

General Faculties Council  
**GFC EXECUTIVE COMMITTEE**  
Approved Minutes

Meeting 56  
September 25, 2018, 2:00 p.m.

A167

***Voting Members***

Elizabeth Cannon, Chair  
Dru Marshall, Vice-Chair  
Tara Beattie  
Eloise Carr  
Elena Favaro  
Lorraine Radtke  
Jessica Revington  
Lesley Rigg  
Dennis Sumara  
Trevor Tombe  
Hussein Warsame

***Non-Voting Member***

Paul Rogers

***Secretary***

Susan Belcher

***Scribe***

Elizabeth Sjogren

***Regrets***

Joule Bergerson

***Guests***

Deborah Book, Legal Counsel – present for Items 7 and 8  
Linda Dalgetty, Vice-President (Finance & Services) – present for Item 7  
Karen Jackson, General Counsel – present for Items 8 and 9  
Andrea Klaiber-Langen, Student Appeals Officer – present for Item 4

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The Chair called the meeting to order at 2:00 p.m. and confirmed quorum.

**1. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the September 25, 2018 General Faculties Council Executive Committee meeting be approved.

**Carried**

**2. Remarks of the Chair and Vice-Chair**

The Chair included the following in her remarks:

- A 19,000-acre cattle ranch, valued at \$44 million, has been gifted to the University's Faculty of Veterinary Medicine. The gift is intended to create a world-leading centre of excellence in beef

cattle research, and will allow students to engage in immersive learning. This is the largest ranch, in terms of monetary value, ever gifted in North America, and the largest in size in Canadian history.

- University representatives were in Ottawa yesterday to meet with government representatives on matters such as investing in work-integrated learning
- The Community Report will be given tomorrow, September 26, 2018. Members of the campus community are encouraged to attend or to watch the live stream. The report will highlight the University's successes over the past year in achieving the *Eyes High 2017-22* goals.

The Vice-Chair included the following in her remarks:

- It has been a busy start to the term, with a variety of issues to manage, and members of the campus community are encouraged to look out for one another. UFlourish Week will be held October 9-12, 2018, and members of the campus community are encouraged to attend.
- The province's Talent Advisory Council on Technology has been meeting, and is developing ideas for things such as work-integrated learning and technology-related short courses

### **3. Approval of the September 5, 2018 Meeting Minutes**

Documentation for this item was circulated with the Agenda.

#### **Moved/Seconded**

That the Minutes of the General Faculties Council Executive Committee meeting held on September 5, 2018 be approved.

**Carried**

### **4. Appointment of Appeal Review Administrators for the University Appeals Tribunal and University Appeals Committee**

Documentation for this item was circulated with the Agenda. Andrea Klaiber-Langen presented this item.

The Committee named, in rank order, academic staff members to be approached by the University Secretariat to serve as Appeal Review Administrators for the University Appeals Tribunal (UAT) and University Appeals Committee (UAC). The first three nominees to agree to serve on the UAT and the first five nominees to agree to serve on the UAC will be deemed appointed by the EC. The terms will be for three years.

### **5. Recommendation of the General Faculties Council Executive Committee 2018-2019 Work Plan**

Documentation for this item was circulated with the Agenda. The Chair and Vice-Chair presented this item.

Highlights:

- The Chair reminded the Committee that the Work Plan sets out the business for the Committee anticipated at this time, and that additional business will arise over the course of the year

- There were no questions

**Moved/Seconded**

That the General Faculties Council (GFC) Executive Committee (EC) recommend that the GFC approve the EC Work Plan for the 2018-2019 academic year, in the form provided to the Committee.

**Carried****6. Recommendation of the GFC Bylaws**

Documentation for this item was circulated with the Agenda. The Chair and Susan Belcher, University Secretary, presented this item.

Highlights:

- The Chair reported that the draft GFC Bylaws have been revised taking into consideration the feedback received at the June 14, 2018 GFC meeting and further written feedback received from a GFC member, and noted that, once approved, the GFC Bylaws will be regularly reviewed and refreshed over time
- The University Secretary then reviewed the recent revisions to the document, section by section, and in particular noted that the option to hold in camera sessions has been removed
- The Committee suggested that Section 4 be revised: "...inability to act ~~of~~ **by** the Chair..."
- In response to a question, it was confirmed that GFC meetings are open meetings and may be attended by anyone, subject to space limitations
- The Committee discussed the *Guidelines for Issues Brought to GFC for Action* in Section 7.5, and based on a decision by the Committee to review the guidelines agreed that all but the first paragraph of this text be removed from the GFC Bylaws at this time. The University Secretariat will conduct benchmarking of other universities on the topic, and the *Guidelines for Issues Brought to GFC for Action* will be brought to the Committee and the GFC for review and updating soon.

**Moved/Seconded**

That the General Faculties Council (GFC) Executive Committee recommend that the GFC approve the new General Faculties Council Bylaws, in the form provided to the Committee, and with the requested amendments.

**Carried****7. Revisions to the Enterprise Risk Management Policy**

Documentation for this item was circulated with the Agenda. Deborah Book and Linda Dalgetty presented this item.

Highlights:

- The proponents reported that the revisions to the Enterprise Risk Management Policy serve to align the policy with current practices
- The Committee had no questions and expressed satisfaction with the clarity of the revised policy

## 8. Alcohol Policy

Documentation for this item was circulated with the Agenda. Karen Jackson and Deborah Book presented this item.

Highlights:

- The proponents reported that the proposed policy brings the University up to date with current practices and harm reduction principles
- The Committee discussed:
  - How the policy applies to persons operating University, rental, and personal vehicles for University business
  - That a course instructor does not have to serve as a designated driver, but that Section 4.31 states that *“When alcohol is consumed at a Field Station, the University representative in charge of the group or event at the Field Station must... abstain from consuming alcohol”*
  - What constitutes an off-campus “University Event”
  - Why the section of the policy relating to impairment at work does not apply to students. The Committee was assured that the impairment of students in a clinical setting, laboratory setting, or on a work placement is addressed in other regulations.
  - That an FAQ website will be needed once the policy is approved, and should provide examples to assist in the understanding of the policy, such as what is considered a University Event
- In response to questions, it was reported that:
  - There must be at least one designated driver per vehicle at a Field Station in case of the need for evacuation
  - The interpretation of Section 4.10, *“University Events may not have the consumption of alcohol as their sole purpose or focus”*, is flexible, and events such as a wine tasting may be allowed
- The Committee suggested that the policy statement that the University encourages “a balance in favour of alcohol-free spaces, events and programs”, be slightly reworded to remove the phrase ‘balance in favour’ but still signal that the University encourages alcohol-free spaces, events and programs

## 9. Revisions to the Code of Conduct

Documentation for this item was circulated with the Agenda. Karen Jackson presented this item.

Highlights:

- The proponent reported that the current version of the Code of Conduct was provided to the province’s Ethics Commissioner, but that feedback has not yet been received and it is possible that she may direct further revisions. The proponent then reviewed the recent revisions to the Code of Conduct, section by section.

- The Committee discussed:
  - The meaning of “related person” in relation to conflict of interest
  - The definition of “gift”, and the need for clarity about this
  - That gift-cards are considered equivalent to cash, and cannot be accepted as a gift by a University employee, academic staff member, or appointee
  - That individuals will be responsible for determining the monetary value of any gift they receive (e.g. an airline ticket) and keeping a record of all gifts accepted in case they are audited
  - That any gift amounts over the limit must be approved by the Provost and Vice-President (Academic)
- In response to questions, it was reported that:
  - The Ethics Commissioner has required that the Outside Professional Activity text be included in Section 6 and not as an appendix
  - The difference between a gift to an individual and a gift to the University is that a gift to an individual is treated like personal property
  - A trip, including things such as airfare, hotel costs, or conference fees, would be considered a gift to an individual
  - The Ethics Commissioner has required the inclusion of Section 4.12: “*Prior to accepting any supplementary employment or appointment, an Employee, Academic Staff Member, Appointee or Volunteer Appointee must disclose the supplementary employment or appointment to their Manager in writing*”, and that this applies to evening or weekend work undertaken by support staff members

#### **10. Review of the Draft October 11, 2018 GFC Agenda**

The Committee reviewed the draft October 11, 2018 GFC Agenda.

#### **11. Other Business**

There was no other business.

#### **12. Adjournment**

##### **Moved/Seconded**

That the General Faculties Council Executive Committee adjourn the September 25, 2018 meeting.

**Carried**

The meeting was adjourned at 3:56 p.m.