUPE	324	39%	299	44%	43	90	234	28%	72%
Deans / Academic Administrators	6	1%	6	1%	57	3	3	50%	50%
Directors	14	2%	11	2%	47	7	7	50%	50%
Exempt	68	8%	68	10%	44	20	48	29%	71%
Sr. Executive	8	1%	6	1%	57	6	2	75%	25%
Academic Svs	68	8%	52	8%	38	27	41	40%	60%
*Faculty	342	41%	243	35%	50	145	197	42%	58%
	830		685						

Total Faculty Headcount and FTE includes Part time Instructors, Senior Lab Instructors and Librarians
 *Average Age Faculty (Excluding Sessional Appointments): 53

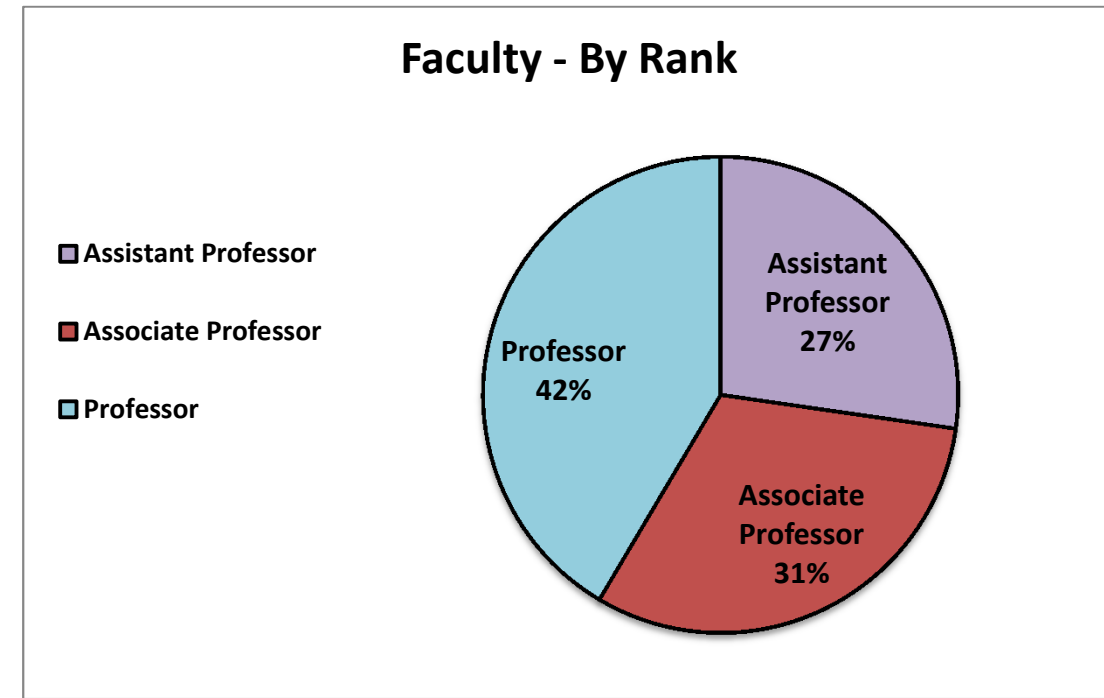
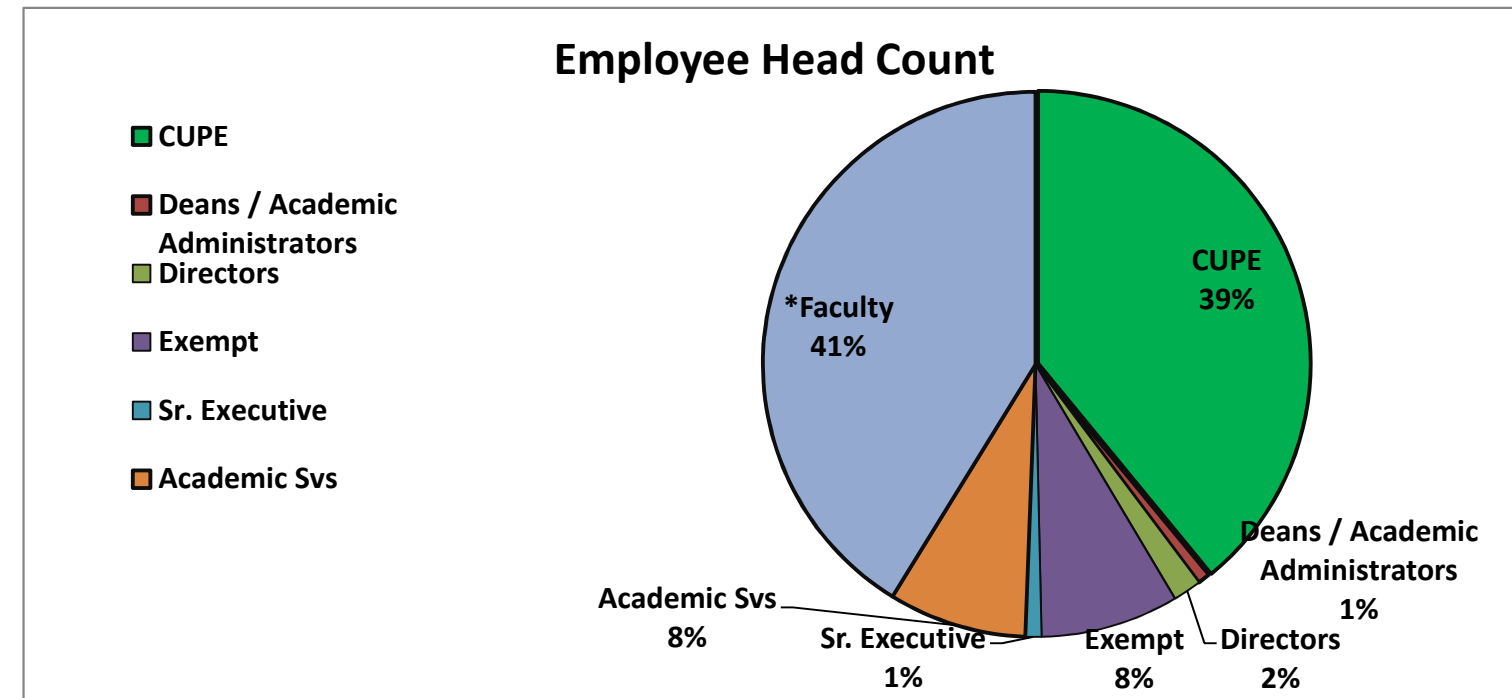
Faculty - By Rank	Head Count	FTE Count
Assistant Professor	48	46
Associate Professor	55	55
Professor	73	73
	176	174

Note:
 *Average salaries by rank are based on Stats Can 2017 data

Note:
 CUPE headcount excludes casual employees
 CUPE FTE excludes casual assignments
 Faculty headcounts includes only primary jobs
 Faculty counts includes sessional appointments

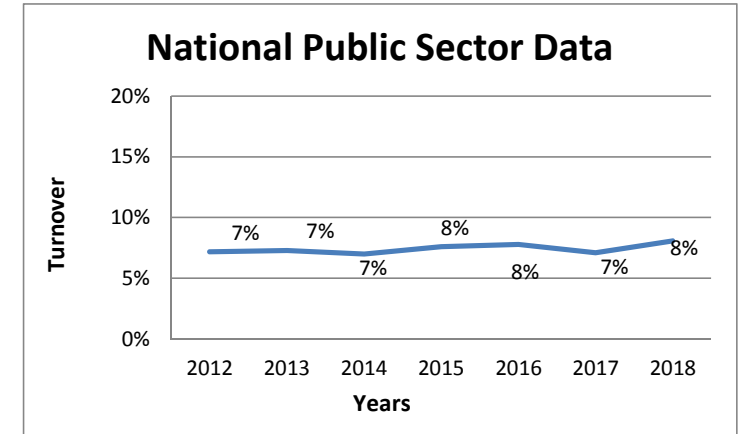
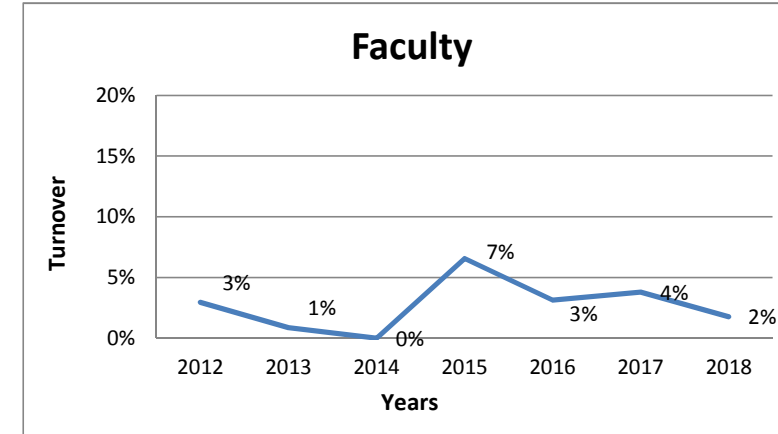
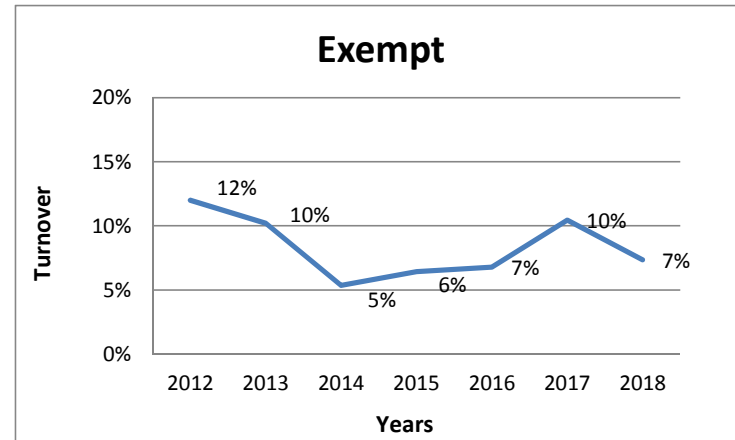
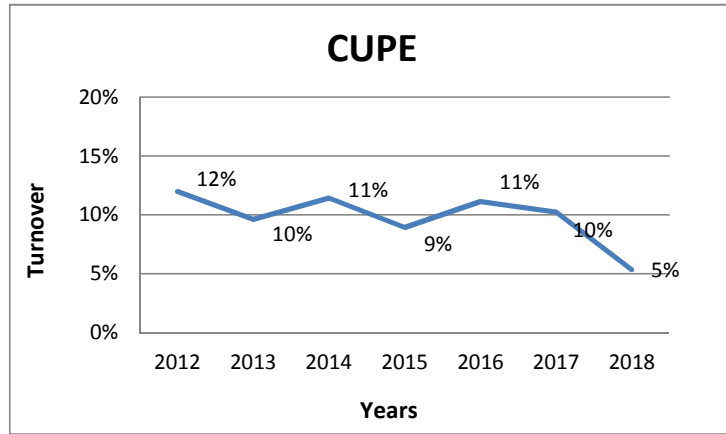
Salary Information	
Employee Groups - Average Salaries	
CUPE	\$49,623.29
Directors	\$105,012.07
Exempt	\$71,298.21
Sr. Executive	\$200,510.96
Academic Svs	\$43,994.30
*Faculty	
Assistant Prof	\$78,659.92
Associate Prof	\$112,654.70
Full Professor	\$117,043.77

FTE excludes phased retirements and reduced work loads



Employee Headcount	2017	2018	Change
CUPE	350	324	-7%
Deans / Academic Administrators	6	6	0%
Directors	12	14	17%
Exempt	60	68	13%
Sr. Executive	9	8	-11%
Academic Svs	86	68	-21%
*Faculty	367	342	-7%
Total	890	830	-7%

Notes:
 Faculty headcount includes part-time sessional instructors and can fluctuate at any given time.
 Exempt headcount increase due to the following factors:
 One CUPE EA was moved to Exempt;
 Two new Advancement Exempt positions, including one term;
 Filled 3 vacant Human Resources positions;
 Two new Associate Registrar positions.
 CUPE headcount reduction due to the following factors:
 Unfilled vacation positions, currently 17 CUPE postings;
 CUPE EA moved to Exempt.



Turnover data collected as of October 30th of every year

Source: The Conference Board of Canada

Notes:

CUPE turnover is including casual employees
 Faculty excludes part-time sessional employees. Excludes promotion
 Public Sector data is based on the Conference Board of Canada Voluntary Turnover rates

