

BOARD OF GOVERNORS

The material contained in this document is the Agenda for the next meeting of the Board of Governors.

Tuesday, March 20, 2012

**Alan A. Borger Sr. Executive Conference Room
E1-270 Engineering Information and Technology Complex
4:00 p.m.**

OPEN SESSION

Please call regrets to: 474-6165 no later than 9:00 a.m. the day of the meeting.

OFFICE OF THE UNIVERSITY SECRETARY



UNIVERSITY
OF MANITOBA

BOARD OF GOVERNORS

Alan A. Borger Sr. Executive Conference Room (E1-270 EITC)

Tuesday, March 20, 2012

4:00 p.m.

OPEN SESSION

Page 1 of 2






AGENDA

- | | Presenter | Page |
|---|------------------|-------------|
| 1. ANNOUNCEMENTS | Chair | |
| 2. PRESENTATION
Susan Gottheil, Vice-Provost (Students) | | |

FOR ACTION



- | | | |
|---|-------|---|
| 3. APPROVAL OF THE AGENDA | Chair | 2 |
| 4. MINUTES (Open Session) | | |
| 4.1 Minutes from the January 19, 2012 meeting | Chair | 4 |
| 5. UNANIMOUS CONSENT AGENDA | Chair | |

If any member of the Board wants to ask a question, discuss or oppose an item that is marked for the consent agenda, the member can have an item removed from the consent agenda by contacting the Secretary of the Board prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed.

- | | | |
|---|-------------|-----|
| 6. REPORT FROM THE PRESIDENT | President | 6 |
| 7. FROM FINANCE, ADMINISTRATION AND HUMAN RESOURCES COMMITTEE | | |
|  7.1 <u>Interim Spending Guidelines for 2012-2013</u> | Ctte. Chair | 18 |
| 7.2 2012-2013 Residence Room and Meal Plan Rates | Ctte. Chair | 25 |
| 7.3 Endowment Fund – Policy on Spending Allocations | Ctte. Chair | 35 |
|  7.4 <u>New Policy - Safe Disclosure</u> | Ctte. Chair | 39 |
|  7.5 <u>New Substance Abuse and/or Dependency Policy</u> | Ctte. Chair | 56 |
|  7.6 <u>Revised Art Collection Policy</u> | Ctte. Chair | 67 |
|  7.7 <u>Revised Holidays Policy</u> | Ctte. Chair | 80 |
| 7.8 Revised Parking Regulations | Ctte. Chair | 85 |
| 7.9 Exclusive Suppliers & Administrative Systems Policy | Ctte. Chair | 107 |

AGENDA

8. FROM SENATE

- | | | | | |
|---|-----|---|-----------|-----|
|  | 8.1 | <u>Report of the Senate Committee on Awards</u>
<u>[dated December 15, 2011]</u> | President | 115 |
|  | 8.2 | <u>Report of the Senate Committee on Awards</u>
<u>[dated January 18, 2012] and [dated January 25, 2012]</u> | President | 127 |

FOR INFORMATION

FROM FINANCE, ADMINISTRATION AND HUMAN RESOURCES COMMITTEE

- | | | | |
|--------------------|---|-------------|--------|
| 9.1 | Financial results and annual projection for the quarter
Ending December 31, 2011 | Ctte. Chair | 135 |
| 9.2 | Interim Southwoods Lands Use Plan | Ctte. Chair | 140 |
| 10. UPDATES | | | |
| 10.1 | Updates from the UMSU President & GSA President | | (oral) |

11. FROM SENATE

- | | | | | |
|---|------|--|-----------|-----|
|  | 11.1 | <u>University Discipline Committee Annual Report</u> | President | 144 |
|---|------|--|-----------|-----|

MOTION TO MOVE TO CLOSED AND CONFIDENTIAL SESSION
MOTION TO ADJOURN



**Minutes of the Meeting of the Board of Governors
Open Session
January 19, 2012**

The meeting was held at 4:00 p.m. in the Alan A. Borger Sr. Executive Conference Room, E1-270 EITC.

Present: J. Lederman, Chair
J. Leclerc, University Secretary

D. Barnard A. Berg T. Bock P. Bovey R. Dhalla M. Forsen
N. Halden S. Jasper M. Labine P. Nawrot B. Passey N. Rashid
M. Robertson H. Secter C. Tapp M. Whitmore R. Zegalski

Assessors Present:

R. Howard B. McKenzie

Regrets:

E. Bowness J. Embree G. Hatch

Officials Present:

S. Foster D. Jayas J. Kearsey J. Keselman D. McCallum M. Richard
I. Shaw A. Simms

1. **Announcements**
2. **Approval of the Agenda**

It was moved by Ms. Tapp and seconded by Ms. Bovey:
THAT the agenda for the January 19, 2012 Open Session be approved as circulated.

CARRIED

FOR APPROVAL

4. **MINUTES (Open Session)**
 - 4.1 Approval of the Minutes for the November 15, 2011 meeting as circulated or amended

It was moved by Ms. Bovey and seconded by Mr. Zegalski:
THAT the minutes of the November 15, 2011 meeting be approved as circulated.

CARRIED

4.2 Business arising – none

5. **UNANIMOUS CONSENT AGENDA**

The Chair asked whether any member had concern with any of the items on the Consent Agenda. No items were identified for individual consideration.

It was moved by Mr. Robertson and seconded by Ms. Jasper that the Board of Governors approve and/or receive for information the following:

THAT a \$3.00 per credit hour contribution be assessed against the students in the Faculty of Nursing for a three year term commencing in the fall of 2012 as outlined in the letter from Dauna Crooks, Dean, Faculty of Nursing, dated November 30, 2011.

The following items were received for information:

THAT a \$4.00 per credit hour contribution be assessed against the students in the Faculty of Agricultural and Food Sciences for a three year term commencing in the fall of 2012 as outlined in the letter from Michael Trevan, Dean, Faculty of Agricultural and food Sciences, dated October 25, 2011.

THAT the Board of Governors receive for information the Academic Schedule for 2012-2013

CARRIED

6. **REPORT FROM THE PRESIDENT**

The report from the Dr. Barnard was presented in writing and rather than elaborating he invited questions from Board members. No questions were asked.

It was moved by Ms. Bovey and seconded by Mr. Zegalski:

THAT the meeting move into Closed & Confidential Session.

CARRIED

Chair

University Secretary

PRESIDENT'S REPORT: March 20, 2012

GENERAL

In recent months, there has been a great deal of visible progress on work connected to major initiatives at the University of Manitoba. For instance, the grand opening of the Sea-ice Environmental Research Facility (SERF) was held February 8, 2012. This facility, which is the first of its kind in Canada, boasts a large, outdoor, saltwater pond equipped with a suite of state-of-the-art analytical instruments. Researchers will watch and monitor the formation of sea ice on the water for comparison with what occurs in the high Arctic. By “growing” sea ice under controlled conditions, scientists will better understand how sea ice forms and melts on polar oceans, and gain insight into the processes that regulate the exchange of molecules between the ocean and atmosphere. Søren Rysgaard, Canada Excellence Research Chair (CERC) in Arctic Geomicrobiology and Climate Change, received funding from the Canada Foundation for Innovation (CFI), some of which will be put to work in this facility.

The University recently launched its integrated planning process for the Southwood Lands with a kick-off workshop on February 7, 2012. The integrated planning process will include an international design competition for an area master plan, to be launched in June 2012. The workshop was attended by over 70 internal and external stakeholders, including area residents. The workshop findings are being summarized in a “what we heard” document that will form the basis of the design competition brief. A work plan, including a communications/marketing and engagement component, governance structure and budget are being drafted and will be presented to the Campus Planning Advisory Committee in March. A competition project team is being assembled to oversee the year-long competition. A neighbourhood network has been created with a current interested membership of over 60 residents. Regular meetings will be held with the neighbourhood network throughout the planning process to exchange information and to receive input and feedback on studies, plans and ideas.

In concert with the construction work on the Investors Group Field has been work by on crucial components associated with its operation, including the event day plan. The University held an open house for the Investors Group Field Stadium Event Day Plan on February 29 in order to share the elements of this plan and respond to questions from attendees. Over 300 people attended the event and provided the facilitators with good questions, comments and suggestions. A website www.investorsgroupfield.ca has been created in partnership with the City of Winnipeg and the Winnipeg Football Club that provides specific information about event days.

Over the past year, the University of Manitoba “Trailblazer campaign” has been used in many fora locally, nationally and internationally. At an awards ceremony held by the Council for the Advancement and Support of Education (CASE) last month, the University of Manitoba was recognized with an extraordinary eight awards—two gold, three silver and three bronze—all for this campaign. The ceremony was part of the annual CASE District VIII Celebration of Professional Achievement in Seattle, Washington, on Friday, February 17, 2012.

Over the past year, a number of installments of the Visionary Conversations speaker series have been held on our campus and have given our community an opportunity to hear from many of our researchers on issues of importance in today’s world. In collaboration with the University of Manitoba Alumni Association in British Columbia, the university recently hosted Visionary Conversations events in Victoria and in Vancouver. Three researchers from the University of Manitoba – Karen Busby, Adam

Muller and Chris Powell – spoke on human rights, including topics of Indian Residential Schools, the Human Rights Museum and more. The next *Visionary Conversation – on the Road* is scheduled for March 27 in Calgary. Dr. Michael Benarroch, Dean of the Asper School of Business will speak on the Global economy.

In early March, Canada's U15 Presidents traveled to Berlin, Germany, to investigate the potential of deepening joint research with German universities and national institutes. The intent of the mission was to foster research partnerships between Canadian and German universities/research institutes and potentially industry, foster exchange programs for academic teams such as workshops which bring together research groups with complementary expertise, and foster opportunities for graduate research student to gain international experience through mobility programs and joint PhDs.

ACADEMIC MATTERS

- David Barnard, president and vice-chancellor, Harry Duckworth, professor emeritus, chemistry, and Gordon Goldsborough, biological sciences, received the Queen Elizabeth II Diamond Jubilee Medal from the Lieutenant Governor of Manitoba, in recognition for their contributions to the country, province or community.
- Elder Mae Louise Campbell, social work, received the Lieutenant Governor of Manitoba's Award for the Advancement of Interreligious Understanding for her promotion of the understanding and valuing of Indigenous heritage, spirituality, ceremonies, and ancient ways of being.
- Barry Prentice, supply chain management, introduced the first Manitoba-built airship to the public, erected in the atrium of the Engineering Building. It was built by Buoyant Aircraft Systems International (BASI) and ISO Polar, a non-profit research institute. This highlighted the contributions of the University of Manitoba in the development of novel approaches to northern transportation and supply.
- John Eaton, law librarian, has been awarded the 2012 Association of College and Research Libraries (ACRL) Law and Political Science Section (LPSS) Marta Lange/CQ Press Award. The award, established in 1996 by LPSS, honors an academic or law librarian who has made distinguished contributions to bibliography and information service in law or political science.
- The winners for The Forks *Warming Huts Competition 2012* were announced and five, one-of-a-kind warming huts were unveiled. The University of Manitoba won for their submission from the Department of Architecture graduate program and the environment design undergraduate program students.
- John Duerksen, architecture student, won the *2011 Canadian Architect Student Award of Excellence* for his thesis, *Reinhabiting a Lost Landscape - Farming Fish*. This award is given to only one student selected from amongst the accredited architecture programs in Canada.
- Maambo Mujala, science/business student, received the International Association of Black Actuaries Foundation Scholarship in Boston in August 2011. The Foundation received ninety-six applications and Ms. Mujala was the only Canadian recipient.

- A team from the Asper School, comprised of students Bryce Doell, Tony Dang, Joshua Du-croix, Nirbir Grewal, and Patrick Marion, and advisor Professor Barry Prentice, was awarded Silver Prize at the Operation Stimulus Competition held in Denver in January 2012. This was a student case competition focusing on transportation and supply chain issues. This was Asper's best showing in its three years of competing against leading North American business schools.
- A team from Robson Hall, comprised of students Brad Findlater, Annika Friesen, David Meagher, and Jaime Rosin, received the second place factum prize at the annual Wilson Moot competition in Toronto in February 2012. Team members received the award for their written submissions in this national equality rights moot, which is named in honour of the first woman to sit on the Supreme Court of Canada, Justice Bertha Wilson.
- Dayna Steinfeld, law student, was the recipient of the McGraw-Hill Ryerson Scholarship Program in recognition for integrity, engagement and initiative in the classroom. Ms. Steinfeld was one of 20 Canadian undergraduate students recognized from more than 500 nominations.
- The Warren Centre has been accredited as one of eight academic institutions by the Canadian Institute of Actuaries (CIA) under its University Accreditation Program. Beginning in September 2012, the CIA program will allow accredited universities to offer courses giving students the option of applying to the CIA to gain exemptions from writing certain Casualty Actuarial Society/Society of Actuaries examinations leading to Associate and Fellow status with the CIA.
- The Society of Actuaries (SOA) has recognized 23 schools in the World as Centers of Actuarial Excellence. Each school must meet specific requirements related to degree, curriculum, graduate count, faculty composition, graduate quality, appropriate integration, connection to industry, and research/scholarship. The University of Manitoba was one of the first 12 schools accredited by the SOA in 2009 and has successfully met the renewal requirements for two consecutive years.
- The University of Manitoba officially launched the Aboriginal Implant Program in January to provide students the unique opportunity to pioneer new dental implant technology for Winnipeg's Aboriginal population. The project was made possible thanks to a donation from alumnus, Dr. Gerald Niznick.

RESEARCH MATTERS

- On January 17, 2012, the University of Manitoba and the Canadian Institutes of Health Research (CIHR) hosted Café Scientifique, an informal event that brings together experts with non-researchers in a relaxed atmosphere to talk about important health questions. The challenges of communicating health research to the masses was discussed with an expert panel, which included: **Réal Cloutier**, chief operating officer, Winnipeg Regional Health Authority; **Michelle Driedger**, Canada Research Chair in Environment and Health Risk Communication, University of Manitoba; **Helen Fallding**, manager, Centre for Human Rights Research Initiative, University of Manitoba.
- On January 23, 2012, research by **Terry Klassen** and his team of pediatric emergency physicians at Pediatric Emergency Research of Canada (PERC) was recognized as one of the **Top Canadian Achievements in Health Research in 2011**. Klassen is a professor in the Department of Pediatrics and Child Health at the Faculty of Medicine and Director of Research for the Manitoba Institute of

Child Health (MICH). The award is bestowed jointly by the Canadian Institutes of Health Research (CIHR) and the Canadian Medical Association Journal (CMAJ). As Founding Director of PERC, Klassen generated important new knowledge that has substantially improved the outcomes of acutely ill or injured children seen in emergency departments in Canada and around the world. PERC has made key advances in three common childhood problems: croup, bronchiolitis, and mild head injuries. The most comprehensive achievement has had substantial influence on how croup is treated around the world.

- On January 24, 2012, The **Canada Foundation for Innovation** (CFI) announced \$2,197,648 for eight University of Manitoba researchers through the Leaders Opportunity Fund (LOF). **Belay Ayele**, Faculty of Agricultural and Food Sciences, received \$158,619 to set up a facility for cereal functional metabolomics (the systematic study of plant metabolite profiles); **Kangmin Duan**, Faculty of Dentistry, received \$242,479 to establish the Molecular Oral Microbiology Laboratory for Cell-cell Interaction and Antimicrobial Research; **Jean-Eric Ghia**, Faculty of Medicine, received \$159,726 to research the neuroendocrine control of inflammatory bowel disease; **Robert Gulden**, Faculty of Agricultural and Food Sciences, received \$131,269 to set up a Field Root Study Lab and Root-Microbe Analysis Lab; **Richard Keijzer**, Faculty of Medicine and Manitoba Institute of Child Health, received \$159,987 to establish a Prenatal Therapeutic Intervention Research Facility; **Kirk McManus**, Faculty of Medicine, received \$160,000 to purchase state-of-the-art instrumentation that will advance the field of colorectal cancer research; **Søren Rysgaard**, Canada Excellence Research Chair in Arctic Geomicrobiology and Climate Change in the Clayton H. Riddell Faculty of Environment, Earth and Resources, received \$799,399 to study the geomicrobial transformations as they occur in the Arctic sea ice and sediments; **John Wilkins**, Faculty of Medicine and Manitoba Centre for Proteomics and Systems Biology, received \$386,202 to purchase a highly specialized mass spectrometer which will be integrated with the existing infrastructure to study protein functionality in biology and medicine.
- On February 13, 2012, the **Natural Sciences and Engineering Research Council of Canada** (NSERC) announced a combined \$1,226,640 for two projects led by **Pourang Irani** (Computer Science, Faculty of Science) and one project led by **David Lobb** (Soil Science, Faculty of Agricultural and Food Sciences). Irani received \$293,970 to investigate the use of see-through displays, and \$408,750 to develop technology that will make it easier for large organizations to track daily activities. Lobb will receive \$523,920 to track and source sediments and phosphorous in two watersheds, one in New Brunswick, the other in Manitoba.
- The **Centre for Human Rights Research Institute**, leading faculty, the Executive Lead for Indigenous Achievement, the Assembly of Manitoba Chiefs, and the Manitoba Métis Federation collaborated on a research event, Celebrate First Nations and Métis Research Partnerships, held on March 13, 2012 at the Faculty of Law (in Robson Hall). A proposal for grant funding was approved by the Panel on Research Ethics (PRE) and acknowledged by SSHRC. These funds facilitated travel to the workshop by researchers and their collaborators from the north and other areas of Manitoba. A representative from PRE was also present and assisted throughout the day-long workshop.
- Two researchers were awarded grants from **Mitacs Inc.** **Beata Gorczyca** (Faculty of Engineering) received \$15,000 for the project “Analysis of nanofilter fouling in potable water treatment” and **Sabine Mai** (Faculty of Medicine) received \$15,000 for the project “Circulating tumor cells and prostate cancer outcome.”

- Twenty eight researchers received a total of \$2,164,679.56 from 12 sponsors. The researchers who were awarded funds are:

Researcher	Funder	Project Title	Funding
Grymonpre, Ruby (Dean's Office - Faculty of Pharmacy)	CIHR	Interprofessional collaboration: Impact on health human resources outcomes	\$24,487.00
Brownell, Marni (Community Health Sciences)	Canadian Foundation on Fetal Alcohol Research	Utilization of health and social services by Manitoba First Nations children with FASD	\$50,000.00
Klassen, Terry (Pediatrics and Child Health)	Children's Hospital Foundation of Manitoba Inc.	Translating Emergency Knowledge for Kids (TREKK)	\$400,000.00
Triggs-Raine, Barbara (Biochemistry and Medical Genetics)	Children's Hospital Foundation of Manitoba Inc.	New approach to gene therapy for the GM2 gangliosidoses	\$11,500.00
Liu, Xiaoqing (Michelle) (Obstetrics, Gynaecology and Reproductive Sciences)	Children's Hospital Foundation of Manitoba Inc.	Characteristics of DNA modification in identical twins with different chorion types	\$11,500.00
Snider, Carolyn (Emergency Medicine)	Children's Hospital Foundation of Manitoba Inc.	Youth violence	\$50,000.00
Cook, Catherine (Community Health Sciences)	Dalhousie University	CIHR Network Environments for Aboriginal Health Research - Manitoba NEAHR Program	\$970,000.00
Mzengeza, Shadreck (Radiology)	Diagnostic Services of Manitoba Inc. (DSM Inc.)	Development of CB2 receptor imaging biomarkers as predictors of risk and progressive disease in multiple sclerosis	\$12,000.00
Srinathan, Sadeesh (Surgery)	Diagnostic Services of Manitoba Inc. (DSM Inc.)	NT-ProBNP as a predictor of atrial fibrillation in patients undergoing thoracic surgery	\$12,000.00
Dart, Allison (Pediatrics and Child Health)	Manitoba Medical Service Foundation	The perinatal determinants of congenital anomalies of the kidney and urinary tract	\$11,000.00
Dolinsky, Vernon (Pharmacology and Therapeutics)	Manitoba Medical Service Foundation	Mechanisms of increased susceptibility for obesity and insulin resistance in offspring exposed to type 2 diabetes	\$23,000.00

Duan, Kangmin (Oral Biology)	Manitoba Medical Service Foundation	The role of PA1611 in the exacerbation of Pseudomonas aeruginosa chronic lung infections	\$23,000.00
Glazebrook, Cheryl (Faculty of Kinesiology and Recreation Management)	Manitoba Medical Service Foundation	Optimizing movement performance with altered sensation: An examination of multisensory inputs	\$20,000.00
Kim, Woo Kyun (Animal Science)	Manitoba Medical Service Foundation	Regulation of adipogenesis by bioactive molecules	\$23,000.00
Liu, Xiaoqing (Michelle) (Obstetrics, Gynaecology and Reproductive Sciences)	Manitoba Medical Service Foundation	Characteristics of DNA modification in identical twins with different chorion types	\$11,500.00
Marzban, Hassan (Human Anatomy and Cell Science)	Manitoba Medical Service Foundation	Early cerebellar circuits are critical targets of vermal defect in cerebellotrigeminal-dermal syndrome	\$23,000.00
Passmore, Steven (School of Medical Rehabilitation)	Manitoba Medical Service Foundation	Lumbar spinal stenosis and lower limb motor control: The impact of treadmill walking on a novel functional mobility outcome measure	\$20,000.00
50970Triggs-Raine, Barbara (Biochemistry and Medical Genetics)	Manitoba Medical Service Foundation	New approaches to gene therapy for the GM2 gangliosidoses	\$11,500.00
Weihrauch, Dirk (Biological Sciences)	Manitoba Medical Service Foundation	A novel in vitro model for investigating hyperammonemia in the human intestine	\$23,000.00
Mai, Sabine (Physiology)	Myeloma Canada	3D nuclear telomeric profiles of MGUS, MM and relapsed MM	\$50,000.00
Plummer, Francis (Medical Microbiology)	Province of Manitoba	Natural killer cells collaborative study (Global research exchange program)	\$100,000.00
Chochinov, Alecs (Emergency Medicine)	St. Michael's Hospital	An emergency department based secondary intervention for youth injured by violence	\$140,000.00

Mahmud, Salaheddin (Community Health Sciences)	University of British Columbia	Sentinel network to monitor influenza vaccine effectiveness during annual outbreaks and pandemics	\$50,000.00
Barclay-Goddard, Ruth (Physical Therapy)	University of Manitoba (Interfund Transfer)	How do occupational therapists and physiotherapists understand the concept of personal change that occurs in rehabilitation clients over time?	\$19,910.33
Snider, Carolyn (Emergency Medicine)	University of Manitoba (Dean's Discretionary Fund/Medicine)	Youth violence	\$25,000.00
Hayglass, Kent (Immunology)	University of Western Ontario	CHIN: CIHR human immunology network	\$49,282.23

- Eleven researchers received grants of up to \$10,000 from several sources.
- From December 10, 2011 to February 9, 2012, 10 researchers received a combined \$2,057,555.00 in funding from six sponsors. The principal investigators are:

Researcher	Funder	Project Title	Funding
Lobb, David (Soil Science)	Agriculture & Agri-Food Canada	Analysis of 137-cesium in soil samples	\$41,280.00
Nyachoti, Charles (Animal Science)	Danisco UK. Ltd.	New carbohydrase optimization trials with swine	\$116,000.00
Plaizier, Jan (Animal Science)	Manitoba Association of Agricultural Societies Inc.	Enhancing health and welfare of cattle and safety of cattle products by reducing leakage from the digestive tract	\$90,000.00
Wang, Feiyue (Centre for Earth Observation Science)	Indian and Northern Affairs Canada	Methylmercury speciation at different trophic levels in the Beaufort Sea Arctic marine ecosystem	\$44,275.00
Barber, David (Centre for Earth Observation Science)	Indian and Northern Affairs Canada	Arctic Climate Change Youth Forum (ACCYF) and Circumpolar Inuit and Indigenous Youth Panel (CIYP) - IPY 2012 Conference, April 2012 - Montreal, QC	\$37,000.00

Barber, David (Centre for Earth Observation Science)	Indian and Northern Affairs Canada	An integrated sea ice project for BREA: Detection, motion and radarsat mapping of extreme ice features in the Southern Beaufort Sea	\$385,000.00
Bassim, M. (Mechanical and Manufacturing Engineering)	Government of Canada	Study of shock and impulsive loading to improve dynamic computer codes	\$170,000.00
Bibeau, Eric (Mechanical and Manufacturing Engineering)	NRCan	Vertical hydrokinetic scaling factors	\$24,000.00
Moses, Stephen (Centre for Global Public Health) (CGPH)	Family Health International	To influence global HIV prevention practice by disseminating widely the approaches and learnings from scaled HIV prevention interventions in India - Part I (Enhance capacities of HIV programmers, policy markers & implementers)	\$715,000.00
Moses, Stephen (Centre for Global Public Health) (CGPH)	Family Health International	To influence global HIV prevention practice by disseminating widely the approaches and learnings from scaled HIV prevention interventions in India - Part 2 (Accelerate & deepen the dissemination of learning)	\$435,000.00

ADMINISTRATIVE MATTERS

- The **budget planning framework document**, which establishes the context for 2012-13 resource planning and budget development, will be presented by the VP (Administration) to the FAHRC and the Board of Governors at the March 2012 meetings.
- The Budget Advisory Committee (BAC) introductory meeting for the **2012-13 resource planning and budget development process** was held on February 9, 2012. The meeting agenda included: introductory remarks from the President, U of M financial primer, summary of 12-13 financial requirements, an overview of the Strategic Resource Planning and Allocation process/timelines, supporting data and materials, strategies to optimize resources and questions/discussion.
- A recommendation for an **interim spending authority** based on a conservative estimate (97 per cent of March 31, 2012 baseline) with respect to the anticipated base grant and tuition fee increases for 2012-13 has been included in the March 6 FAHRC agenda. A proposed final operating budget will be brought forward following the government grant announcement and final review of 2011-12 operating results.

- The final close-out **Federal Knowledge Infrastructure Program (KIP)** financial reports have been submitted to Industry Canada and the Canada Manitoba Infrastructure Secretariat. The University received a combined total of \$56 million dollars from the Federal and Provincial governments under this program.
- The unusual step was taken to obtain an **injunction restraining an individual** from entering University property, harassing University employees, or coming near a particular faculty member. The individual has a long history of threatening behaviour, much of which has been directed at a faculty member he blames for his problems.
- On February 27, School of Art students attended their first classes in the new **ARTLab**, designed by the award-winning University of Manitoba graduates Patkau Architects. A formal opening is planned for the spring when tours will be available.
- The **Sustainability Draft Strategy** working groups have integrated through a vetting process the feedback that was collected through the various workshops held over the past six months. The revised strategy will be available for review on the Sustainability website by mid-March. The goal is to have the final strategy submitted to the Board of Governors for approval by June 2012. The submission will have key priorities identified for the first phase of implementation.
- The university's **parking regulations** have been changed (pending board approval) to manage traffic access and congestion on event days. These changes will only apply to stadium event days which number no more than 14 events per year (with many of those events held during the summer months).
- The new stadium will result in a number of significant benefits to the University of Manitoba community, including a new Active Living Centre; the Province of Manitoba has approved a long-term loan of up to \$25 million for its construction.
- **Reorganization of the Security Services unit** took effect Monday, February 27, 2012. Provincially licensed security guards are now patrolling at **Bannatyne campus**. Provincially appointed special constables previously stationed at Bannatyne are now located at Fort Garry. This move will improve response times and increase officer presence.
- A total of 24,114 **tax slips** were generated for the 2011 calendar year. This volume is consistent with prior years and is split almost evenly between **T4's and T4A's**
- The **"Trailblazer" campaign** has been adopted by Human Resources for employment advertisements in the Winnipeg Free Press promoting the University of Manitoba, while drawing attention to the employment opportunities website and the new eRecruitment process.
- The **University of Saskatchewan's Service and Process Enhancement Project (SPEP) team** travelled to the University of Manitoba in early February to meet with their ROSE counterparts. The meetings were very informative for both parties. The SPEP team was very satisfied with the sessions.

- Three new projects have been added to the **ROSE program**. The **PC Commissioning and Decommissioning** project was added to the IT Stream subsequent to findings from the shared services initiative. A **new stream, Graduate Studies**, has been established as an offshoot from the Student stream with both the Admissions and Customer Relationship Management (CRM) initiatives split into separate projects. The contract with Hobsons for the Admissions projects has been signed.

User volume on the **Integrated Travel and Expense (Concur)** system, launched at the end of October, continues to increase. Over 900 individuals are now active in the system, over 350 flights have been booked, and over 600 expense reports have been filed. The rollout to Fort Garry ends soon, and Bannatyne will be brought onto the system by mid-May. We are offering training in many different forms, including an on-line option that has attracted over 400 individuals.

The 40 week **eProcurement (Ariba)** implementation is just past the halfway mark with a scheduled launch in July, followed by four to five additional months of rollout across the university. The first module, spend visibility, has now been implemented and is allowing Purchasing Services to better analyze our procurement patterns. In March, we will conduct conference room pilot sessions for system users to test configurations of the procurement module to ensure the product is on track to meet user requirements as defined in the design stage.

An additional 250 **REACH-UM** licenses for the new Human Resources eRecruitment system have been received. Planning for Phase 3 (TAs and grad students) has been completed, and requirements sessions have begun.

The 290 user **Email and Calendar** pilot migration was completed and mass migrations began on February 21, 2012.

The Dell **PC procurement** contract has been fully executed. Staffing for the manager and **ITPC** solution consultant positions are underway.

The Physical Plant stream's **Work Order Improvements** project has been successfully completed and the project closure report is under review.

The project charter has been approved and planning continues for the potential implementation of an **integrated workplace management system**.

Cross-functional team training for the **Project Management Improvements** initiative has been completed. A workshop was held with Legal Counsel, Purchasing Services and Physical Plant on the low bid policy. Feedback to survey on tendering policy from a number of other universities has been received.

The **institutional costs policy**, which will replace the current overhead policy, is undergoing the final drafting stage. The studentship template development is being redrafted due to an expansion in requirements.

The procurement process for the **LabTracks Compliance Systems** system for facilities management has begun. Positive feedback was received from the Human Ethics Chair and reviewers following a demonstration of InfoEd. Final preparations for reviewer training are underway. Development of the "paper-to-softcopy" transition plan for animal ethics is ongoing.

The Privacy Impact Assessment (PIA) review for the **Admissions initiative** has been completed and the contract with **Hobsons** has been signed. Business process review to begin.

The **Financial Aids and Awards** project is on track. BSAC 8.6 is now being tested.

Hobsons has begun development of **Customer Relationship Management (CRM)** online inquiry form.

The **Future Students Website** has been implemented. The project closure report is being finalized.

Ad Astra training for event and academic schedulers is complete and the system went live for academic schedulers and specific event schedulers on January 23, 2012.

EXTERNAL MATTERS

- As of March 5, 2012, the university has raised \$21,796,013.30 in this fiscal year.

Significant gifts include:

- The Faculty of Nursing Students gave \$232,372.00 towards the Faculty of Nursing Endowment Fund.
- A gift of \$200,000 came from the Manitoba Métis Federation Inc. for the Louis Riel Bursaries at the University of Manitoba.

Other activities:

- As of February 29, students in the Call Centre have called graduates from every faculty and school at the university. They have made 190,813 phone calls and have spoken to 19,212 graduates.
- On February 27 and 28, the 2012 faculty/staff giving campaign kicked off on both campuses. Approximately 50 faculty/staff donors attended a stewardship lunch in the ARTLab on the 27th, hosted by the President. The campaign launches in the ARTLab and the Brodie Centre provided an opportunity for faculty and staff to hear the President, VP (External) and campaign co-chairs issue a challenge for all staff at the university to participate in this campaign.
- The University of Manitoba has signed an MOU with Environment Canada to formally engage in a series of activities to build relations between the two organizations, to work together to promote and facilitate exchanges on public policies and programs and to build awareness of career opportunities for U of M graduates in the Federal Public Service. Government and Community Engagement met with Environment Canada on Feb 7 to plan the implementation of the MOU and will work with federal officials to achieve these initiatives.
- On January 27 a ribbon cutting ceremony was organized to officially open the renovated Biological Sciences Building and the Buller Building. The projects were funded equally through KIP and the provincial government. Premier Greg Selinger and Minister Vic Toews joined with President Barnard and Dean Mark Whitmore to bring greetings and officially open the facilities. Also attending the ceremony were Erin Selby, Minister of Advanced Education and Literacy and Rod Bruinooge, MP Winnipeg South.

- David Barnard hosted the 5th Visionary Conversation – “Water: Too Much, Too Little, Two Lakes on February 15th, 2012. This conversation featured Dr. Annemieke Farenhorst, Dr. David Lobb, Dr. Tricia Stadnyk, and Dr. Ronald Stewart. There were 246 people in attendance including the Minister for Conservation and Water Stewardship, 5 Members of the Legislative Assembly and 3 Deputy Ministers. The next conversation will take place on April 11, 2012 “Gender Equality: Fact or Fiction?”
- Two Order of Manitoba nominations were prepared on Dr. Barnard’s behalf and with the support of Association president Jan Coates. At this time the nominees are unaware of the nominations. If successful, the Order of Manitoba recipients will be announced.
- The Alumni Association Board of Director’s met on February 8, 2012. The Governance Committee presented a list of recommendations, which would shape a new agreement between the Alumni Association and the University of Manitoba. These board-approved recommendations will see the Alumni Association and the University of Manitoba work closer together in strategic planning, programs and services. A revised set of by laws, which will reflect the recommendations, will be presented to the membership at the Annual General Meeting in June. If approved by the membership, a newly formed agreement will be signed.
- Please mark your calendars for Homecoming September 12-16, 2012. The Homecoming dinner will be held at the Fort Garry campus on Saturday, September 15, 2012.
- Thirty-four reunions are scheduled to take place throughout 2012. Reunions include faculty/class reunions and more. A Bison Men’s all-years Football reunion is scheduled for 2012 in conjunction with the Bison football program moving to the new stadium.
- The main feature in the April issue tackles the work many U of M researchers are doing to understand the impacts of climate change in the North, as well as how it affects the globe. This feature was inspired by the topics discussed in the inaugural and the December Visionary Conversations events, the much-talked-about and unseasonably mild winter we have experienced and the impacts it has already created: killer whales competing with polar bears for food in the Arctic, the discovery that sea ice is in fact poisoning itself.



AGENDA ITEM: Interim Spending Guidelines for 2012-13

RECOMMENDED RESOLUTION:

That the Board of Governors authorize interim spending guidelines based on 97% of the current 2011-12 baseline operating budget from April 1, 2012 until the Board of Governors approves the 2012-13 operating budget.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

In the 2011-12 grant funding announcement letter dated July 11, 2011, the Council on Post Secondary Education committed to a 5.0% base operating grant increase in both 2012-13 and 2013-14. The levels of allowable 2012-13 tuition increases are unknown at this time, however the University has been advised any increases forthcoming will be tied to the rate of inflation.

Base grant increases for universities are normally announced in conjunction with the introduction of the Provincial budget. The House adjourned on November 1, 2011 with legislature anticipated to resume in late March or early April with the introduction of the 2012 Provincial budget, at which time we expect Provincial direction with respect to tuition fee levels for 2012-13.

This interim spending authority is based on a conservative estimate with respect to the anticipated 5% base grant and tuition fee increases. It also takes into consideration that academic and administrative units have been requested through the strategic resource planning process to prepare for the possibility of a 3% budget reduction.

A proposed final operating budget will be brought forward following the government grant announcement and final review of 2011-12 operating results.

The 2011-12 baseline operating budget as at April 1, 2011 is attached for information

RESOURCE REQUIREMENTS:

Through the 2012-13 Operating Estimates process, a base grant increase of 5.0% and a tuition increase of 1.5% were assumed at the instruction of COPSE. A 5.0% base grant increase and a 1.5% tuition increase would only enable the University to maintain 2011-12 levels of programming. We will continue to review and refine the revenue and expenditure forecasts as

new information becomes available.

As we intend to allocate funding in continued support of organizational infrastructure transformation, and to marginally enhance the strategic planning framework pillars, some level of reductions and reallocations are anticipated.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

In the absence of an approved budget for 2012-13, the approval of interim spending guidelines will enable the University to conservatively continue future planning and basic operations as guided by the University of Manitoba Strategic Planning Framework.

IMPLICATIONS:

As we are unable to present operating budget recommendations for approval until our base grant funding and tuition levels are announced, an interim spending authority is required to support normal University operations. This interim spending authority will be in effect from April 1, 2012 until the Board is able to approve the 2012-13 operating budget.

ALTERNATIVES:

None

CONSULTATION:

Provost's Council, Administrative Council, the Budget Advisory Committee and the overall university community have been advised to plan for the possibility of a 3% reduction for 2012-13. Further consultations with Provost's Council, Administrative Council and the Budget Advisory Committee will continue throughout the 2012-13 strategic resource planning process.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Deborah McCallum</i>	<i>Feb 21/12</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Gieselman & Al Bannad</i>	<i>Feb 22, 2012</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>FAHR</i>	<i>March 6/12</i>
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Joanne Dyer, University Budget Officer and Executive Assistant to the Vice-President (Administration)

Submission approved by: Deborah McCallum, Vice-President (Administration)

Appendices

Appendix A – 2011-12 baseline operating budget as at April 1, 2011

	1	2	3	4	5	6
	2011/2012 BASELINE (Gross)	2011/2012 FISCAL BUDG. (Gross)	2011/2012 INC. TARGET (All Revenue)	2011/2012 BASELINE (Net)	2010/2011 BASELINE (Gross)	2010/2011 FISC. BUDG. (Gross)
ACADEMIC UNITS						
Agricultural & Food Sciences	15,100,462	15,100,462	1,530,950	13,569,512	15,177,586	15,277,586
Architecture	7,150,222	7,150,222	477,073	6,673,149	6,966,267	7,016,267
Art, School of	3,468,375	3,468,375	180,090	3,288,285	3,362,747	3,412,747
Arts	34,661,851	34,736,851	303,614	34,358,237	33,018,041	33,518,041
Clayton H. Riddell Faculty of Environment, Earth and Resources	7,221,805	7,221,805	316,192	6,905,613	7,245,573	7,295,573
Dentistry	16,699,564	16,699,564	7,526,504	9,173,060	17,578,721	17,578,721
Education	7,473,941	7,473,941	337,594	7,136,347	7,584,710	7,634,710
Engineering	16,609,272	16,609,272	1,189,817	15,419,455	16,317,142	16,417,142
Engineering - Access Programs	478,900	478,900	-	478,900	456,100	456,100
Extended Education	15,662,234	15,662,234	14,173,109	1,489,125	16,649,316	16,649,316
Extended Education - Access Programs	999,100	999,100	-	999,100	951,300	951,300
Graduate Studies - Operating	2,478,617	2,478,617	298,041	2,180,576	2,180,922	2,229,922
Graduate Studies - Graduate Student Support	8,179,848	8,179,848	1,860,000	6,319,848	6,069,456	6,069,456
Human Ecology	4,274,642	4,274,642	70,933	4,203,709	4,081,584	4,181,584
I.H. Asper School of Business	13,722,140	13,722,140	2,741,915	10,980,225	13,823,197	14,003,197
Kinesiology and Recr. Mgmt - Bison Sport & Active Living	7,916,489	7,916,489	6,071,945	1,844,544	7,841,962	7,841,962
Kinesiology & Recreation Management - Academic Programs	3,345,424	3,345,424	115,872	3,229,552	2,861,090	2,911,090
Law	4,468,003	4,468,003	999,000	3,469,003	4,268,343	4,318,343
Medicine	62,767,414	62,767,414	21,119,704	41,647,711	56,976,214	57,019,214
Music	4,664,180	4,664,180	907,450	3,756,730	4,484,823	4,579,823
Nursing	9,810,296	9,810,296	100,035	9,710,261	9,934,778	10,034,778
Nursing - Access Program	545,000	545,000	-	545,000	478,200	478,200
Pharmacy	4,076,322	4,076,322	349,336	3,726,986	3,664,525	3,664,525
Science	30,026,915	30,026,915	1,647,722	28,379,193	28,518,195	28,868,195
Social Work	3,480,768	3,480,768	210,566	3,270,202	3,352,996	3,440,996
Social Work - Access Programs	2,745,711	2,745,711	562,011	2,183,700	2,665,665	2,665,665
TOTAL ACADEMIC UNITS	288,027,494	288,102,494	63,089,472	224,938,022	276,509,454	278,514,454
LIBRARIES	-	-				
Libraries - Operating	16,876,299	16,876,299	535,500	16,340,799	16,540,328	16,840,328
Libraries - Acquisitions	9,091,981	9,091,981	-	9,091,981	9,091,981	9,091,981
TOTAL LIBRARIES	25,968,280	25,968,280	535,500	25,432,780	25,632,309	25,932,309
COLLEGES	-	-				
St. Johns College	518,203	518,203	-	518,203	510,773	525,773
St. Pauls College	463,582	463,582	10,778	452,804	451,228	466,228
University College	206,862	206,862	20,900	185,962	205,656	205,656
TOTAL COLLEGES	1,188,647	1,188,647	31,678	1,156,969	1,167,657	1,197,657
ADMINISTRATIVE UNITS - PRESIDENT	-	-				
Presidents Office	1,433,276	1,433,276	-	1,433,276	1,428,300	1,428,300
Ombudsman	-	-	-	-	99,486	99,486
University Secretariat	572,223	572,223	-	572,223	559,863	559,863
TOTAL PRESIDENT'S UNITS	2,005,499	2,005,499	-	2,005,499	2,087,649	2,087,649

"Baseline" operating budgets refer to ongoing operating budget allocations, i.e. the base on which additional allocations are provided or reductions are taken

	1	2	3	4	5	6
	2011/2012 BASELINE (Gross)	2011/2012 FISCAL BUDG. (Gross)	2011/2012 INC. TARGET (All Revenue)	2011/2012 BASELINE (Net)	2010/2011 BASELINE (Gross)	2010/2011 FISC. BUDG. (Gross)
ADMINISTRATIVE UNITS - VP (EXTERNAL)	-	-	-	-	-	-
VP (External)	686,766	686,766	-	686,766	643,546	643,546
External Relations Bannatyne	24,425	24,425	-	24,425	24,425	24,425
Alumni	724,274	724,274	-	724,274	723,192	723,192
Development and Advancement Services	2,866,541	2,866,541	-	2,866,541	2,679,155	2,679,155
Government Relations	458,766	458,766	-	458,766	303,274	303,274
Public Affairs	2,366,535	2,366,535	37,500	2,329,035	1,270,876	1,520,876
TOTAL V.P. (EXTERNAL) UNITS	7,127,307	7,127,307	37,500	7,089,807	5,644,468	5,894,468
ADMINISTRATIVE UNITS - V.P. (ACADEMIC) & PROVOST	-	-	-	-	-	-
Vice-President (Academic) & Provost, Office of	1,694,116	1,694,116	-	1,694,116	1,592,364	1,592,364
Accessibility	-	-	-	-	154,462	154,462
Institutional Analysis	787,748	787,748	-	787,748	689,119	689,119
International Relations	521,903	521,903	45,000	476,903	473,838	473,838
Academic Staff Development	80,000	80,000	-	80,000	-	-
Mosaic	121,917	121,917	-	121,917	202,710	202,710
Student Affairs	18,019,123	18,019,123	4,895,615	13,123,508	16,653,878	16,903,878
University of Manitoba Press	419,028	419,028	305,000	114,028	438,026	438,026
University Teaching Service	640,883	640,883	-	640,883	632,512	632,512
TOTAL V.P. (ACADEMIC) & PROVOST UNITS	22,284,718	22,284,718	5,245,615	17,039,103	20,836,909	21,086,909
ADMINISTRATIVE UNITS - V.P. (ADMINISTRATION)	-	-	-	-	-	-
Vice-President (Administration), Office of	1,348,039	1,348,039	60,000	1,288,039	1,325,346	1,325,346
Audit Services	380,576	380,576	-	380,576	375,711	375,711
Financial Services	5,753,699	5,753,699	71,162	5,682,537	5,457,400	5,557,400
Access & Privacy Office	185,058	185,058	500	184,558	184,768	184,768
Human Resources	6,084,584	6,084,584	875,272	5,209,312	6,223,800	6,323,800
Information Services and Technology	17,478,833	17,478,833	482,218	16,996,615	15,721,013	15,971,013
Information Services and Technology - Telecommunications	2,369,015	2,369,015	2,369,015	-	2,369,015	2,369,015
Legal Services	1,305,363	1,305,363	-	1,305,363	769,403	769,403
Physical Plant	29,754,705	29,754,705	5,958,028	23,796,677	28,935,826	29,435,826
Physical Plant Utilities	15,396,000	15,396,000	3,851,000	11,545,000	17,407,000	17,407,000
Security Services	2,709,763	2,709,763	95,000	2,614,763	2,654,310	2,654,310
Special Functions	-	-	-	-	445,436	445,436
Student Life Programming	188,538	188,538	-	188,538	187,498	187,498
Risk Management	213,746	213,746	-	213,746	210,544	210,544
Treasury Services	308,994	308,994	-	308,994	300,994	300,994
University Centre	574,906	574,906	394,835	180,071	596,832	596,832
University Centre Pharmacy Mile Program	64,417	64,417	33,393	31,024	64,417	64,417
TOTAL V.P. (ADMINISTRATION) UNITS	84,116,236	84,116,236	14,190,423	69,925,813	83,229,313	84,179,313
ADMINISTRATIVE UNITS - VP (RESEARCH)	-	-	-	-	-	-
Vice President (Research), Office of	999,639	999,639	-	999,639	788,300	788,300
Animal Care	702,281	702,281	15,000	687,281	648,634	658,634
Centre on Aging	255,218	255,218	15,300	239,918	252,098	252,098
Indirect Costs of Research Budget Only Allocations	4,468,424	4,468,424	-	4,468,424	4,593,339	4,593,339

	1	2	3	4	5	6
	2011/2012 BASELINE (Gross)	2011/2012 FISCAL BUDG. (Gross)	2011/2012 INC. TARGET (All Revenue)	2011/2012 BASELINE (Net)	2010/2011 BASELINE (Gross)	2010/2011 FISC. BUDG. (Gross)
Research Data Centre	156,500	156,500	8,000	148,500	148,500	148,500
Research Development	2,728,299	2,728,299	1,950,000	778,299	2,678,299	2,678,299
Research Services and Programs	2,301,634	2,301,634	5,000	2,296,634	1,706,381	1,706,381
RESOLVE	130,687	130,687	95,000	35,687	117,687	117,687
Richardson Centre Functional Foods	407,872	407,872	337,613	70,259	356,329	456,329
Technology Transfer	893,411	893,411	-	893,411	868,798	868,798
TOTAL V.P. (RESEARCH) UNITS	13,043,965	13,043,965	2,425,913	10,618,052	12,158,365	12,268,365
GENERAL UNIVERSITY EXPENDITURES	-	-	-	-	-	-
Access Copyright	-	-	-	-	122,000	122,000
Audit Fees/Institutional Memberships	300,000	300,000	-	300,000	300,000	300,000
Bad Debts	10,000	10,000	-	10,000	10,000	10,000
Special Programming	114,205	114,205	-	114,205	114,205	114,205
Debenture Interest	-	-	-	-	36,389	36,389
Employee Assistance Program	267,250	267,250	-	267,250	267,000	267,000
Endowment Fee Transfers (within Operating)	1,069,698	1,069,698	-	1,069,698	1,036,211	1,036,211
Endowment Fee Interfund Transfers (to Trust/Endowment)	1,605,713	1,605,713	-	1,605,713	1,544,719	1,544,719
Insurance	3,009,329	3,009,329	-	3,009,329	2,775,000	2,775,000
Outreach	25,000	25,000	-	25,000	-	-
Property Tax	1,000,000	1,000,000	-	1,000,000	600,000	600,000
Provincial Debt Servicing	4,244,140	4,244,140	-	4,244,140	3,317,525	3,317,525
Rentals	116,300	116,300	-	116,300	116,300	116,300
Retiree Benefits	2,865,989	2,865,989	304,517	2,561,472	3,210,435	2,879,388
Bannatyne Transit Agreement	196,000	196,000	-	196,000	196,000	196,000
Pension Plan Funding Shortfall	9,570,000	9,570,000	-	9,570,000	7,000,000	7,000,000
MB Schools Science Symposium	30,000	30,000	-	30,000	-	-
ROSE Project	166,439	166,439	-	166,439	-	-
Commissions	207,718	207,718	207,718	-	205,718	205,718
Workers Compensation	475,997	475,997	175,000	300,997	300,000	300,000
TOTAL GENERAL UNIVERSITY EXPENDITURES	25,273,778	25,273,778	687,235	24,586,543	21,151,502	20,820,455
UNDISTRIBUTED OPERATING FUNDS	-	-	-	-	-	-
Central Operating Reserve	23,675,524	23,675,524	-	23,675,524	21,573,949	21,904,996
Emergency Reserve - V.P. (Academic) & Provost	547,000	547,000	-	547,000	547,000	547,000
Emergency Reserve - V.P. (Administration)	152,980	152,980	-	152,980	152,980	152,980
Emergency Reserve - V.P. (Research)	37,000	37,000	-	37,000	37,000	37,000
Planning Framework Priorities - Aboriginal Achievement	448,405	448,405	-	448,405	250,000	350,000
Planning Framework Priorities - Academic Enhancement	1,984,687	1,984,687	-	1,984,687	1,861,051	2,361,051
Planning Framework Priorities - Student Experience	1,311,591	1,311,591	-	1,311,591	361,591	361,591
Planning Framework Priorities - Employer of Choice	400,000	400,000	-	400,000	200,000	200,000
Emergency Reserve - Insurance	300,000	300,000	-	300,000	150,000	150,000
Faculty Share of Overhead Income	1,700,000	1,700,000	-	1,700,000	1,800,000	1,800,000
International Student Recruitment Agents Fees	50,000	50,000	-	50,000	550,000	550,000
International Student Support - Unit projects and IAPD Seed Funds	589,590	589,590	-	589,590	89,590	89,590
ICM Reserve - to Units and Capital (Learning Commons)	1,000,000	1,000,000	-	1,000,000	344,675	344,675
Travel & Conference Sponsorship Program	30,000	30,000	-	30,000	30,000	30,000

	1	2	3	4	5	6
	2011/2012 BASELINE (Gross)	2011/2012 FISCAL BUDG. (Gross)	2011/2012 INC. TARGET (All Revenue)	2011/2012 BASELINE (Net)	2010/2011 BASELINE (Gross)	2010/2011 FISC. BUDG. (Gross)
Academic Position Management Process Funds (APMP)	561,710	561,710	-	561,710	671,756	484,756
Tuition Fee Sharing Reserve	2,500,000	2,500,000	-	2,500,000	1,000,000	1,000,000
TOTAL UNDISTRIBUTED OPERATING FUNDS	35,288,487	35,288,487	-	35,288,487	29,619,592	30,363,639
ANCILLARIES	33,377,333	33,377,333	33,377,333	-	31,980,152	31,980,152
TOTAL ANCILLARIES	33,377,333	33,377,333	33,377,333	-	31,980,152	31,980,152
TOTAL OPERATING BUDGET (INCL. FUND TRANSFERS AND RECOVERIES)	537,701,744	537,776,744	119,620,669	418,081,075	510,017,370	514,325,370
LESS						
Internal Cost Recoveries	(14,152,108)	(14,152,108)		(14,152,108)	(14,991,143)	(14,991,143)
Interfund and Intrafund Transfers	(5,158,298)	(5,158,298)		(5,158,298)	(5,054,298)	(9,169,298)
TOTAL COST RECOVERIES AND TRANSFERS	(19,310,406)	(19,310,406)	-	(19,310,406)	(20,045,441)	(24,160,441)
TOTAL OPERATING FUNDS	518,391,338	518,466,338	119,620,669	398,770,669	489,971,929	490,164,929



AGENDA ITEM: 2012–2013 Residence Room and Meal Plan Rates

RECOMMENDED RESOLUTION:

That the Board of Governors approve the room and meal plan rate increases for 2012-13 for the Arthur V. Mauro Residence, Mary Speechly Hall, Pembina Hall Residence, and University College Residence as detailed in the tables attached.

Action Requested:

Approval Discussion/Review Information

CONTEXT AND BACKGROUND:

There are four University-operated student residence facilities on campus offering a variety of room and meal plan options.

1. **Arthur V. Mauro Residence:**

- 318 beds
- Two bedroom suite-style residence with shared kitchen area and washroom
- Three **optional** declining balance meal plan options¹ (**not mandatory**)

2. **Mary Speechly Hall:**

- 240 beds
- Dormitory-style residences with double or single rooms; communal washrooms
- Three **mandatory** meal plan options²

3. **Pembina Hall Residence:**

- 360 beds
- One bedroom with private washroom
- Three **mandatory** meal plan options²

4. **University College Residence:**

- 256 beds
- Dormitory-style residence with double or single rooms; communal washrooms
- Three **mandatory** declining balance meal plan options¹

¹ **Declining Balance Meal Plans** – (currently at Super Saver - \$2,200; Bison - \$2,400; and Premium - \$2,800) that can be used at any University Food Services outlet or the UMSU-operated Degrees Restaurant.

² **Mandatory Meal Plan Options** – currently 10 meals per week plus \$500 declining balance, 15 meals per week plus \$500 declining balance, and 7 day all-you-can-eat meals plus \$125 declining balance.

RESOURCE REQUIREMENTS:

A. Proposed 2012-13 Room Rate Increases:

Recommendation:

1. A **3%** increase in room rates for Arthur V. Mauro Residence and Pembina Hall Residence:

2% increase allocated to cover utility services, etc. and a 1% increase allocated to the Repair and Renovation Fund.

The Arthur V. Mauro room rate would increase from \$5,978 to \$6,158 and the Pembina Hall Residence room rate would increase from \$5,900 to \$6,078.

2. A **5%** increase in single room rates for Mary Speechly Hall and University College Residence:

2% increase allocated to cover utility services, etc. and a 3% increase allocated to the Repair and Renovation Fund.

The Mary Speechly Hall and University College Residence single room rate would increase from \$4,015 to \$4,216.

Rationale:

- University of Manitoba student residence room rates continue to be low and competitive for comparable properties (see attached Tables 3 – 5 for institutional comparisons).
- Composite increase of 3.5% for utility costs: steam heat, water, and hydro.
- Current room rates do not provide sufficient revenue to generate funds for residence upgrades and maintenance, which led to the creation of the Repair and Renovation Fund in 2010. Mary Speechly Hall and University College Residence will require significant upgrades to information technology infrastructure, as well as to overall building mechanical and electrical systems. Further annual contributions to the Repair and Renovation Fund will continue to be an important and prudent part of facility management for these properties.

B. Proposed 2012/2013 Meal Plan Rate Increases:

Recommendation:

1. A 5% increase in the 10 Meals/Week, 15 Meals/Week, and Unlimited Meal Plan rates for Mary Speechly and Pembina Hall Residence. No increase in the Meal Plans at University College Residence.
2. The **External Declining Balance Dollars** option has been received well and we will continue to offer it next year. This feature allows the students to go off-campus to purchase meals or have deliveries made to their rooms through participating local restaurants; a valuable service during holiday seasons, Reading Week, or any time of year.
3. To properly support our community partners in this program, we are asking that the External Declining Balance be mandatory of \$100 (not refundable) per year for Residents in Mary Speechly Hall and Pembina Hall Residence. This will provide some guarantee of income to the providers of this service.

Summary

- For 2012/2013, the increase applies only to the Mandatory Meal Plans and does not affect the Declining Balance Dollars.
- All Meal Plans will come with the ability to purchase additional funds for External Declining Balance Dollars any time through the year. However, if the student does not use these funds, they are refundable (less \$25 Administration Fee) so this feature will have minimal financial impact on the student/parent.

Rationale

- Food cost increases are trending to be at approximately 6% overall.
- Composite increase of 3.5% for utility costs: steam heat, water, and hydro.
- The cost of going "green" is increasing. ARAMARK has committed to operate food services businesses as green as possible and will continue to explore additional green options. As well, Sustainable foods are higher in demand and given our geographical location, we are having to spend higher values on these type of products to meet student needs.

IMPLICATIONS:

The creation of the Repair and Renovation Fund as part of the room rate adjustment is an important step toward planning for significant maintenance and upgrades that are required in the Residences. The new Pembina Hall Residence rate is high relative to Mary Speechly Hall and University College Residence single room rates, but it is a premium new residence with added features such as private washrooms and air conditioning.

ALTERNATIVES:

Consideration was given to keeping the room rate increases at 3% just to cover operating cost increases. However, the residences require ongoing upgrades and repairs and it was deemed prudent to include an additional 2% (Mary Speechly Hall & University College Residence) increase that would be allocated to the Repair and Renovation Fund. Furthermore, our room rates remain low relative to most other universities in Canada.

CONSULTATION:

The submission has been reviewed by Director of Student Residences, General Manager of U of M Food Services, Director of Ancillary Services, Associate VP (Admin), and the VP Admin. The specific structure of the meal plans was reviewed in January with the Residence Student Meal Plan Advisory Group.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>[Signature]</i>	<i>Feb 21/12</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>[Signature]</i>	<i>Feb 22/12</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Submission for Board</i>	<i>Feb 22, 2012</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>FAHR</i>	<i>March 6/12</i>
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: _____

Submission approved by: *This must be the President, a Vice-President, or the University Secretary.*

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.

- Table 1 – 2012/13 Proposed Single Meal Plan Rates
- Table 2 – 2012/13 Proposed Single Room Rates
- Table 3 – Institutional Comparisons in Canada (3 pages)

2012/13 Proposed Meal Plan Rates

Table 1

Pembina Hall Residence		Meal Rate
	10 meals	\$ 4,202.00
	15 meals	\$ 4,504.00
	7 day unlimited	\$ 4,664.00
Mary Speechly Hall		Meal Rate
	10 meals	\$ 4,202.00
	15 meals	\$ 4,504.00
	7 day unlimited	\$ 4,664.00
University College	(Declining Balance)	Meal Rate
	2200	\$ 2,200.00
	2400	\$ 2,400.00
	2800	\$ 2,800.00
Arthur Mauro Residence	No Meal Plan required	

2012/13 Proposed Room Rates

Table 2

	Room Rate (Double)	Room Rate (Single)
Pembina Hall Residence	N/A	\$ 6,078.00
Mary Speechly Hall	\$ 2,828.00	\$ 4,216.00
University College	\$ 2,828.00	\$ 4,216.00
AVM - Single	N/A	\$ 6,158.00

2011/2012 Single Room Comparatives – Traditional Dormitory: Mary Speechly Hall and University College Residence
 (as of December 20/11)

Table 3

INSTITUTION	SINGLE Room Rate
University of Western Ontario	\$6,050 - \$6,800
Queen's University	\$5,966
McMaster University	\$5,730
University of Waterloo	\$5,296
University of Guelph	\$5,250 - \$6,082
York University	\$5,101- \$5,279
University of Windsor	\$4,939 - \$5,946
University of Calgary	\$4,850
Simon Fraser University	\$ 4,702 - \$5,054
University of British Columbia	\$4,532 - \$5,150
University of Alberta	\$4,328
University of Saskatchewan	\$4,142
University of Manitoba	\$4,015
University of Regina	\$3,768 - \$4,352
Brandon University	\$3,767 - \$4,785
University of Winnipeg	\$3,528

2011/2012 Double Room Comparatives – Traditional Dormitory: Mary Speechly Hall and University College Residence
 (as of December 20/11)

Table 4

Institution	DOUBLE Room Rate
Queen's University	\$5,866
Simon Fraser University	\$5,502 townhouse db
University of Western Ontario	\$5,390 - \$6,145
University of Guelph	\$5,202 - \$5,640
McMaster University	\$5,095
University of Windsor	\$4,833 - \$5,430
University of Waterloo	\$4,751
York University	\$4,456 - \$4,672
University of British Columbia	\$3,955
University of Saskatchewan	\$3,316
University of Calgary	\$3,010
Brandon University	\$2,851 - \$3,848
University of Alberta	\$2,752
University of Manitoba	\$2,692
University of Winnipeg	N/A
University of Regina	N/A

2011/2012 Comparatives – Suite: Arthur V. Mauro Res. and Single Room with Private Bathroom: Pembina Hall Residence
 (as of December 20/11) Table 5

Institution	SUITE-STYLE Room Rate
Simon Fraser University	\$7,520 (2 bdm. apt.)
McMaster University	\$7,050
York University	\$6,558
University of Windsor	\$6,446
University of Western Ontario	\$6,350 - \$7,415
Queen's University	\$6,334
University of Calgary	\$6,200 - \$6,480
University of Guelph	\$6,174
University of Alberta	\$6,080 (2 bdm. apt.)
University of Manitoba	\$5,900 - \$5,978
University of Waterloo	\$5,712
University of Regina	\$4,072
University of Winnipeg	\$3,952
University of Saskatchewan	\$3,700
University of British Columbia	N/A Apartments Only
Brandon University	N/A



AGENDA ITEM: Endowment Fund – Policy on Spending Allocations

RECOMMENDED RESOLUTION:

That the Board of Governors approve a new policy on endowment spending allocations effective the 2012/2013 fiscal year utilizing a hybrid of inflationary increases and market returns as follows:

- 75% based on the previous year's actual spending amount adjusted for inflation PLUS 25% based on a 4% spending rate of the 60-month rolling average of the market value of the fund.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At the December 19, 2011 meeting of the Trust Investment Committee, the members recommended that the University adopt a new spending policy that will determine the annual distributions from the endowment fund. The new policy will be based on a hybrid method for calculating distributions. This hybrid calculation will set spending at *75% based on the previous year's actual spending amount adjusted for inflation PLUS 25% based on a 4% spending rate of the 60-month rolling average of market values of the endowment fund.*

Inflation will be determined by the CPI rate for the most recent calendar year.

(The current spending policy is based on a 4.5% spending rate of the 36-month rolling average of market values of the endowment fund).

The Committee has been reviewing a change to the policy over the past year with two goals in mind: 1) to provide annual allocations with less volatility to help beneficiaries plan and budget better from year-to-year, and 2) to preserve the long-term capital of the fund.

Part of the review process also included consultation with Deans/Directors and Business Managers of faculties and units.

Many universities in Canada and the U.S. have made policy changes, or they are in the process of reviewing policy changes, with respect to the annual spending distributions from their endowment funds. A wide variety of options exist and are now being used, which suggests there is no consensus as to the single best way to allocate endowment income, particularly in light of the challenges in the investment marketplace over the past decade, and the different requirements within universities. Despite this, hybrid policies have become increasingly more popular in recent years as they are less affected by the volatility of market returns, allowing beneficiaries to see stability in allocations.

After reviewing several different calculation methods (market-based, inflationary, and hybrid), and then several different hybrid options within the hybrid alternative, the Committee felt that the 75/25 calculation best suited the needs of both our beneficiaries and the fund itself. In determining that 75% of the calculation be based on last year's nominal spending amount adjusted for the current year's inflation, this protects the downside of the annual distribution and helps to negate volatility. Having 25% of the calculation tied to market values/investment performance links spending back to the value of the fund and allows beneficiaries to spend a little more in times when returns are stronger. Furthermore, having the period of returns stretched out to a 5-year period provides more stability to annual allocations, and setting the spending rate to 4% slightly reduces the payout and ties the rate more closely to the capital market assumptions and expected returns of the fund's investments.

The calculation for 2012/2013 results in a 0.9% reduction in spending for individual account holders who have had no changes to their capital base. If new contributions are received by a fund, this will change the amount available. However, comparing the same corpus and spending from year-to-year, a small 0.9% cut will be incurred. Although inflation was 2.3% for 2011, the reason for the small decrease is due the 60-month portion of the calculation including the very challenging years of investment returns from 2008 through to 2011, as well as changing the spending rate on market values from 4.5% to 4.0%.

If the 36-month spending policy had been retained for another year, beneficiaries would have seen a spending cut of 3%.

RESOURCE REQUIREMENTS:

No additional resources are needed in changing the spending policy.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The annual spending allocation supports the priorities in the University Planning Framework by providing funding that enables the University to provide student support, attract faculty and researchers, provide programs in faculties and schools, support chairs and professorships, and add to library resources.

IMPLICATIONS:

The decision to change the spending policy for the 2012/2013 has several implications, and these are discussed above in the section on Context and Background.

ALTERNATIVES:

Several alternatives were discussed by the Committee:

- 1) Leaving the policy as is;
- 2) Maintaining a market value based calculation but extending the period of values to 5 years;
- 3) Adopting an strictly inflation based policy; and

4) Adopting a hybrid policy of market returns and inflationary increases.

All options were analyzed and discussed. For each option, the Committee reviewed the estimated spending allocations over the period of years from 2000 to 2011, based on actual annual returns for the endowment fund over that same period of time. Spending amounts and volatility (measured by standard deviation) were used to compare each option. Non-quantitative considerations were discussed as well. Based on the comparative calculations of each alternative, the needs of the beneficiaries, and the goal to maintain the long-term purchasing power of the capital of the fund, the 75/25 Hybrid policy best met the requirements. Going forward, the Committee feels this policy will provide beneficiaries with more stability, greater downside protection, and the potential for spending increases greater than inflation.

CONSULTATION:

This matter was discussed thoroughly with members of the Trust Investment Committee, and there was consultation with Dean's and Director's (Provost's Council) and with Faculty Business Managers.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Richard McEld</i>	<i>Feb 22/12</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Glenn D Bannard</i>	<i>Feb 22, 2012</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>FATR</i>	<i>March 6/12</i>
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
		Lance McKinley, Treasury	<i>Lance McKinley Feb 17/2012</i>

Submission prepared by:

Submission approved by:

This must be the President, a Vice-President, or the University Secretary.

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.



AGENDA ITEM: *New Policy – Safe Disclosure*

RECOMMENDED RESOLUTION:

It is resolved that the new policy entitled *Safe Disclosure* be approved.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Public Interest Disclosure (Whistleblower Protection) Act received Royal assent on December 7, 2006. Over time, various government and public bodies have been brought under the legislation, and been required to adopt a policy compliant with statutory requirements. The University is currently overdue in having its policy in place.

The primary purposes of the legislation, and the proposed new policy are:

- To require public bodies to make a mechanism available for individuals to disclose “wrongdoing” (defined primarily as breaches of laws, creating substantial dangers to health and safety, or gross mismanagement of public assets).
- To allow disclosures to be made without fear of reprisal.

It is important to note that the policy does not replace other dispute resolution mechanisms and administrative processes. For example, an employee who steals from the University can still be dealt with by his/her unit and Human Resources as a matter of management rights. Similarly, a student engaged in illegal conduct could still be subject to the *Student Discipline By-law*. Rather than replacing such existing avenues, the new policy is intended to empower members of the University community to bring serious concerns forward, when they believe they would otherwise not be taken seriously or might be subject to reprisal.

It is hoped the new policy will encourage legitimate concerns to be brought forward, so that they can be addressed appropriately by the institution. In this sense, the policy will become a risk management tool. In support of this goal, the policy includes a mandatory reporting requirement.

The proposed new policy will be accompanied by procedures approved by the President, a copy of which have been provided to the Board for information. Key aspects of the procedures include:

- Assigning the Vice-President (Administration) as the “Designated Officer”, primarily responsible for implementing the policy.
- Establishing an initial review process, to eliminate disclosures which do not warrant a full investigation.
- Establishing a process for appointing an Investigator.
- Establishing a process for conducting and reporting on an Investigation.
- Protections for those making legitimate disclosures (although it is notable that anonymity cannot be guaranteed).

RESOURCE REQUIREMENTS:

No additional resources will be required for the initial implementation of this policy. It is possible that, with this new way to bring concerns forward, the University will be advised of more matters of concern than in the past. It will take some additional effort to manage and investigate such concerns, but at this time it is difficult to estimate what, if any, additional resources will be required.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

Implementation of the new policy is primarily intended to ensure statutory compliance, but it can be linked to some of the initiatives of the Planning Framework. In particular, members of the University will have a better experience if they feel there is a safe way to bring their concerns to the attention of the institution. In this sense, there is some relationship to the Planning Framework initiatives:

- Outstanding Employer
- Exceptional Student Experience

IMPLICATIONS:

Legislation requires that information about disclosures under this new policy be included in the University's annual report. Only substantiated claims will need to be described in detail, but numbers of both substantiated and unsubstantiated claims will be required to be reported. Depending on the nature of the allegations and the outcome of the investigations, this could have a reputational impact on the University.

ALTERNATIVES:

There is no alternative to having a policy on this subject, as it is a statutory requirement. The governing legislation is very prescriptive about what must be included in the policy, but leaves some discretion in certain areas. In particular, two strategic decisions were made in the drafting of the policy and procedures:

1. *Applicability of Policy*: the legislation requires the University to have a policy applicable to "employees". This proposed policy is drafted more broadly, to apply to the entire University community. It was a conscious decision to bring additional groups under the policy, so that their concerns could be addressed efficiently, and in a manner appropriate to the University. Failure to have a policy applicable to the wider community would require many to bring their concerns instead to the Manitoba Ombudsman, whose investigation may not be as efficient or appropriate.
2. *Flexible Investigation*: the legislation allows public bodies some discretion to set investigatory procedures, within certain parameters. It was a conscious decision to give a broad discretion to the Designated Officer to select an appropriate Investigator (either internal or external to the University), because the nature of Disclosures could be incredibly varied. Similarly, it was decided that the Investigator should have a broad discretion to determine the manner of the Investigation, because the seriousness of the issues could similarly be so varied. In particular, the procedures allow the Investigator to "conduct the Investigation in any manner he or she deems appropriate to the nature of the particular Disclosure and the seriousness of the issues involved". The alternative would be to draft more prescriptive procedures, but this would likely sacrifice both the efficiency and quality of the investigatory process.

CONSULTATION: *[delete if not applicable]*

The proposed new policy has been subject to widespread consultation, and comments received have been considered and incorporated into the final draft. The following groups have had an opportunity to review a draft of the proposed policy:


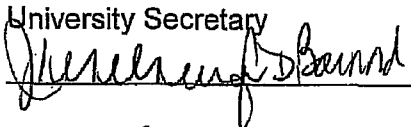
- All employee bargaining units
- Audit Services
- President's Executive Team (PET)
- Senior Management Group (SMG)

Under the collective agreement UMFA is provided 40 working days to review policies. The material was sent to them on January 19, 2012 and the deadline for responding is March 9, 2012. Rather than experience a further delay, it is recommended that the policy go forward to the March 2012 meeting of the Audit and Risk Management Committee and if there are substantive changes required as a result of UMFA's review, they will be raised at the meeting of the Board of Governors on March 20, 2012.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 Vice-President (Administration)	February <u>23</u> , 2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____ University Secretary	February __, 2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 ARMC	February <u>23</u> , 2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	March <u>6</u> /12
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Office of Legal Counsel

Submission prepared by:

Submission approved by:

This must be the President, a Vice-President, or the University Secretary.

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.

UNIVERSITY OF MANITOBA POLICY

No. _____	Effective Date: _____		
Title: Safe Disclosure Policy _____	Review Date: _____		
<p>Approving Body: <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input type="checkbox"/> Administration (specify): _____</p> <p>Authority <input checked="" type="checkbox"/> <i>University of Manitoba Act</i> Section # 16(1) <input checked="" type="checkbox"/> Other Legislation [name and section #] <i>The Public Interest Disclosure (Whistleblower Protection) Act, C.C.S.M., c.P217</i> <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation _____</p> <p>Implementation: President, delegated to Vice-President (Administration) _____ Contact: Vice-President (Administration) _____</p>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>Applies to: <input checked="" type="checkbox"/> Board of Governors members</p> <p><input checked="" type="checkbox"/> Senate members</p> <p><input checked="" type="checkbox"/> Faculty/School Councils</p> <p><input checked="" type="checkbox"/> Students</p> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p><input checked="" type="checkbox"/> External Parties contractors, vendors, volunteers, members of the public [Specify applicable external parties] _____</p> <p><input checked="" type="checkbox"/> Employees [Specify applicable employee organizations and employment groups] all employee groups _____</p> </td> </tr> </table>		<p>Applies to: <input checked="" type="checkbox"/> Board of Governors members</p> <p><input checked="" type="checkbox"/> Senate members</p> <p><input checked="" type="checkbox"/> Faculty/School Councils</p> <p><input checked="" type="checkbox"/> Students</p>	<p><input checked="" type="checkbox"/> External Parties contractors, vendors, volunteers, members of the public [Specify applicable external parties] _____</p> <p><input checked="" type="checkbox"/> Employees [Specify applicable employee organizations and employment groups] all employee groups _____</p>
<p>Applies to: <input checked="" type="checkbox"/> Board of Governors members</p> <p><input checked="" type="checkbox"/> Senate members</p> <p><input checked="" type="checkbox"/> Faculty/School Councils</p> <p><input checked="" type="checkbox"/> Students</p>	<p><input checked="" type="checkbox"/> External Parties contractors, vendors, volunteers, members of the public [Specify applicable external parties] _____</p> <p><input checked="" type="checkbox"/> Employees [Specify applicable employee organizations and employment groups] all employee groups _____</p>		

1.0 Reason for Policy

The University of Manitoba (the "University") has been designated as a "government body" under the regulations to *The Public Interest Disclosure (Whistleblower Protection) Act, C.C.S.M., c.P217* (the "Act"). All government bodies are required to implement procedures to manage disclosures, as defined by the Act ("Disclosures"). The University desires to meet or exceed the requirements of the Act.

2.0 Policy Statement

2.1 The University will:

- (a) Facilitate the Disclosure and investigation of wrongdoing, as defined in the Act ("Wrongdoing"), in or relating to the University; and

(b) Protect persons who make those Disclosures.

2.2 This Policy is intended to apply only to the Disclosure of Wrongdoing, as that term is defined in the Act and may be amended from time to time. This Policy is not intended to apply to other types of disclosures, and is not intended as a dispute resolution mechanism to replace grievances, appeal hearings, and other administrative processes. At the time this Policy was approved, the definition of Wrongdoing was:

(a) An act or omission constituting an offence under an Act of the Legislature or the Parliament of Canada, or a regulation made under an Act;

(b) An act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of the duties or functions of an employee;

(c) Gross mismanagement, including of public funds or a public asset;

(d) Knowingly directing or counseling a person to commit a wrongdoing described in clauses (a) to (c).

2.3 The University desires to protect the public and the public interest by encouraging legitimate Disclosures and the participation in the investigation of required members of the University community. As a result:

(a) All persons to which this Policy applies must disclose any credible evidence of Wrongdoing, about which they become aware; and

(b) All persons to which this Policy applies must provide reasonable cooperation in the investigation of Wrongdoing.

2.4 The University desires to encourage legitimate Disclosure from the broadest possible scope of individuals, and will extend the protections under the Act and this Policy beyond its employees. This Policy will refer to a "Person" or "Persons" as the individuals anticipated to make Disclosures under this Policy, which definition shall include:

(a) Employees in all employee groups;

(b) Students of the University;

(c) Members of all University governing bodies, including the Board of Governors and Senate;

(d) Contractors and vendors to the University;

(e) Volunteers to the University; and

(f) Members of the public with a real and substantial connection to the

University.

(collectively referred to in this Policy as a "Person" or "Persons").

For the purposes of applying the Act to the University, an "Employee" (as defined by the Act) shall be deemed to also include all additional individuals captured within this definition of "Persons".

3.0 Accountability

- 3.1** The University Secretary is responsible for advising the President that a formal review of the Policy is required.
- 3.2** The President (delegated to the Vice-President (Administration)) is responsible for the communication, administration and interpretation of this policy.
- 3.3** All Persons are responsible for complying with this Policy.

4.0 Secondary Documents

- 4.1** The President may approve Procedures which are secondary to and comply with this Policy, which will include, but not be limited to, procedures related to:
 - (a) The appointment of a Designated Officer (as defined in the Act);
 - (b) Referring a disclosure where it is not appropriate for the Designated Officer to deal with it;
 - (c) Receiving and reviewing disclosures, including setting time periods for action;
 - (d) For investigating disclosures in accordance with the principles of procedural fairness and natural justice;
 - (e) Respecting the confidentiality of information collected in relation to disclosure and investigations;
 - (f) For protecting the identity of persons involved in the disclosure process, subject to any other Act and to the principles of procedural fairness and natural justice;
 - (g) For protecting persons involved in the disclosure process against reprisal;
 - (h) For reporting the outcomes of investigations; and
 - (i) Generally defining the responsibility, authority and accountability of members of the University community under the Policy.

5.0 Review

5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is ____.

5.2 In the interim, this Policy may be revised or rescinded if:

- (a) the Approving Body deems necessary; or
- (b) the relevant Bylaw, Regulations or Policy is revised or rescinded.

5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

- (a) comply with the revised Policy; or
- (b) are in turn rescinded.

6.0 Effect on Previous Statements

6.1 This Policy supersedes the following:

- (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and
- (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;

7.0 Cross References

<p>Cross References [Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section #: of other Governing Documents if appropriate.]</p> <p>Cross referenced to: (1) Safe Disclosure Procedures _____ (3) _____</p> <p>(2) _____ (4) _____</p>
--

PROCEDURE(S)

No. _____	Effective Date: _____
Title: <u>Safe Disclosure Procedures</u>	Review Date: _____
Approving Body: <input type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input checked="" type="checkbox"/> Administration (specify): President	
Authority: <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation [name and section #] _____ <input checked="" type="checkbox"/> Policy [name and section#] <u>Public Interest Disclosure (Whistleblower Protection) Policy</u>	
Implementation: <u>President, delegated to Vice-President (Administration)</u>	
Contact: _____	
Applies to: <input checked="" type="checkbox"/> Board of Governors members <input checked="" type="checkbox"/> External Parties <u>contractors, vendors, volunteers, members of the public</u> <input checked="" type="checkbox"/> Senate members <input type="checkbox"/> _____ [Specify applicable external parties] <input checked="" type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees <u>All</u> <input checked="" type="checkbox"/> Department Councils <input type="checkbox"/> _____ [Specify applicable employee organizations and employment groups] <input checked="" type="checkbox"/> Students	

1.0 Reason for Procedure(s)

These Procedures are intended to detail how the University will manage disclosures under *The Public Interest Disclosure (Whistleblower Protection) Act*, and are secondary to the University's *Safe Disclosure Policy*.

2.0 Procedure(s)

2.1. **Definitions**

2.1.1. All terms defined in the Act or the Policy have the same meaning in these Procedures.

2.1.2. "Reprisal" means, in addition to the definition in the Act:

- (a) in the case of students, student discipline, academic penalties, or any measure that adversely affects his or her educational experience;
- (b) in the case of members of governing bodies, removal from the governing body, or any measure that adversely affects the ability of the member to fully participate in the governing body;

- (c) in the case of contractors or vendors, termination of contractual arrangements, withholding payments, or deeming them ineligible for future contract opportunities;
- (d) in the case of volunteers, any measure that adversely affects his or her volunteer experience, or deems them ineligible for future volunteer opportunities;
- (e) in the case of members of the public, any measure which adversely affects his or her ability to engage with the University or become a member of the University community; and
- (f) a threat to take any of the measures referred to above.

2.2. Designated Officer

2.2.1. The Designated Officer for the University will be the Vice-President (Administration).

2.2.2. The Designated Officer will take reasonable steps to educate the University community on the Act, the Policy and these Procedures.

2.3. Referral by Designated Officer

2.3.1. If the subject matter of a Disclosure is such that it would be inappropriate for the Designated Officer to manage the matter, for reason of conflict of interest or any other reason, the Designated Officer may:

- (a) Appoint any other employee of the University to act as an interim Designated Officer for the purposes of managing the particular Disclosure; or
- (b) Refer the Disclosure to the Manitoba Ombudsman.

2.3.2. If a Disclosure is made which would more appropriately be investigated by another part of the Public Service (as defined in the Act), the Designated Officer may refer the matter to another designated officer in the appropriate office or institution.

2.3.3. Any referrals shall be made with notice to the Person making the Disclosure.

2.4. Receipt of Disclosures

2.4.1. A Person may seek advice on making a Disclosure from the Designated Officer. A request for advice must be made in writing.

2.4.2. A Person may make a Disclosure in writing and containing the information required by the Act, to:

- (a) In the case of an employee, to the Person's supervisor;
- (b) In the case of a student, to the Department Head, Dean, or Provost;
or

(c) In the case of any Person, to the Designated Officer.

2.4.3. Where a Disclosure is not received by the Designated Officer, the individual receiving the Disclosure will:

(a) Attempt to informally resolve the issues of concern in the Disclosure, thereafter reporting the Disclosure and the resolution to the Designated Officer; and

(b) If the Disclosure cannot be informally resolved within 14 days of receipt, forward the Disclosure to the Designated Officer. The Designated Officer will note the time and date of receipt.

2.4.4. In the alternative to making a Disclosure as contemplated in these Procedures, a Person may make a Disclosure to the Manitoba Ombudsman in accordance with the Act. If a Disclosure is made both to the Manitoba Ombudsman and the University, the Designated Officer may choose not to review and investigate the matter under these Procedures, referring it instead to the Manitoba Ombudsman pursuant to subsection 2.3 of these Procedures.

2.5. Initial Review of Disclosures

2.5.1. The Designated Officer will review all Disclosures (the "Initial Review") within 14 days of receipt.

2.5.2. A Disclosure will be accepted after Initial Review if, in the opinion of the Designated Officer, the Disclosure:

(a) Was made in good faith, and is not frivolous or vexatious;

(b) Deals with Wrongdoing to which the Act applies;

(c) Indicates reasonable grounds to believe that Wrongdoing has or may occur;

(d) Should not be referred to the Manitoba Ombudsman or another part of the Public Service; and

(e) Has not already been (or is not in the process of being) investigated under the Act, the Policy, a collective agreement, or any other policy or procedure which would deal comprehensively with the Wrongdoing alleged in the Disclosure.

2.5.3. The Person will be informed in writing as to the results of the Initial Review, including where a Disclosure is rejected, the reasons for such rejection.

2.5.4. A Disclosure which is rejected will require no further action by the Designated Officer or the University.

2.6. Investigation of Disclosures

2.6.1. The Designated Officer will immediately cause an investigation to be

conducted into any Disclosure accepted after Initial Review (the "Investigation").

- 2.6.2. The Designated Officer will appoint one or more individuals as Investigator(s) (the "Investigator") to conduct the Investigation. In appointing an Investigator, the Designated Officer will consider the skills necessary to conduct the particular Investigation, and the potential for any conflict of interest. The Investigation may be conducted by:
 - (a) The Designated Officer;
 - (b) An employee of the University; or
 - (c) An external contractor, under appropriate terms and conditions.
- 2.6.3. The Investigator may conduct the Investigation in any manner he or she deems appropriate to the nature of the particular Disclosure and the seriousness of the issues involved. This may include some or all of:
 - (a) Interviewing witnesses in person;
 - (b) Asking questions of witnesses in writing (including by email);
 - (c) Reviewing documents (both paper and electronic);
 - (d) Reviewing photographs, audio, and video recordings;
 - (e) Examining physical evidence;
 - (f) Arranging for testing of physical evidence; and/or
 - (g) Accessing electronic systems.
- 2.6.4. The Investigator may set reasonable timelines for individuals to respond to requests for assistance with the Investigation.
- 2.6.5. The Investigator will conduct the Investigation in accordance with the principles of procedural fairness and natural justice. In particular, the Investigator will consider that:
 - (a) The Person must be provided an opportunity to explain and provide evidence in support of the Disclosure;
 - (b) Those individuals who are alleged to have been involved in Wrongdoing must be informed of the essential nature of the allegations against them, including where necessary, having access to documentary and other evidence, and in some cases (subject to subsection 2.8 of these Procedures) the identity of the Person;
 - (c) Those individuals who are alleged to have been involved in Wrongdoing must be provided an opportunity to respond to the allegations;
 - (d) While strict rules of evidence do not apply, appropriate weight must

be given to evidence based on its credibility and reliability; and

- (e) Witnesses may consult with or respond through an advocate (which may include legal counsel, a union representative, or a Student Advocate, as may be appropriate).
- 2.6.6. An Investigation must normally be completed within 30 days of the Disclosure being assigned to the Investigator. The Investigator may apply to the Designated Officer for an extension of time of up to 30 days. An Investigator may make multiple applications for extensions, but extensions may be granted at a maximum of 30 days at a time. The Person will be informed in writing of any extensions granted.
- 2.6.7. If in the course of an Investigation, an Investigator discovers that another Wrongdoing may have been committed, the Investigator may apply to the Designated Officer to expand the scope of the Investigation.
- 2.6.8. Nothing herein is intended to restrict the Designated Officer and the University from taking immediate steps to contain or prevent Wrongdoing. In such a case, the Investigation will still be completed in accordance with these Procedures.

2.7. Confidentiality

- 2.7.1. The Designated Officer (and/or Investigator) will maintain separate files in regard to each Disclosure or each time advice is sought on a potential Disclosure. Paper files will be secured in a locked location to which only the Designated Officer (and/or Investigator) and his or her confidential assistant have access. Electronic files will be stored in locations with reasonable security, and password access limited to the Designated Officer (and/or Investigator) and his or her confidential assistant.
- 2.7.2. All persons involved in the Investigation, whether as a witness or retrieving relevant information or documents, must keep confidential:
- (a) the existence and nature of the Investigation; and
 - (b) any information or documentation obtained as a result of the Investigation.

which information may not be disclosed, except with the consent of the Investigator or Designated Officer, or as necessary to obtain confidential professional advice (including advice from a lawyer, union representative, or Student Advocate, as may be appropriate).

This obligation of confidentiality is not intended to prevent an individual from using information obtained independent of the Investigation in another forum (including a grievance, appeal hearing, or other administrative process), even if the issues involved are related to the Investigation.

- 2.7.3. Upon conclusion of an Investigation, information made public (through the annual report or otherwise) may be discussed or disclosed only to the extent that it is publically available.
- 2.7.4. The Investigator will advise all persons involved in an Investigation as to their

obligations regarding confidentiality, and the protections available to them.

2.7.5. The Designated Officer shall cause the University to include in its annual report the information required by the Act. To the extent possible, confidential information and personal information will be omitted from the annual report.

2.7.6. Nothing herein is intended to prevent the Designated Officer or the Investigator from using the services of a confidential administrative assistant or secretary, or from consulting with and obtaining advice, on a confidential basis, from experts relevant to the issue, including auditors, accountants, and lawyers (whether internal or external to the University).

2.8. **Protection of Identity**

2.8.1. Subject to the other provisions these Procedures, the University will take reasonable steps to protect the Identity of the Person making the Disclosure, the individuals alleged to have engaged in Wrongdoing, and others involved in the Investigation.

2.8.2. Except as determined by the Investigator or the Designated Officer, no person is entitled to information regarding:

(a) The identity of the Person making the Disclosure, unless the principles of procedural fairness and natural justice, or a collective agreement, require such disclosure;

(b) The identity of any other person(s) involved in the Investigation, unless the principles of procedural fairness and natural justice, or a collective agreement, require such disclosure;

(c) At the conclusion of the Investigation, the identify of any individual(s) who are concluded to have engaged in Wrongdoing; nor

(d) Any discipline taken against individuals who are concluded to have engaged in Wrongdoing.

2.8.3. The University (including the Investigator and the Designated Officer) cannot guarantee complete anonymity to persons participating in an Investigation, and may be required to disclose identifying information:

(a) In order to comply with the principles of procedural fairness and natural justice, or a collective agreement, in conducting the Investigation;

(b) In order to decide upon and implement discipline, mitigation steps, or remedial measures;

(c) In order to implement due diligence to prevent similar or related Wrongdoing in the future; or

(d) In order to comply with legal, regulatory, or contractual obligations.

2.8.4. In considering the release of identifying information, the University will reflect

on the potential for Reprisal and other threats against the subject individual.

2.9. Protection from Reprisal

- 2.9.1. A Person making a Disclosure, a witness, or any other person cooperating with an Investigation is entitled to be protected from Reprisal, as defined in the Act, the Policy and these Procedures.
- 2.9.2. In addition to the processes outlined in the Act, an individual may complain about an alleged Reprisal to the Designated Officer. The Designated Officer will consider the allegation, and if in his or her opinion the allegation is substantiated, take reasonable steps to remedy the Reprisal.
- 2.9.3. If an individual is not satisfied with the Designated Officer's response or ability to remedy an alleged Reprisal, the individual may challenge the Reprisal as follows:
- (a) In the case of employees in a certified bargaining unit, through the grievance procedures of the relevant collective agreement; or
 - (b) in the case of students, through the appeal process provided for in the *Student Discipline By-law*, the *Academic Appeal* procedures, or any other applicable discipline or academic appeal route.
- 2.9.4. It is not a Reprisal for the University to implement discipline or take other measures against an Employee or other person, if:
- (a) The person has engaged in conduct which may constitute an offence under the Act;
 - (b) The person has materially breached the Policy or Procedures; or
 - (c) The person is otherwise deserving of discipline.
- 2.9.5. Even where a Person indicates that he or she wishes to withdraw a Disclosure (including for fear of Reprisal or being identified), the Designated Officer may determine that the issue is important enough that an Investigation must continue.

2.10. Reports on Investigations

- 2.10.1. Prior to concluding the Investigation, the Investigator will issue a Report (the "Report") to the Designated Officer.
- 2.10.2. The Report will contain, at a minimum, the following:
- (a) A summary of the Disclosure and the alleged Wrongdoing;
 - (b) A summary of the process used in the Investigation;
 - (c) A summary of the key evidence obtained through the Investigation;
 - (d) A conclusion as to whether Wrongdoing has been or is likely to be committed, including identifying which individuals were/are involved

in the Wrongdoing;

- (e) A summary of the reasons for the conclusion; and
- (f) Recommendations regarding discipline, mitigation steps, or remedial measures.

2.10.3. The Designated Officer may request the Investigator to prepare two or more different versions of the Report for the purposes of protecting confidentiality and protecting the identity of persons involved in the Investigation in accordance with these Procedures.

2.10.4. The Designated Officer will provide an appropriate version of the Report, within 30 days of the conclusion of the Investigation, to:

- (a) The Person making the Disclosure;
- (b) All persons which the Report concludes engaged in Wrongdoing; and
- (c) All such other persons at the Designated Officer believes necessary to decide upon and implement discipline, mitigation steps, or remedial measures;
- (d) All such persons as the Designated Officer believes necessary to implement due diligence to prevent similar or related Wrongdoing in the future; and
- (e) In order to comply with legal, regulatory, or contractual obligations.

2.11. **Other Provisions**

2.11.1. All other processes and procedures not otherwise addressed in these Procedures shall be undertaken in accordance with the Act.

2.11.2. Where the Designated Officer decides to conduct an Investigation him/herself, the Designated Officer may still make the discretionary decisions outlined in these Procedures, including the granting of extensions or expanding the scope of the Investigation.

2.11.3. Nothing herein is intended to prevent or discourage a Person from making a Disclosure to the Manitoba Ombudsman, as described in the Act.

3.0 **Accountability**

3.1. University Secretary or the President are responsible for initiating a formal review of this/these Procedure(s).

3.2. The President (delegated to the Vice-President (Administration)) is responsible for the communication, administration and interpretation of these Procedures.

3.3. All Employees are responsible for complying with these Procedures.

4.0 **Review**

- 4.1. Formal Procedure reviews will be conducted every three (3) years.
- 4.2. In the interim, this/these Procedure(s) may be revised or rescinded if:
 - (a) the Approving Body deems necessary, (or the President, where the approving body is the Administration); or
 - (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 Effect on Previous Statements

5.1 This/these Procedure(s) supersede(s) the following:

- (a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and
- (b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and
- (c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein; and

6.0 Cross References

[Indicate names and numbers of other specific Governing Documents which should be cross-referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]

Gross referenced to: (1) Safe Disclosure Policy
(2) _____
(3) _____
(4) _____



AGENDA ITEM: Policy: Substance Abuse and/or Dependency

RECOMMENDED RESOLUTION:

That the Board of Governors

- 1) rescind the current Policy: Alcoholism of University Staff (February 17, 1977); and
- 2) approve the new Policy: Substance Abuse and/or Dependency; and
- 3) receive for information the Procedures: Substance Abuse and/or Dependency previously approved by the President.

Action Requested:

Approval

Discussion/Advice

Information

CONTEXT AND BACKGROUND:

The current policy is outdated (1977) and deals only with alcoholism. Approaches to dealing with substance abuse in employment have changed significantly since the approval of the current policy.

RESOURCE REQUIREMENTS:

None

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

Outstanding Workplace – the attached Policy will provide support to employees who wish to overcome dependency issues and will ensure the safety of employees in the workplace. Attendance management is important in developing good morale in the workplace.

IMPLICATIONS:

The new policy represents the best practice approach to dealing with substance dependency and if not utilized labour arbitrators could impose this type of approach. This new policy protects management rights while observing the duty to accommodate persons with disabilities.

ALTERNATIVES:

The alternative of not having an up to date policy and procedure on substance dependency encourages administrators and employees to cover up dependency problems and places

others in the University community at risk.

CONSULTATION: *[delete if not applicable]*

Consultation with all unions and the EMAPS Policy Advisory Committee has taken place. The University's Disability Case Coordinator was a significant contributor to the development of the Policy and Procedure. The Staff Relations Officers and Human Resources Consultants have also been consulted.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Debbie McCallum</i>	<i>Feb 22/12</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Musilman for Al Bannad</i>	<i>Feb 22, 2012</i>
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Terry Voss

Submission prepared by:

Submission approved by:

Debbie McCallum, Vice President Administration.

Attachments

1. Proposed Policy: Substance Dependency and/or Abuse
2. New Procedure: Substance Dependency and/or Abuse



Title: Substance Abuse and/or Dependency

Effective Date: Review Date:

Approving Body: X Board of Governors Senate Administration (specify):

Authority: University of Manitoba Act Section # Other Legislation [name and section #] Bylaw [name and section #] Regulation

Implementation: President (delegated to the Vice-President (Administration) Contact: Executive Director of Human Resources

Applies to: Board of Governors members Senate members Faculty/School Councils Students External Parties [specify applicable external parties] X Employees All Employees [specify applicable employee organizations and employment group]

1.0 Reason for Policy

To provide employees and their supervisors with guidelines and support in addressing issues or problems related to substance usage and/or dependency that might be affecting a staff member's ability to attend work on a regular basis, negatively affect his/her performance while at work and potentially place others in the workplace at risk.

2.0 Policy Statement

2.1 The University of Manitoba recognizes that substance usage and/or dependency problems can have a detrimental effect on work performance and behaviour. The University has a responsibility to its employees, students and members of the University community to ensure that this risk is minimized. For the purposes of this Policy substance abuse shall refer to a maladaptive pattern of use of a substance that is not considered dependent. Substance dependence shall refer to the persistent use of such as alcohol and other drugs despite problems related to the use of the substance.

2.2 The University further asserts that regular attendance is a reasonable expectation for satisfactory performance of duties and responsibilities. It is a shared responsibility of the supervisor and staff member to ensure that this expectation is clearly understood.

2.3 The University also recognizes that substance usage and/or dependency related

problems are an area of health and social concern. It recognizes that a member of staff with such problems may need help and support from his/her employer.

2.4 In Canada, substance dependency is widely accepted as a form of disability. However, a distinction must be made between substance abuse and substance dependence, as only the latter is accepted as a disability. In general, the onus lies with the employee to establish that a disability exists.

2.5 Accordingly the University will utilize two approaches as follows:

- a) Providing reasonable assistance to the member of staff with a substance dependency problem who is willing to co-operate in treatment for that problem.
- b) Disciplinary action, enforced through disciplinary procedures, where use of a substance (other than as prescribed by a physician) affects performance or behaviour at work, and where either:
 - i) A substance dependency problem does not exist; or
 - ii) Where treatment is not possible or has not succeeded.

2.6 The staff member may access services to provide treatment or other forms of specialist assistance provided by medical physicians, employee assistance programs, hospitals or other agencies. Where the staff member accepts the assistance of representatives of the University or their employee association/union, access to support systems shall be provided.

3.0 Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of the Policy is required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.

4.0 Secondary Documents

4.1 The Approving Body may approve Procedures which are secondary to and comply with this Policy.

4.2 Administration may approve Procedures which are secondary to and comply with this Policy, subject to the following limitations:

5.0 Review

5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is _____.

5.2 In the interim, this Policy may be revised or rescinded if:

- (a) the Approving Body deems necessary; or
- (b) the relevant Bylaw, Regulations or Policy is revised or rescinded.

5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

- (a) comply with the revised Policy; or
- (b) are in turn rescinded.

6.0 Effect on Previous Statements

6.1 This Policy supersedes Alcoholism of University Staff (dated February 17, 1977)
[Previous Governing Document no./title/effective date]

7.0 Cross References

Cross References:

[Indicate other specific Governing Documents which should be cross referenced to this Governing Document.]

Procedure: Drug and Alcohol Dependence and Abuse



Title: Substance Abuse and/or Dependency

Effective Date: _____ **Review Date:** _____

Approving Body: Board of Governors Senate
 Administration (specify): President

Authority Policy [name and section #] Substance Abuse and/or Dependency
 Bylaw [name and section #] _____
 Regulation [name and section #] _____

Implementation: President (delegated to the Vice-President (Administration))

Contact: Executive Director of Human Resources

Applies to: Board of Governors members Senate members
 Faculty/School Councils Students
 Department Councils
 External Parties _____
[specify applicable external parties]
 Employees All Employees
[specify applicable employee organizations and employment group]

1.0 Reason for Procedure(s)

To provide managers/supervisors/employees with clear guidelines for addressing drug and alcohol usage problems affecting employee attendance and/or satisfactory performance. These Procedures are expected to:

- a) supplement the Substance Abuse and/or Dependency Policy;
- b) clearly define the roles and responsibilities of all involved parties;
- c) support the value that the University places on retention of valuable employees, promote safety in the workplace and protect the University community from the adverse effects of drug and alcohol abuse;
- d) outline the process to be followed in managing drug and alcohol dependence and abuse to ensure fair and consistent practices throughout the University;
- e) set out the conditions and actions to be taken when employees abuse drugs or alcohol resulting in an impact on satisfactory attendance and performance.

2.0 Procedure(s)

2.1 Assistance for an Academic or Support Staff Member

The University will, where possible, provide the following assistance to a staff member:

- a) Helping the staff member to recognize the nature of the problem, through referral to a qualified diagnostic or counselling service;
- b) Support during a period of treatment. This may include a period of sick leave or other approved leave, continuation of his/her employment in his/her position or if an accommodation is necessary, arranging a transfer to another position within the University, as is required by the staff member's condition and the needs of the department;
- c) The opportunity to remain at work or return to work following the completion of a course of treatment, as far as is practicable, in either the employee's former position or an alternate position.

2.2 Conditions for Assistance

The University's assistance will depend upon the following conditions being met:

- a) Provision of a diagnosis of a substance dependency related problem; and
- b) Recognition by the staff member in writing that he/she is suffering from a substance dependency problem and is prepared to cooperate fully in referral and treatment from appropriate sources

2.3 Limits to University Assistance

The University's approach to assistance will change where:

- a) The staff member fails to co-operate in referral or treatment arrangements. No special assistance will be given and any failure in work performance and behaviour will be dealt with through the Disciplinary Procedure.
- b) The process of referral and treatment is completed but is not successful, and failure in work performance or behaviour occurs. These events will be dealt with through the Disciplinary Procedure.
- c) A staff member's continuation in his/her position or any alternate position during or after treatment will depend upon the needs of the department at the time and the needs/ability of the employee.

2.4 Disciplinary Action

2.4.1 The following will be regarded as serious misconduct worthy of dismissal (only in exceptional cases will a warning be provided prior to dismissal):

- a) Attending work and/or carrying out duties and responsibilities under the influence of a substance such as alcohol or drugs to the extent that performance is negatively affected;
- b) Consumption of drugs or alcohol while on duty (other than where prescribed or approval has been given).

2.4.2 Where a breach of these rules occurs but it is established that a substance dependency related problem exists, and the staff member is willing to co-

operate in referral to an appropriate service and subsequent treatment, the University will suspend application of the Disciplinary Procedure and provide assistance to the staff member as described above. Staff members who do not comply with the treatment suggested or continue to take part in substance abuse following treatment will be subjected to the application of the Disciplinary Procedure.

2.5 Recognition of the Existence of a Possible Substance Abuse Problem

Substance abuse can affect performance or behaviour at work in many ways through misconduct at work where there is a direct breach of the policy or where performance at work indicates that the staff member may be impacted by substance usage. The immediate supervisor of the staff member is responsible for meeting with the employee and discussing the incident of misconduct at work or the unsatisfactory job performance issues. Assistance with such a meeting is available from Human Resources. At such a meeting the staff member's union representative may be invited to assist with the meeting.

The possible existence of a substance dependency problem should be explored. A supervisor cannot diagnose whether a dependency problem exists, instead the supervisor should assess whether such a problem is a possible factor.

2.6 Obtaining Medical Opinions Regarding Substance Dependency

Where a meeting described in 2.5 above results in a conclusion that a substance dependency problem might exist and the staff member accepts this possibility and agrees to cooperate in the determination of such a diagnosis, the University's Disability Case Coordinator shall work with the staff member and the staff member's personal physician (or an agreed physician) to obtain a diagnosis in writing together with a recommendation for treatment. In this event no disciplinary action will be taken.

2.7 Absence of Recognition of a Drug or Alcohol Dependency

If the meeting described in 2.5 results in the conclusion that a substance dependency is unlikely to exist, or the staff member rejects or fails to cooperate in obtaining a diagnosis, disciplinary action should be considered as warranted according to the established disciplinary procedure for that employment group.

2.8 Substance Dependency Diagnosis and Treatment Arrangements

If a diagnosis has been received that a substance dependency exists, treatment arrangements should be established and undertaken as soon as possible. The employee involved shall authorize or provide regular updates to the Disability Case Coordinator on the employee's attendance for treatments and the expected duration of the treatments. The staff member may be placed on sick leave conditional upon receipt of a medical opinion and treatment plan satisfactory to the Disability Case Coordinator. The sick leave shall continue until completion of the treatment plan or until the sick leave entitlement expires.

2.8.1 Failure to Complete Treatment

If the staff member fails to cooperate on the treatment arranged or fails to complete the treatment plan, appropriate disciplinary action will be taken.

2.9 Return to Work

If the employee is able to return to work during the treatment plan, the department shall arrange to have the employee at work in either his/her current position or in a suitable accommodation in discussion with the University's Disability Case Coordinator.

If the employee is able to return to work following the treatment plan arrangements shall be made in consultation with the University's Disability Case Coordinator.

2.10 Additional Disciplinary Incidents

While every reasonable effort will be made to accommodate an employee with substance dependency, an employee's conduct could result in frustration of the employment relationship.

2.11 Voluntary Treatment

Nothing in this procedure is intended to prevent a staff member from seeking assistance on his/her own with or without the knowledge of his/her supervisor in situations where job performance has not been impacted negatively. In these instances there is no need to disclose this treatment to the staff member's supervisor. If however, a staff member wishes assistance from the supervisor or from the University's Disability Case Coordinator, information provided will be kept confidential, except where the job performance begins to be affected.

3.0 Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.

4.0 Review

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this/these Procedure(s) is/are _____.

4.2 In the interim, this/these Procedure(s) may be revised or rescinded if:
(a) the Approving Body deems necessary; or
(b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 Effect on Previous Statements

5.1 This Policy supersedes Alcoholism of University Staff (dated February 17, 1977)

6.0 Cross References

Cross References:

[Indicate other specific Governing Documents which should be cross referenced to this Governing Document.]

Policy: Substance Abuse and/or Dependency



AGENDA ITEM: Art Collection Policy - Revised

RECOMMENDED RESOLUTION:

That the Board of Governors approve the revised Art Collections Policy and accept for information the Art Collections Procedures.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Art Collections Policy (and related Procedures) was approved by the Board of Governors on April 19, 2011. Subsequently, it was determined that the policy should be revised to include the acquisition and promotion of public art as well as to clarify the relationship between Gallery One One One and the Art Collections Committee. Further refinement to both the Policy and Procedure were made at the inaugural meeting of the Art Collections Committee and are noted in the track changes on the attached documents.

RESOURCE REQUIREMENTS:

A central fund of \$100,000 annually has been established for the maintenance and acquisition of public art.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The Policy supports the Planning Framework values of excellence, accountability, and responsibility to society. It also supports the Strategic Planning Framework priority of Academic Enhancement; specifically Culture and Creativity.

IMPLICATIONS:

The Policy is intended to help guide the acquisition, management and deaccession of works of art which in turn will help protect the University from risk of loss of art or reputational damage. The Policy is also designed to promote the public display of works of art at the University.

ALTERNATIVES:

The Policy has been revised and now includes:

- To promote the public display of Works of Art at the University;
- Art that is acquired by Gallery One One One will be governed by their own policies and procedures and subject to an annual report of its acquisitions to be made to the Art Collections Committee.

CONSULTATION:

The Art Collection Committee reviewed and revised the Policy and Procedures.

The Art Collection Committee includes:

Deborah McCallum, Vice-President (Administration)
Paul Hess, Director, School of Art, Committee Chair
Alan Simms, Associate Vice-President (Administration)
Pat Bovey, Vice Chair, Board of Governors
Jenny Western, Art Collections Coordinator
Mary Reid, Director/Curator, School of Art
Holger Kalberg, Assistant Professor, School of Art
Karen Woloschuk, Director of Philanthropy



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>[Signature]</i>	<i>Feb 22/12</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>[Signature]</i>	<i>Feb 22, 2012</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>FAHR</i>	<i>March 6/12</i>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Submission prepared by: _____

Submission approved by: *This must be the President, a Vice-President, or the University Secretary.*

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.

*Art Collections Policy
Art Collections Procedure*

UNIVERSITY OF MANITOBA POLICY

No. _____	Effective Date: _____
Title: <u>Art Collections</u>	Review Date: _____
Approving Body: <input checked="" type="checkbox"/> <input type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input checked="" type="checkbox"/> Administration (specify): <u>President</u>	
Authority <input type="checkbox"/> University of Manitoba Act Section # _____ <input type="checkbox"/> Other Legislation [name and section #] _____ <input checked="" type="checkbox"/> Bylaw [name and section #] <u>Officers: President</u> <input type="checkbox"/> Regulation _____	
Implementation: <u>President delegated to the Vice-President (Administration)</u> Contact: <u>Comptroller</u>	
Applies to: <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties _____ <input type="checkbox"/> Senate members <input type="checkbox"/> [Specify applicable external parties] <input checked="" type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees _____ <input type="checkbox"/> Students <input type="checkbox"/> [Specify applicable employee organizations and employment groups] <u>All</u>	

1.0 Reason for Policy

- 1.1 To protect the University Art Collections through the establishment of procedures for the Acquisition, management and, Deaccession of Works of Art.
- 1.2 To promote the public display of Works of Art at the University.

2.0 Policy Statement

2.1 Definitions

2.1.1 "Acquisition" or "Acquired" means the formal transfer of legal ownership of a Work of Art to the University by purchase, commission, gift, donation, bequest or exchange.

2.1.2 "Deaccession" means the process of permanently removing a Work of Art from the University Art Collections. Deaccession includes formally reviewing, approving and recording the removal. Deaccession is followed

by Disposal.

2.1.3 "Disposal" means the disposal of a Work of Art by the formal transfer of legal ownership to another party or by deliberately destroying and/or discarding it.

2.1.4 "University Art Collections" means all Works of Art Acquired by the University, including by its faculties, colleges, schools, centres and institutes, and recorded in the University Art Collections database.

2.1.5 "Work(s) of Art" means applied, decorative and fine art representing a wide variety of media and styles, including but not limited to paintings, sculptures, works created in new media, original prints and drawings, photographs, architectural drawings and models, products of the decorative and minor arts, and works of art that are part of the fabric of buildings, including stained glass windows in situ. Depending on the context, a Work of Art may be a single item or an integral unit made up of its component parts.

2.2 The aim of the University Art Collections is to enhance and support the academic mission of the University, and to promote an understanding and appreciation of culture and art. The University is responsible for conserving the University Art Collections as a record of our cultural heritage and to carry this out according to accepted professional museological standards for conservation, documentation, and display.

2.3 Applications

2.3.1 The policy and procedures do not apply to private art collections owned by University faculty and staff. Faculty and staff are encouraged to exhibit their Works of Art on campus with the approval of their Dean, Director, or Department Head.

2.3.2 Art acquired by Gallery One One One will be governed by their own policies and procedures and subject to an annual report of its acquisitions to be made to the Art Collections Committee.

3.0 Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of the Policy is required.

3.2 The Comptroller is responsible for the communication, administration, and interpretation of this Policy.

4.0 Secondary Documents

4.1 The Approving Body may approve Procedures which are secondary to and comply with this Policy.

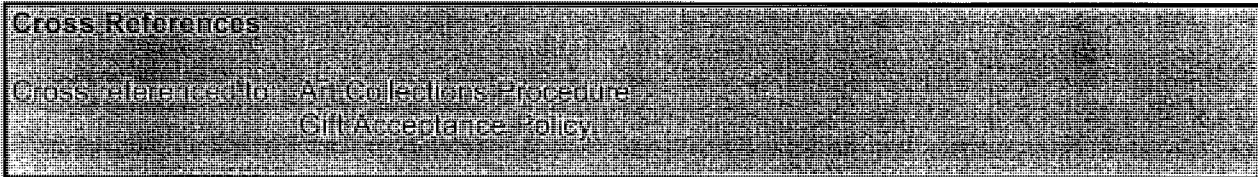
5.0 Review

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is _____.
- 5.2 In the interim, this Policy may be revised or rescinded if:
 - (a) the Approving Body deems necessary; or
 - (b) the relevant Bylaw, Regulations or Policy is revised or rescinded.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn rescinded.

6.0 Effect on Previous Statements

- 6.1 This Policy supersedes the following:
 - (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

7.0 Cross References



UNIVERSITY OF MANITOBA PROCEDURE(S)

No. _____	Effective Date: _____
Title: <u>Art Collections</u>	Review Date: _____
Approving Body: <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input checked="" type="checkbox"/> Administration (specify): <u>Vice-President (Administration)</u>	
Authority: <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation [name and section #] _____ <input checked="" type="checkbox"/> Policy [name and section#] <u>Art Collections</u>	
Implementation: <u>President delegated to the Vice-President (Administration)</u>	
Contact: <u>Comptroller</u>	
Applies to:	
<input type="checkbox"/> Board of Governors members <input type="checkbox"/> Senate members <input checked="" type="checkbox"/> Faculty/School Councils <input type="checkbox"/> Department Councils <input type="checkbox"/> Students	<input type="checkbox"/> External Parties [Specify applicable employee organizations] <input checked="" type="checkbox"/> Employees All [Specify applicable employee organizations and employment groups]

1.0 Reason for Procedure(s)

To set out procedures secondary to the policy entitled "Art Collections" with respect to all matters relating to the University Art Collections, including the Acquisition, management, public display and Deaccession of Works of Art.

2.0 Procedure(s)

2.1 Definitions

All terms used as definitions in these procedures shall have the same meaning given to them in the policy and the following definitions apply:

- 2.1.1 "Committee" means the University of Manitoba Art Collections committee established under these procedures.
- 2.1.2 "Fund" means the "Art in Public Places Fund" established by the University and dedicated to the public display of Works of Art at the University. The Fund shall be held by the Office of the Vice-President (Administration) and used in accordance with these procedures.
- 2.1.3 "Unit" means a faculty, school, college, institute, centre, academic support unit (for example, libraries) or administrative unit whose head reports to the President, Vice-President, Associate Vice-President or Vice-Provost.

An academic department within a faculty or school is not a Unit as the term is used within these procedures.

2.2 The Committee

2.2.1 The Vice-President (Administration) and the Director of the School of Art shall appoint a Committee that shall advise the Vice-President (Administration) on matters relating to the University Art Collections. The Committee's mandate shall be the Acquisition and management of Works of Art at the University, including the physical care, display and loans of Works of Art, Deaccession, the need for insurance and other related considerations.

2.2.2 The Committee shall consist of the Vice-President (Administration) or designate, the Director of the School of Art or designate, the Director/Curator of the School of Art Gallery, the Director of Philanthropy or designate, the University Art Collections Coordinator, a Member-at-Large from the community, and may also include additional representation from the community and various areas within the University, for example, the School of Art, the Faculty of Architecture, and Physical Plant, as the Vice-President (Administration) and the Director for the School of Art may deem appropriate. The Vice-President (Administration) and the Director of the School of Art shall be jointly responsible for appointing the Committee members.

2.2.3 The Chair of the Committee, who shall be a voting member thereof, shall be elected by a majority of the members of the Committee.

2.2.4 The term of office of the Chair and of appointed members will be 3 years and renewable for one additional term of 3 years.

2.2.5 The Committee will meet at least once per year, as well as on an ad hoc basis to consider proposals as the need arises. Its recommendations will be submitted to the Vice-President (Administration) and the Director for the School of Art for final approval.

2.2.6 All discussions of the Art Collections Committee shall be confidential.

2.3 Acquisitions

2.3.1 Acquisitions will be accepted only in accordance with these procedures and must be reviewed by the Committee and approved by the Vice-President (Administration) and the Director for the School of Art.

2.3.2 The Fund may be used for Acquisitions upon written recommendation of the Committee and joint approval by the Vice-President (Administration) and the Director for the School of Art.

2.3.3 Prior to Acquisition, the University must be assured that the Work of Art has not been collected under circumstances considered to be exploitative, unethical, illegal, or otherwise incompatible with professional

standards. Accordingly, the University will make reasonable efforts to ascertain that the provenance of the Work of Art is above suspicion and that the University can rightfully assume legal and valid title to the Work of Art. To this end, the University, acting prudently, should only Acquire a Work of Art that is well documented, or where it can be reasonably ascertained that subsequent systematic research will establish its worth for the University Art Collections.

- 2.3.4 The University shall be mindful to not accept a Work of Art with the immediate intention of eventual Deaccessioning and Disposal unless this is consistent with the donor's wishes.
- 2.3.5 The University shall Acquire a Work of Art only if it has, or may reasonably anticipate having, adequate resources to document, research, exhibit, store, conserve, and interpret the Work of Art, as applicable, in accordance with accepted professional standards.
- 2.3.6 The Committee will not approve an Acquisition unless the University obtains, at a minimum, the following perpetual and irrevocable rights over the Work of Art:
 - a) to display the Work of Art at times, in locations, and in manners of the University's choosing;
 - b) in the University's discretion, to not display the Work of Art and commit it to storage or archives;
 - c) to Dispose of the Work of Art at a time and in a manner of the University's choosing;
 - d) to maintain, repair, or restore the Work of Art in a manner of the University's choosing; and
 - e) to use images of the Work of Art, without payment of a royalty, in promotion of or in support of University activities.
 - f) where the Work of Art is commissioned, the ability to approve or reject changes to the Work of Art that the University, in its sole discretion, believes are not representative of the approved original intent of the Work of Art.
- 2.3.7 It is acceptable for the Committee to approve an Acquisition in which, subject to 2.3.6:
 - a) the University commits not to modify the Work of Art;
 - b) the artist or copyright holder retains a right to make reproductions of the Work of Art, unless such reproductions would significantly impact the value of the Work of Art to the University; and

- c) The artist or copyright holder retains a right to sell, donate, or otherwise transfer reproductions of the Work of Art to third parties.
- 2.3.8 It is strongly encouraged that the cost of an appraisal done by a third party for income tax purposes shall be borne by the donor. A donor is normally responsible for the costs of delivering donations of Works of Art to the University. Works of Art must be received by the University during the calendar year for which the donor is seeking a donation receipt. If the donor does not relinquish sufficient control of the Work of Art, it may not be possible to value the donation and in such circumstances, no tax receipt will be issued.
- 2.3.9 The University shall use a Deed of Gift form that the donor signs in order to transfer legal title to the Work of Art. Copyright (including the reproduction right in any medium) remains with an artist and or their estate until fifty (50) years following their death, unless it is specifically assigned to the University as part of the Acquisition or in a separate transaction.
- 2.3.10 *The Cultural Property Export and Import Act* (the "Act") regulates the import and export of cultural property and provides special tax incentives to encourage Canadians to donate or sell important objects to public institutions in Canada. Pursuant to the Act, the importation into Canada of any foreign cultural property illegally exported from any state that is a party to a cultural property agreement with Canada is illegal. The University recognizes its responsibility to assure the legality of the export/import in order to comply with the Act.
- 2.3.11 Certain Works of Art within the University hold a Category 'A' designation from the Canadian Cultural Property Export Review Board. This designation provides advantages in terms of the tax benefits to the donors of Works of Art to the University. The University has the responsibility to preserve and hold in public trust those Works of Art designated to be of outstanding significance and national importance.
- 2.3.12 There is a distinction between charitable tax receipts and cultural property receipts. Due to the administrative paperwork and display restrictions associated with cultural property, preference will be given to the issuance of charitable tax receipts over cultural property receipts.
- 2.3.13 All Works of Art in the University Art Collections shall be listed individually in the University Art Collections database, which is administered by the University Art Collections Coordinator.
- 2.3.14 Pursuant to article 2.3.2 in the Art Collections Policy, Gallery One One will provide an annual report to the Art Collections Committee detailing acquisitions made in the previous year.

2.4 Management

- 2.4.1 Works of Art in the University Art Collections shall be protected from damage or loss. When appropriate, Works of Art should be stored in a facility that is secure from extremes of temperature and relative humidity, from excessive heat and ultra-violet radiation, from careless handling, vandalism, incorrect storage and display methods, dust, dirt, pests, and other adverse factors. The conservation of Works of Art such as outdoor sculpture will be considered in light of their unique position on campus.
- 2.4.2 The Fund may be used for management, maintenance, restoration and/or repair of a Work of Art upon written recommendation of the Committee and joint approval by the Vice-President (Administration) and the Director for the School of Art.

2.5 Public Display

- 2.5.1 The University shall commit to promote reasonable public access to the University Art Collections through:
 - a) the public display of Works of Art at the University; and
 - b) the facilitation of temporary loans of Works of Art.
- 2.5.2 In displaying and loaning, the University's first concern is to maintain its responsibility for the safekeeping of the University Art Collections and to seek an acceptable balance between serving the community and the potential risk of damage or loss of a Work of Art.
- 2.5.3 Prior to publicly displaying Works of Art at a location at the University, the Committee shall consult with the appropriate head of the Unit responsible for the location and, in the case of exterior installations, with the University Exterior Environment Committee, and provide their recommendations regarding the proposed display to the Vice-President (Administration) and the Director of the School of Art for final approval.
- 2.5.4 ~~The head of each Unit displaying Works of Art shall designate a University staff person to be the Unit curator for Works of Art displayed within the Unit. The Unit curator will be responsible for the displayed Works of Art and shall report any changes of its condition and location to the University Art Collections Coordinator.~~

2.6 Deaccession

- 2.6.1 Prior to the Deaccession, a Work of Art shall be researched thoroughly, documented, and photographed. The process of Deaccession and subsequent Disposal shall be thoroughly documented. A permanent electronic record of the Work of Art, the Deaccession process, and the Disposal process shall be retained in the University Art Collections database.
- 2.6.2 If conditions attached to an Acquisition restrict Deaccession or Disposal, the University will make reasonable effort to comply with these

restrictions. When considering the Deaccession of a donated Work of Art, the University will make reasonable efforts to advise donors or their heirs as a gesture of courtesy.

- 2.6.3 Should a Work of Art be Deaccessioned because it is damaged or has deteriorated beyond repair or use, as assessed by the Committee, the Work of Art will be destroyed before witnesses and permanently disposed of in a manner that prevents retrieval and restoration. Should the destruction of a Work of Art be necessary, the University shall attempt to notify the artist and request that he or she agree to the destruction and sign a Waiver of Moral Rights form.
- 2.6.4 Before any Deaccessioned Work of Art is considered for public sale, it must first be offered at no cost to other appropriate public non-profit or government custodial institutions in Manitoba that are able to provide proper care and access to the Work of Art. If no appropriate Manitoba public institution will accept custodial responsibility for the Deaccessioned Work of Art, the Work of Art will be offered to other appropriate public institutions within Canada, either as a gift, an exchange, or as a sale. If no public institution in Canada can be identified to take the Deaccessioned Work of Art, the University may Dispose of it.
- 2.6.5 Proceeds generated from Deaccessioned Works of Art ~~may will~~ be used ~~at the discretion of the Vice President (Administration)~~ to augment the University Art Collection.

3.0 Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.
- 3.2 The Comptroller is responsible for the communication, administration, and interpretation of this procedure.

4.0 Review

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this/these Procedure(s) is/are _____.
- 4.2 In the interim, this/these Procedure(s) may be revised or rescinded if:
- (a) the Approving Body deems necessary; or
 - (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 Effect on Previous Statements

- 5.1 These Procedures supersede the following:
- (a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and

- (b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and
- (c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein.

6.0 Cross References

Cross References

Cross referenced to: Art Collections Policy
Gift Acceptance Policy



AGENDA ITEM: Holidays Policy

RECOMMENDED RESOLUTION:

That the Board of Governors approve the revised Holidays Policy.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The previous Holidays Policy was written prior to the Province of Manitoba establishing Louis Riel Day (the third Monday in February) as a holiday under the Employment Standards Code. The University has been observing this holiday but has not yet updated the Holidays Policy.

RESOURCE REQUIREMENTS:

No additional funding or resources are required

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

n/a

IMPLICATIONS:

n/a

ALTERNATIVES:

n/a

CONSULTATION: *[delete if not applicable]*

The collective agreements have all been amended to include this holiday and the change in the policy is consistent with the legislation and the collective agreements.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Terry Voss</u>	<u>Feb 14/2012</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Alfred M. Hall</u>	<u>Feb 21/12</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Glenman Anwar</u>	<u>Feb 22, 2012</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>FAHR</u>	<u>March 6/12</u>
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by:

Terry Voss

Submission approved by:

Attachments

1. Holidays Policy

UNIVERSITY OF MANITOBA POLICY

No: _____	Effective Date: _____
Title: <u>Holidays</u>	Review Date: _____
Approving Body: <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input type="checkbox"/> Administration (specify): _____	
Authority: <input type="checkbox"/> <i>University of Manitoba Act</i> Section # _____ <input type="checkbox"/> Other Legislation [name and section #] _____ <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Policy [name and section #] _____	
Implementation: <u>President delegated to the Vice-President (Administration)</u>	
Contact: <u>Executive Director of Human Resources</u>	
Applies to: <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties _____ <input type="checkbox"/> Senate members [Specify applicable external parties] _____ <input checked="" type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees See List of Employee Groups _____ <input type="checkbox"/> Students [Specify applicable employee organizations and employment groups] _____	

- (a) Academic and Support Staff Excluded from Bargaining Units as Members of the Board;
- (b) Executive Staff;
- (c) Senior Administrative Academic Staff;
- (d) Administrative Academic Staff;
- (e) GFT Staff;
- (f) Academic Staff in the UMDCSA Bargaining Unit;
- (g) Research Academic Staff;
- (h) Sessional Professional Academic Staff;
- (i) Other Academic Staff;
- (j) Excluded Management, Administrative and Professional Staff.
- (k) Medical Practitioners and Administrators;
- (l) Student Support Staff;
- (m) Out of Province Support Staff; and
- (n) Nurses in Northern Manitoba

1.0 Reason for Policy

To define the statutory and other holidays observed by the University, as well as other opportunities for religious holidays which may be observed by individual academic and support staff.

2.0 Policy Statement

2.1 The University shall observe the following general holidays as provided in the Employment Standards Code:

- (a) New Year's Day (January 1st);
- (b) **Louis Riel Day (3rd Monday in February)**

- (c) Good Friday;
- (d) Victoria Day (in the month of May);
- (e) Canada Day (July 1st) ;
- (f) Labour Day (in the month of September);
- (g) Thanksgiving Day (in the month of October);
- (h) Christmas Day (December 25th).

2.2 The University shall observe Remembrance Day (November 11th) as a general holiday in accordance with the Remembrance Day Act.

2.3 The University also observes the following other days as general holidays:

- (a) Civic Holiday (in the month of August);
- (b) Boxing Day (December 26th)
- (c) Floating Holiday (normally observed during the Christmas-New Year's Break; and
- (d) two (2) one-half day holidays where the day before Christmas Day and New Year's Day are working days (normally observed as one full day, when applicable, during the annual Christmas-New Year's Break)

2.4 The process for determination of the observance of these holidays and payment for these holidays is contained in the document entitled "Procedures: Holidays."

2.5 **Religious Holidays**

Religious holidays are not paid statutory holidays under provincial legislation however; an academic or support staff member wishing to take time off:

- (a) to observe a religious holiday; and/or
- (b) to participate in religious ceremonies recognized by his/her religion;

should be permitted to do so following consultation with his/her supervisor. The time off shall be with pay, providing satisfactory arrangements are made for use of vacation entitlement, or for making up the time. Otherwise the time off shall be without pay.

3.0 **Accountability**

3.1 The University Secretary or the President is responsible for initiating a formal review of this Policy and Secondary Documents.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

4.0 **Secondary Documents**

4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

5.0 **Review**

5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is _____ .

- 5.2 In the interim, this Policy may be revised or rescinded if:
- (a) the Approving Body deems necessary; or
 - (b) the relevant Bylaw, Regulations or Policy is revised or rescinded.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
 - (b) are in turn rescinded.

6.0 **Effect on Previous Statements**

- 6.1 (a) This Policy supersedes:
- (i) **Policy Holidays (dated March 22, 2005);**
 - (ii) all previous Board/Senate Policies, Procedures and resolutions on the subject matter contained herein; and
 - (iii) all previous Administration Policies, Procedures and directives on the subject matter contained herein.

7.0 **Cross References**

Cross References	
(Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.)	
Cross referenced to:	(1) Procedures: Holidays (2)
	(2) _____ (3) _____



AGENDA ITEM: Revised Parking Regulations

RECOMMENDED RESOLUTION:

That the Board of Governors approves revisions to the Parking Regulations to reflect new parking rules that form part of the Stadium Event Day Plan. The new Parking Regulations would take effect immediately upon approval.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The new 33,000 seat Investor's Field Stadium is scheduled to open in June of 2012 on the Fort Garry Campus. To effectively manage the dramatic increase in the volume of traffic in a collaborative way with the Winnipeg Football Club and the City, a working group has developed an **Event Day Plan**. This plan outlines how parking will be managed on an **Event Day**, defined as any event that attracts over 5,000 people to the Fort Garry campus.

The new stadium will host 9 CFL football games and up to 4 concert events so there will be at least 13 **Event Days** per year. All Bison home games and a variety of community events will also be hosted at the stadium. However these events do not qualify as "Event Day" events because they will not attract over 5,000 people to the campus. The stadium will play a major role in the transformation of the Fort Garry Campus into a live-work-learn-play environment.

To accommodate dramatic increases in traffic on Event Days, the Event Day Plan includes a parking plan that requires revisions to the existing parking regulations. The revisions to the Parking Regulations are highlighted in **Attachment A**. This parking plan (outlined in **Attachment B – Event Day Map**) shows the locations of the 1,500 parking stalls that will be reserved for University of Manitoba parking permit holders. To determine this number of stalls required, a parking stall usage survey was conducted during the academic term, on a Saturday afternoon, over the period of time that a typical football game would take place. The survey revealed that at peak time (2:00 pm) less than 1,200 stalls were occupied. By 5:30 pm less than 800 stalls were in use.

For the 2012 Football season, only 8 games will be played in the new stadium. All Thursday and Friday games start at either 7:00 pm or 7:30 pm; four games are scheduled over the less congested summer months, and four games are scheduled on weekend afternoons.

The **Event Day Map** was developed in consultation with external stakeholders including the Winnipeg Football Club, the City of Winnipeg, Transit, the Parking Authority, Police and Paramedics, as well as internal stakeholders including Human Resources, the Faculties of Kinesiology and Extended Education, Offices of the VP Academic and VP Administration, Physical Plant, Ancillary Services, Libraries, Residences, Security Services, Risk Management, Bison Sports, and the Marketing Communications Office.

RESOURCE REQUIREMENTS:

The Winnipeg Football Club is responsible for all operational details and costs pertaining to their use of University parking facilities on Event Days. The revised regulations will require additional monitoring on campus and enforcement of the regulations on **Event Days**. The MCO will be involved to assist with communicating the changes to the parking regulations to University staff, faculty and students.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The new stadium is part of the Active Living Precinct on the Fort Garry Campus and provides a world-class facility to the University and the larger community. Revisions to the parking regulations will help manage and mitigate confusion on stadium Event days to ensure a positive experience for students, staff, faculty and visitors to the Fort Garry campus.

IMPLICATIONS:

On **Event Days**, parking lots have been exclusively allocated to both University and Investors Group Field patrons with permits to mitigate traffic flow problems and parking confusion. Only University parking permit holders will be allowed on campus to park in University-designated lots from 90 minutes prior to an Event until one hour after an Event. Visitor parking and 24 hour reserved parking will be unavailable. Changes to the parking regulations include:

2.2.5 Any reference in the Regulations to "**Event**" means any event being held at the Investors Group Field with an expected attendance of 5,000 or more individuals.

2.2.6 Any reference in the Regulations to "**Event Day**" shall mean the date on which there is a scheduled Event at the Investors Group Field.

2.2.7 Any reference in the Regulations to "**Investors Group Field Event Designated Parking Lots**" shall mean any parking lot on University property, on Event Day, designated and posted by the University as such, and shall not include University Designated Parking Lots.

2.2.8 Any reference in the Regulations to "**University Designated Parking Lots**" shall mean any parking lot on University property, on Event Day, designated and posted by the University as such, and all shall not include Investors Group Field Event Designated Parking Lots.

Subject to Paragraph E on Event Parking Lots, is referenced in a number of revised articles. Paragraph E reads:

2.24 Investors Group Field Event Designated Parking Lots

2.24.1 Notwithstanding anything else in these Regulations, beginning ninety (90) minutes before the scheduled start of an Event and until one (1) hour after the end of any Event, no person shall stop, park or leave any motor vehicle in any Investors Group Field Event Designated Parking Lot, except in accordance with the authorization granted by a valid Investor's Group Field parking pass or paid Event parking ticket.

2.25 University Designated Parking Lots

2.25.1 Notwithstanding anything else in these Regulations, beginning ninety (90) minutes before the scheduled start of an Event and until one (1) hour after the end of any Event, no person shall stop, park or leave any motor vehicle in any University Designated Parking Lot without displaying

a valid University of Manitoba parking permit. University Designated Parking Lots will be available to University of Manitoba parking permit holders on a first-come, first serve basis and space will not be guaranteed.

2.26 Visitor Parking on Event Day

Notwithstanding anything else in these Regulations, visitor parking areas at the University of Manitoba during Events will be temporarily unavailable. This will include all pay and display areas, metered areas and parkades.

Under 2.3 Removal, Impoundment and Liability:

2.34.2 Motor vehicles parked or left on University property on an Event Day may be removed, impounded and stored if such motor vehicles are parked in contravention of these Regulations, as determined by the University in its sole discretion.

2.33.5 (6) Violations with Respect to Investors Group Field Event Designated Parking Lots

Option "A" FIFTY DOLLARS if paid within ten days of the date the contravention occurred; and Option "B" SEVENTY-FIVE DOLLARS if paid thereafter.

Another revision to the Parking Regulations which was made was the addition of a statement in section 2.33.5 to clarify that the University may require payment of fees and/or charges for parking violations under more than one of the above subsections, with respect to a single incident, as the University, within its sole discretion may determine is appropriate. The addition of this language will ensure that the University is successful in upholding multiple fines with respect to a single incident, if challenged which has been an issue recently. For example, where someone forges a parking permit for L lot and then uses it to park in a metered lot, or in an Investors Group Field Event Designated Parking Lot on an Event Day, during an Event. This person might receive a fine or charge under multiple subsections in section 2.33.5.

The proposed Parking Regulations with black-lined changes are attached.

ALTERNATIVES:

If parking regulations were not revised to reflect changes to parking protocols on Event Days, the University would be unable to guarantee that the Investors Field Lots on Event Days would be available during Events thereby breaking our contractual commitment.

Many variations on the selection of University-only assigned parking lots were examined including reserving parking for the Faculty of Kinesiology in X and P Lots to accommodate visitors using the recreation facilities. However the amount of frustration and confusion that users would face (including the difficulty in managing those lots on Event Days) far outweighed the benefit of having those spaces available to visitors and casual users.

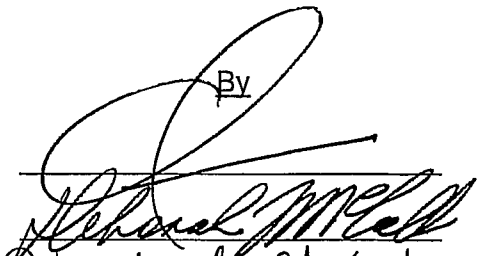
CONSULTATION:

Changes to parking protocols during events has been reviewed with affected internal stakeholders including Human Resources, the Faculties of Kinesiology and Extended Education, Offices of the VP Academic and VP Administration, Physical Plant, Ancillary Services, Libraries, Residences, Security Services, Risk Management, Bison Sports, and the Marketing Communications Office.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Feb 21/12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stephen McCall	Feb 21/12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Chairman for rebarnd	Feb 23, 2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FAIR	March 6/12
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: _____

Submission approved by: *This must be the President, a Vice-President, or the University Secretary.*

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.

1. *The proposed revisions to the Parking Regulations highlighted*
2. *An Event Day Plan Access Map*
3. *Blue Bomber 2012 Schedule*



Title: PARKING

Effective Date: _____ Review Date: _____

Approving Body: Board of Governors Senate
 Administration (specify): _____

Authority *University of Manitoba Act* Section # 16
 Other Legislation [name and section #] _____
 Bylaw [name and section #] _____

Implementation: Manager, Parking Services

Contact: Manager, Parking Services

Applies to: Board of Governors members Senate members
 Faculty/School Councils Students
 External Parties All External Parties
[specify applicable external parties]
 Employees All Employees
[specify applicable employee organizations and employment group]

1.0 Reason for Regulation

1.1 The University of Manitoba recognizes that at any given time there is a large number of motor vehicles driving and parking on campus. In order for the University to maintain orderly conduct of parking of motor vehicles, Parking Regulations must be established. Furthermore, as an ancillary service, parking must be operated on a cost recovery basis. These regulations set out the rules, fees and remedies available in association with parking on University property, and they apply to all staff, students, and the general public. *The University of Manitoba Act*, which is an act of legislature, empowers the University of Manitoba to govern parking on University property and to make parking regulations. This includes fees and charges for parking violations and actions taken for failure to pay fees and charges.

2.0 Regulation

2.1 Introduction

2.1.1 Responsibility for the overall administration and implementation of the Parking Regulations (the "Regulations") of the University of Manitoba (the "University") rests with the Vice-President (Administration), who may from time to time delegate to others aspects of the administration or implementation of the Regulations.

- 2.1.2 All members of the University community and persons attending on property owned and occupied or under the charge or control of the University, including roadways (the "University property"), are required to familiarize themselves and comply with the Regulations.
- 2.1.3 The Regulations are in addition to any bylaws of the City of Winnipeg and any legislation and regulations of the Province of Manitoba regulating the operation or use of motor vehicles or regulating the crossing of or walking upon roadways by pedestrians.
- 2.1.4 Nothing contained in these Regulations shall be deemed to limit the University's remedies or actions, either at law or through the University's policies, in respect of any matter arising under these Regulations.

A. GENERAL

- 2.2 ~~References to Parking Services, University Security Services, Motor Vehicles and Designated Accessible Parking Areas~~Definitions
- 2.2.1 Any reference in the Regulations to "Parking Services" means the persons or administrative unit of the University to whom the Vice-President (Administration) may from time to time delegate responsibility for administration of parking permits and for the designation and assigning of parking areas.
- 2.2.2 Any reference in the Regulations to "University Security Services" means the administrative unit of the University of which members may be sworn peace officers, and may include others contracted by the Vice-President (Administration) from time to time to assist in the implementation of the Regulations.
- 2.2.3 Any reference in the Regulations to "motor vehicles" includes reference to motorcycles, mopeds and scooters, and where appropriate, snowmobiles, bicycles, golf carts and all-terrain vehicles.
- 2.2.4 Any reference in the Regulations to "designated accessible parking area" means a parking space designated for individuals with physical disabilities.
- 2.2.5 Any reference in the Regulations to "Event" means any event being held at the Investors Group Field with an expected attendance of 5,000 or more individuals.
- 2.2.6 Any reference in the Regulations to "Event Day" shall mean the date on which there is a scheduled Event at the Investors Group Field.
- 2.2.7 Any reference in the Regulations to "Investors Group Field Event Designated Parking Lots" shall mean any parking lot on University property, on Event Day, designated and posted by the University as such, and shall not include University Designated Parking Lots.

2.2.8 Any reference in the Regulations to "University Designated Parking Lots" shall mean any parking lot on University property, on Event Day, designated and posted by the University as such, and all shall not include Investors Group Field Event Designated Parking Lots.

2.3 Headings of Paragraphs

2.3.1 All headings in the Regulations are inserted solely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

2.4 Scope of Regulations

2.4.1 The Regulations, without any exceptions, apply to:

- (1) all persons who park, stop or leave a motor vehicle on University property; and
- (2) all owners of motor vehicles which are parked, stopped or left on University property.

2.5 Procedure Where No Assigned Parking Space Available

2.5.1 Subject to Paragraph E on Event Parking, Holders of a valid staff parking permit who find their assigned parking area fully occupied may park in the next most convenient parking area (other than a reserved parking area, an accessible parking area, a residence student parking area, a metered parking area, a pay & display parking area or a parkade) and must immediately report the matter to Parking Services. The report should include the motor vehicle licence number and staff permit number.

2.5.2 Subject to Paragraph E on Event Parking, Holders of a valid student parking pass who find their assigned parking area fully occupied may park in those parking areas designated by Parking Services from time to time and must immediately report the matter to Parking Services. The report should include the motor vehicle licence number and student permit number.

2.5.3 Subject to Paragraph E on Event Parking, Holders of any other valid parking permit who find their assigned parking area fully occupied should contact Parking Services for directions on where to park without penalty.

2.6 Rates

2.6.1 Rates for all forms of available parking permits at the University (including rates for parking permit replacements) are set annually by the Vice-President (Administration).

B. PARKING PERMITS – GENERAL

2.7 Eligibility and Priority

2.7.1 All persons are eligible to apply for a parking permit as hereinafter provided. Priority in allocation of parking permits will be given to full-time

staff members and students of the University. Any person applying for a parking permit may be required to provide identification in order to establish eligibility.

2.8 Authorization

2.8.1 On Monday to Friday from 7:30 a.m. to 4:30 p.m., a parking permit is required for any motor vehicle parked or left on University property in an assigned parking area, unless the motor vehicle is otherwise parked at a meter or pay & display parking area or parkade in compliance with the Regulations. A parking permit conveys the authorization by the University for a specific motor vehicle, registered with Parking Services, to be parked in an assigned parking area. Registration includes the completion of a motor vehicle registration card or form, and payment of a fee corresponding to the rates set annually for available parking permits (the "parking fee"). Each permit will indicate the category of parking authorized and, if appropriate, the area on campus where that motor vehicle is authorized to park.

Formatted: Font: Bold

2.9 Reserved Twenty-Four (24) Hour Parking

2.9.1 Subject to Paragraph E on Event Parking, Reserved twenty-four (24) hour parking areas are located in various parking lots (the "reserved parking areas"). Parking in a reserved parking area is limited to motor vehicles displaying a valid parking permit for that specific reserved parking area. Reserved parking areas are appropriately signed and identified.

2.10 Alternate Parking Permit

2.10.1 Alternate parking permits are available to eligible staff members who may be using an alternate vehicle on University property. Applications for such permits can be made through Parking Services, provided the second motor vehicle is registered and the applicant complies with any University policies, procedures, regulations and other rules then in effect. Where alternate parking permits are issued, only one (1) registered motor vehicle at any time is authorized to park on University property at any given time (unless the second registered motor vehicle is otherwise parked at a metered or pay & display parking area or parkade in compliance with the Regulations).

2.11 Affixing or Displaying Parking Permits

2.11.1 Parking permits must be properly affixed or displayed on the motor vehicle as follows:

- (1) parking permit decals issued by the University must be affixed on the lower corner of the front windshield on the driver's side of the motor vehicle. The backing must be removed from the permit and the permit affixed to the glass using the adhesive which is on the permit; and,
- (2) parking permit hang tags issued by the University must be displayed according to directions printed on the permit.

2.11.2 Expired, invalid and cancelled parking permits must be removed from motor vehicles immediately after the expiry, invalidation or cancellation date and not displayed in conjunction with a valid parking permit.

2.12 Parking Permit Replacement

2.12.1 Parking permit replacements may be issued, at a predetermined rate, to eligible permit holders when parking permits have been lost or stolen.

2.12.2 Parking permit replacements may be issued, at no cost, to eligible permit holders where parking permits, through weather damage or fading, are in need of replacement, as determined by Parking Services.

2.12.3 Where a parking permit replacement is issued, the original parking permit must be returned to Parking Services, unless lost or stolen.

2.13 Term of Permit

2.13.1 Parking permits are issued for a specified period of time, but immediately become invalid upon the happening of any of the following events:

- (1) on the date of expiration shown on the parking permit;
- (2) when the parking permit is displayed on a motor vehicle other than the motor vehicle for which it was issued;
- (3) when the parking permit is not legible or has been altered;
- (4) when the parking permit has been cancelled or revoked;
- (5) when the parking permit is lost or stolen;
- (6) when the motor vehicle for which the parking permit is issued has been placed on the University's tow away list;
- (7) when the applicant for a parking permit gives false or incorrect information at the time of application; and
- (8) when a residence student of the University vacates or is required to vacate a residence located on University property (even if the property is leased from the University).

2.14 Permits Not Transferable

2.14.1 Parking permits are not transferable and may be used only for the motor vehicle in which the permit was issued unless otherwise authorized in writing by Parking Services. Parking permits remain the property of the University and must be destroyed when the permit expires or becomes invalid.

2.15 Permits for Persons with Physical Disabilities

2.15.1 Any persons with physical disabilities may apply to Parking Services for a parking permit for designated accessible parking areas as determined by Parking Services. A statement from a medical doctor is required verifying the degree of disability and assessing the length of time for which parking in a designated accessible parking area is required.

2.15.2 Holders of valid University accessible parking permits who find no signed designated accessible parking area is available, may park in the next most convenient parking area (other than a residence student parking

Formatted: Font: Bold

area) and must immediately report the matter to Parking Services. The report should include the vehicle licence number and accessible parking permit number.

2.16 Bicycles

2.16.1 Bicycles should be parked only in proper University bicycle racks. Parking and storing of bicycles inside any University building, or in any manner which may create a problem related to pedestrian safety, building access or maintenance, as determined by the University, is prohibited. Bicycles parked in such a fashion are subject to removal by the University and their owners may be subject to a fee or charge, at rates established by the University, from time to time.

2.17 Rights of Cancellation

2.17.1 If the assigned parking area or any portion thereof for which the parking permit is valid is deemed by the University to be required for other purposes and if alternative parking is not provided by the University, the unearned portion of the parking fee, minus any amounts due and owing to the University as fees or charges incurred as a result of parking or leaving motor vehicles on University property in contravention of the Regulations, will be refunded to the registered holder of the parking permit.

C. STAFF AND STUDENT PARKING

2.18 Application for Parking

2.18.1 Staff members intending to park a motor vehicle, other than a bicycle, on University property must apply for assigned parking at Parking Services, unless the motor vehicle is otherwise parked at a metered parking area, pay & display parking area or parkade in compliance with the Regulations.

2.18.2 Students intending to park a motor vehicle on University property must apply for assigned parking at Parking Services or through any other valid registration system authorized by the University, unless the motor vehicle is otherwise parked at a metered parking area, pay & display parking area or parkade in compliance with the Regulations.

2.19 Conditions of Parking

2.19.1 Parking permits authorize the registered permit holder to park in the parking area designated by the parking permit.

2.19.2 Staff parking permits are valid from September 1 to August 31 of the following year. Electricity is supplied to electrical outlets depending on climatic conditions subject to Section E. Student parking permits are valid from the date of issue until April 30 following the date of issue. Electricity is supplied to electrical outlets depending on climatic conditions.

2.20 Summer Parking Permits

2.20.1 Summer parking permits may be issued upon application and authorize the registered permit holder to park in the parking area designated by the parking permit during the period of May 1 to August 31.

2.21 Residence Student Parking

2.21.1 Residence student parking areas are reserved on a twenty-four (24) hour basis for residence students of the University. Residence students who own and operate a motor vehicle, while maintaining approved residence on University property, may apply for available residence parking permits and must submit proof of ownership of the motor vehicle acceptable to Parking Services. These permits will be withdrawn by the University if the residence student vacates or is required to vacate residence on University property, and the unearned portion of the parking fee, minus any amounts due and owing to the University as fees or charges incurred as a result of parking or leaving motor vehicles on University property in contravention of the Regulations, will be refunded to the registered permit holder.

Formatted: Font: Bold

D. VISITOR PARKING

2.22 Visitors

2.22.1 Subject to Paragraph E on Event Parking, and unless otherwise posted by the University, visitors may park in metered and pay & display parking areas or a parkade at the posed rate, on Monday to Friday from 7:30 a.m. to 4:30 p.m., Monday to Friday from 4:30 p.m. to 7:30 a.m. and on Saturdays and Sundays, visitors may park in all parking areas without charge, unless otherwise posted by the University. Visitors and must at all times comply with the Regulations.

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

2.22.2 Any visitor (including contractors, trades people, and persons attending conferences and seminars) who wishes to park other than at a metered parking area, pay & display parking area or parkade must obtain written parking authorization through Parking Services in advance and must comply with the Regulations.

2.22.3 On an Event Day, visitors may not park or leave a motor vehicle in any parking area or parkade beginning ninety (90) minutes before an Event until one (1) hour after an Event.

2.23 Couriers

2.23.1 Courier companies making deliveries to the University are to use designated building loading zones and must comply with the Regulations. Parking is not to exceed the posted allowable time in duration and courier vehicles must be visibly identified as such.

E. EVENT DAY PARKING

2.24 Investors Group Field Event Designated Parking Lots

Formatted: Left

Formatted: Font: Not Bold, No underline

2.24.1 Notwithstanding anything else in these Regulations, beginning ninety (90) minutes before the scheduled start of an Event and until one (1) hour after the end of any Event, no person shall stop, park or leave any motor vehicle in any Investors Group Field Event Designated Parking Lot, except in accordance with the authorization granted by a valid Investor's Group Field parking pass or paid Event parking ticket.

Formatted: Left, Indent: Left: 2.5 cm, Hanging: 1.25 cm

Formatted: Not Highlight

2.25 University Designated Parking Lots

Formatted: Left

2.25.1 Notwithstanding anything else in these Regulations, beginning ninety (90) minutes before the scheduled start of an Event and until one (1) hour after the end of any Event, no person shall stop, park or leave any motor vehicle in any University Designated Parking Lot without displaying a valid University of Manitoba parking permit. University Designated Parking Lots will be available to University of Manitoba parking permit holders on a first-come, first serve basis and space will not be guaranteed.

Formatted: Left, Indent: Left: 2.5 cm, Hanging: 1.25 cm

2.26 Visitor Parking on Event Day

Formatted: Left

2.26.1 Notwithstanding anything else in these Regulations, visitor parking areas at the University of Manitoba during Events will be temporarily unavailable. This will include all pay and display areas, metered areas and parkades.

Formatted: Left, Indent: Left: 0 cm, Hanging: 3.75 cm, Tab stops: 2.5 cm, Left + Not at: 1.27 cm

Formatted: No underline

Formatted: Justified

F. STALLS EQUIPPED WITH HEATER PLUGS

2.247 Restriction on Use of Power

2.247.1 No person shall use any heater plug except for the sole purpose of drawing power for a motor vehicle block heater or interior car warmer and no device may be used to supply power to another motor vehicle.

2.258 Liability

2.258.1 The University shall not be liable for any inconvenience, loss or damage caused by electricity surges or interruptions or the supply of electricity having ceased to be available at any heater plug.

2.269 Faulty Heater Plugs

2.269.1 Faulty heater plugs should be reported as soon as possible to the University's Physical Plant Department, or such other or substitute office as may be instituted in its place by the University from time to time.

FG. PARKING AND OPERATION OF MOTOR VEHICLES

2.2730 Prohibitions

2.2730.1 No person shall stop, park or leave any motor vehicle, except for bicycles, upon any part of University property except in accordance with the authorization granted by a valid parking permit and the Regulations provided that, bicycles shall remain subject to all other Regulations and policies of the University.

- 2.2730.2 Except as specifically authorized by a valid parking permit, no person shall stop, park or leave a motor vehicle alongside any building on University property.
- 2.2730.3 No person shall stop, park, leave or operate a motor vehicle on sidewalks, paths, loading zones, landscaped areas or within three (3) meters of a fire hydrant on University property except in the course of the performance of essential University business.
- 2.2730.4 No person shall stop, park or leave a motor vehicle in specific areas and roadways on University property identified and signed as fire lanes.
- 2.2730.5 No person shall stop, park or leave a motor vehicle in any area on University property which has been designated as prohibited to vehicular traffic.
- 2.2730.6 No person shall permit a motor vehicle to be stopped, parked or left in a metered space on University property when the meter at that space is hooded.
- 2.2730.7 No person shall stop, park or leave a motor vehicle to be stopped, parked or left in a metered space or in any parking stall on University property in such a manner that the motor vehicle is not wholly within the metered space or parking stall.
- 2.2730.8 No person shall move, disfigure, or in any way tamper with any parking control signs posted or erected on University property.
- 2.2730.9 No person shall stop, park, leave or operate a snowmobile on University property, unless specifically authorized by the Vice-President (Administration), or designate, who may set terms and conditions in connection with such authorization wherever appropriate.
- 2.2730.10 No person shall stop, park or leave a motor vehicle in a reserved parking area, a signed accessible parking area or a residence parking area at any time without a valid parking permit for that area unless otherwise posted.
- 2.2730.11 No person shall permit a motor vehicle to be stopped, parked or left in a metered space on University property when the violation signal of the meter indicates a violation or when the pay parking ticket has expired.
- 2.2730.12 No person shall stop, park or leave a motor vehicle within a multi-spaced meter parking area, a pay & display parking area or parkade on University property without purchasing and displaying a valid dispenser pay parking ticket.
- 2.2730.13 No person shall stop, park or leave a motor vehicle from 7:30 a.m. to 4:30 p.m., Monday through Friday, in a signed parking area on University property, without displaying a valid parking permit for that area.

2.2730.14 Prohibitions 2.2730.1 through 2.2730.9 and 2.2730.15 shall be in effect at all times. Prohibitions 2.2730.10 through 2.2730.13 shall apply at all times except on Saturday, Sunday and holidays, unless otherwise posted or noted in the Regulations.

2.2730.15 Theft of Service

2.2730.15.1 No person shall deposit or cause to be deposited in a single or multi-space parking meter, parking pay station or pay & display machine, any substitute for a coin of Canada; or, deface, damage, tamper or impair the working of any single or multi-space parking meter, meter pole, electronic parking pay station, pass card reader, transponder or reader, parkade ticket terminal, pay & display machine or pay parking lot gate.

2.2730.15.2 a) No operator of a motor vehicle shall, during the hours of operation, on entry into a parkade, proceed without first obtaining a pay parking ticket from either the attendant or the automated ticket dispenser for that parkade. On exiting from that parkade, no motor vehicle operator shall proceed to exit without stopping and submitting the pay parking ticket to either the attendant or an automated pay station or terminal and paying the required fee.

b) No operator of a motor vehicle shall, during the hours of operation, as posted by the University, on entry into a pay & display lot or a multi-space meter area, proceed without first purchasing a pay parking ticket from either the attendant or the automated machine for that area.

2.2831 Parking Signs

2.2831.1 Operators of motor vehicles shall obey any parking signs on University property erected by either the University or with the consent of the University.

2.2932 Temporary "No Parking" Signs

2.2932.1 Where it is necessary to erect temporary "No Parking" signs in areas normally allotted for parking under the Regulations for such reasons as snow removal, cleaning, construction, special events or other good reasons, as same may be deemed by the University, such "No Parking" signs shall be observed and have priority over normal parking privileges. Wherever possible, persons temporarily displaced by the erection of such emergency signs will be assigned to other locations.

GH. FEES AND CHARGES

2.3033 Fees and Charges

2.303.1 **Authority.** Pursuant to subsection 16(1) of *The University of Manitoba Act*, the University is authorized to impose fees and charges in the form

of violation notices to be paid by owners or operators of motor vehicles stopped, parked in or left on University property in contravention of the Regulations.

2.303.2 **Notice of Parking Violation.** A notice or form ("violation notice") may be issued by the University to any operator or owner charged with violation of any of the provisions hereof.

2.303.3 **Failure to Pay Fees or Charges.** Violation notices must be settled within ten (10) days from the date of issue, failing which the University shall proceed to take all necessary legal action to receive payment of such fees and charges together with any costs incurred by the University in taking such legal action.

2.303.4 **Service of Violation Notices.** A violation notice shall be sufficiently served if served in any of the following ways:

- (a) by being handed to the operator of the motor vehicle;
- (b) by being mailed to the address of the person registered as the owner of the motor vehicle concerned; or,
- (c) by such violation notice being attached to, or left under, the windshield wiper or attached to the windshield of the motor vehicle.

2.303.4.1 The violation notice shall have endorsed thereon the following:

"This parking violation is issued pursuant to section 16 of *The University of Manitoba Act* by authority of the Board of Governors of the University, or such other substitute office as may be instituted in its place by the University, from time to time, for a contravention of the Parking Regulations".

2.303.5 **Amount of Fees and Charges.** Fees and charges for parking violations are as follows:

- (1) for all violations other than those listed in subsections (2) to (6):
 - i) Option "A" – TWENTY DOLLARS (\$20.00) if paid within ten (10) days of the date the contravention occurred; and
 - ii) Option "B" – FORTY DOLLARS (\$40.00) if paid thereafter.
- (2) for possession and/or display of a stolen or forged parking permit or pay parking ticket – TWO HUNDRED AND FIFTY DOLLARS (\$250.00) and a charge in an amount equal to the costs that would have been incurred for the purchase of a parking permit or pay parking ticket for the period during which the stolen or forged parking permit or pay parking ticket was being used upon order of the Vice-President (Administration) under section 2.303.11;
- (23) for violations of section 2.2730.15 - TWO HUNDRED AND FIFTY DOLLARS (\$250.00) and such amount as the University may deem appropriate in order to compensate the University for losses suffered as a result of damage to property caused by the person that violated section 2.30.15, upon order of the Vice-President (Administration) under section 2.303.12;
- (34) for stopping or parking in an accessible parking space:

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

- i) Option "A" – SIXTY DOLLARS (\$60.00) if paid within ten (10) days of the date the contravention occurred; and
 - ii) Option "B" – ONE HUNDRED DOLLARS (\$100.00) if paid thereafter;
- (45) for stopping or parking in a fire lane or for displaying an invalid permit or pay parking ticket:
- i) Option "A" – FIFTY DOLLARS (\$50.00) if paid within ten (10) days of the date the contravention occurred; and
 - ii) Option "B" – SEVENTY-FIVE DOLLARS (\$75.00) if paid thereafter; and

-
- (6) for violations of sections 2.24.1 and/or 2.25.1:
- i.) Option "A" – FIFTY DOLLARS (\$50.00) if paid within ten (10) days of the date the contravention occurred; and
 - ii.) Option "B" SEVENTY FIVE DOLLARS (\$75.00) if paid thereafter.

Formatted: Indent: Left: 2.22 cm, First line: 0 cm

- (5) for all other violations:
- i) ~~Option "A" – TWENTY DOLLARS (\$20.00) if paid within ten (10) days of the date the contravention occurred; and~~
 - ii) ~~Option "B" – FORTY DOLLARS (\$40.00) if paid thereafter.~~

Formatted: Indent: Left: 3.81 cm

The University may require payment of fees and/or charges for parking violations under more than one of the above noted subsections, with respect to a single incident, as the University, within its sole discretion may determine is appropriate.

2.303.6 Voluntary Payment. Any fees or charges issued under section 2.30 may be paid within the time limit indicated on the notice thereof as follows:

- a) by on-line payment, on a twenty-four (24) hour basis, by visiting the University's website at www.umanitoba.ca/parking;
- b) by mail or after hours deposit (cheques only) at Parking Services at the Welcome Centre, 423 University Crescent, or such other location as the office may be located in from time to time;
- c) in person Monday to Friday, between the hours of 8:00 a.m. and 4:30 p.m. at Parking Services at the Welcome Centre, 423 University Crescent, or such other location as the office may be located in from time to time.

2.303.7 Appeals and Extenuating Circumstances. Those persons wishing to appeal and outline extenuating circumstances, or appeal a parking fee or charge issued under section 2.303.5 (excluding clauses 5-6 of section 2.303.10), may do so as follows:

- a) with respect to fees or charges for parking in contravention of the Regulations – attend to Parking Services at the Welcome Centre, 423 University Crescent, (or such other location as the office may be located in from time to time), Monday through Friday, 8:00 a.m. to 4:30 p.m. respecting a fee or charge; or
- b) with respect to appeals of decisions under (a) above and with respect to the other decisions issued under sections 2.303.8 through 2.303.10 inclusive – appeal to the Vice-President (Administration) or such person or body designated by the Vice-

President (Administration) in accordance with procedures established from time to time.

2.303.8 Revocation of Parking Permit. In addition to any other fees or charges provided by the Regulations, a parking permit of an individual violating the Regulations, may be revoked by the Vice-President (Administration) at his/her sole discretion.

2.303.9 Prohibition from Parking on University Property. Any person whose parking permit is revoked may also be prohibited by the Vice-President (Administration) from parking, stopping or leaving a motor vehicle on University property for a period of up to twelve (12) months, during which time any motor vehicle registered to that person may be removed and impounded under section 2.344.

2.303.10 Failure to Pay Fees or Charges. Where a person does not pay the fees or charges owing under sections 2.303.5, 2.303.11 or 2.303.12, any one (1) or more of the following actions may be taken by the University:

- (1) discipline (including dismissal) of faculty and staff members;
- (2) discipline of students under the Student Discipline Bylaw;
- (3) withholding of examination marks, transcripts, diplomas, or denying registration and registration materials until the outstanding fees or charges have been paid in full or other arrangements have been made which are satisfactory to the University;
- (4) revocation of a parking permit under section 2.303.8 and prohibition from parking on University property under section 2.303.9;
- (5) removal and impoundment of a motor vehicle under section 2.344; and
- (6) collection activities by the University or by others at the request of the University, including the issuance of a Statement of Claim in a civil court against the owner or operator of a motor vehicle for the amount of the fee or charge and all costs relating to and including the costs of removal, impoundment and storage of the motor vehicle, as well as any legal costs incurred by the University in taking such collection activities and/or legal action.

2.303.11 Stolen or Forged Parking Permits and Pay Parking Tickets. Where a person has been found in possession of and/or displaying a stolen or forged parking permit or pay parking ticket:

- (1) ~~(1)~~ the unauthorized parking permit or pay parking ticket shall be confiscated; and
- (2) the person shall pay a fine of:
 - (a) Option "A" - FIFTY DOLLARS (\$50.00) if paid within ten (10) days of the date the contravention occurred; and
 - (b) Option "B" - SEVENTY - FIVE DOLLARS (\$75.00) if paid thereafter; and
- (23) upon the order of the Vice-President (Administration), the person:
 - (a) shall pay a fee of TWO HUNDRED AND FIFTY DOLLARS (\$250.00);

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at:
1 + Alignment: Left + Aligned at: 3.81
cm + Indent at: 4.44 cm

Formatted: Numbered + Level: 1 +
Numbering Style: a, b, c, ... + Start at:
1 + Alignment: Left + Aligned at: 5.08
cm + Indent at: 6.35 cm

- (b) shall be required to make payment to the University in an amount equal to the costs that would have been incurred for the purchase of a parking permit or pay parking ticket for the period during which the stolen or forged parking permit or pay parking ticket was being used; and
- (c) shall not be entitled to, and shall be prohibited from, parking a motor vehicle on University property for a period of up to twelve (12) months, during which time any motor vehicle registered to that person may be towed away and impounded under Section 2.344.

2.303.12 Violations of Section 2.2730.15. Where a person has violated section 2.2730.15:

- (1) the person shall pay a fine of:
 - (a) Option "A" - FIFTY DOLLARS (\$50.00) if paid within ten (10) days of the date the contravention occurred; and
 - (b) Option "B" - SEVENTY --FIVE DOLLARS (\$75.00) if paid thereafter; and
- (42) upon the order of the Vice-President (Administration), the person:
 - (a) shall pay a fee of TWO HUNDRED AND FIFTY DOLLARS (\$250.00);
 - (b) shall pay such amount as the University may deem appropriate in order to compensate the University for losses suffered as a result of damage to property caused by the person that violated section 2.2730.15; and
 - (c) shall not be entitled to, and shall be prohibited from, parking a motor vehicle on University property for a period of up to twelve (12) months, during which time any motor vehicle registered to that person may be towed away and impounded under Section 2.344.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 3.81 cm + Indent at: 4.44 cm

Formatted: Indent: Left: 5 cm, Hanging: 1.35 cm

2.344 Removal, Impoundment and Liability

2.344.1 Motor vehicles parked or left on University property may be removed, impounded and stored if such motor vehicles are considered by the University to be impeding snow removal operations or any other essential operation whatsoever or where removal or impoundment of the motor vehicle is deemed to be reasonable in the sole discretion of the University.

2.34.2 Motor vehicles parked or left on University property on an Event Day may be removed, impounded and stored if such motor vehicles are parked in in contravention of these Regulations, as determined by the University in its sole discretion.

Formatted: Not Highlight

2.344.23 In addition to any other fee, charge or consequence provided by these Regulations, a motor vehicle removed and impounded under these Regulations shall be at the owner's risk. The owner or operator shall be responsible for the charges incurred for removal, impoundment and storage, which charges must be paid before the motor vehicle will be released.

2.344.34 Neither the University, nor its employees, servants or agents, shall be liable in any way whatsoever for such damage or inconvenience in the event of any damage or inconvenience caused by reason of any motor vehicle being towed away, removed, stored or impounded in accordance with these Regulations.

2.325 Liability for Lost, Stolen or Damaged Property

2.325.1 Neither the University, nor its employees, servants or agents, shall be liable in any way whatsoever for any lost, stolen or damaged property contained within the motor vehicle or any loss, damage or theft to the motor vehicle, notwithstanding that the loss, theft or damage may have occurred while on University property.

3.0 Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of the Regulation is required.

4.0 Review

4.1 Formal Regulation reviews will be conducted every ten (10) years. The next scheduled review date for this Regulation is _____.

4.2 In the interim, this Regulation may be revised or rescinded if:

- a) the Board of Governors deems necessary; or
- b) the relevant legislation is revised or rescinded.

4.3 If this Regulation is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

- a) comply with this revised Regulation; or
- b) are in turn rescinded.

5.0 Effect on Previous Statements

5.1 This Regulation supersedes the following:

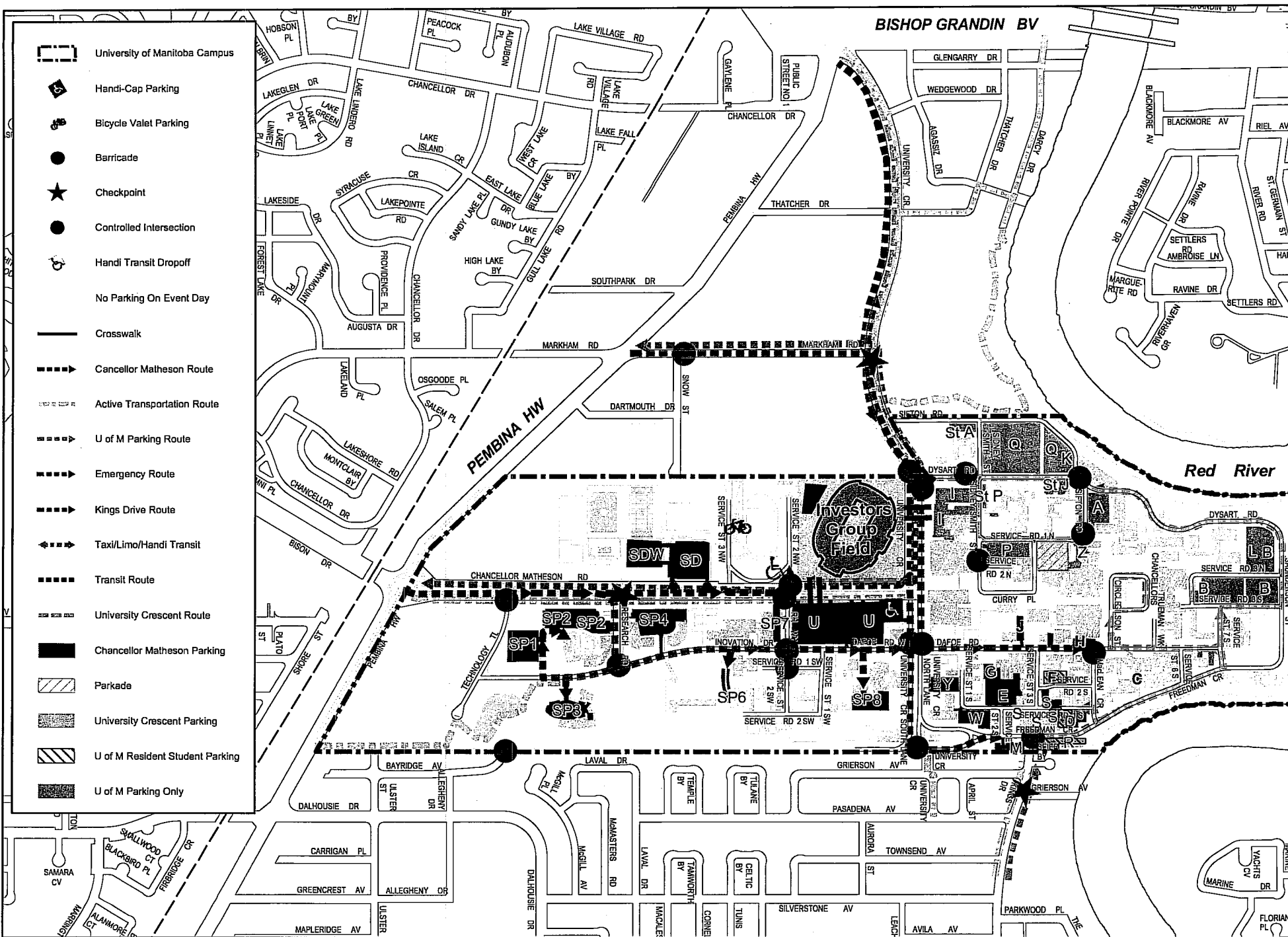
- a) all previous Board/Senate Policies, Procedures and Resolutions on the subject matter contained herein; and
- b) all previous Administration Policies, Procedures and directives on the subject matter contained herein; and
- c) Parking for Invited Guests, Visitors, Conferences and Special Events Policy; and
- d) Parking Regulations (2001).

6.0 Cross References

Cross References

[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]

Cross referenced to: (1) Parking Office website _____ (3) _____
(2) _____ (4) _____



Winnipeg Football Club Event Day Entry Map



Bomber Home Game Schedule 2012:

Thursday July 26th 7:30 pm

Friday August 3rd 7:30 pm

Thursday August 16th 7:00 pm

Thursday August 24th 7:00 pm

Sunday September 9 Noon

Saturday September 29th 6 pm

Saturday October 13th Noon

Saturday November 3rd 2:00 pm



AGENDA ITEM: *New Policy – Exclusive Suppliers and Administrative Systems*

RECOMMENDED RESOLUTION:

That the Board of Governors approve the new policy entitled *Exclusive Suppliers and Administrative Systems* be approved.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The University has been engaged in the Resource Optimization and Service Enhancement (ROSE) Project and other initiatives intended to create efficiencies and improve the services offered to members of the University community.

The University's early experience in these efforts have shown the value which can be realized through carefully negotiated exclusive supplier arrangements. Some projects implemented or underway are anticipated to be capable of saving the University millions of dollars per annum. Historically, very few exclusive supplier arrangements previously existed at this institution.

Moreover, the University has begun to invest large sums of money and massive staff resources into modernizing a number of major administrative systems. These systems can only realize their full potential for cost savings and service enhancement if they are almost universally adopted across the University community.

By demonstrating the Board of Governor's support for these developments, the proposed new policy will help ensure that the University can keep its contractual commitments to exclusive suppliers, and encourage widespread adoption of major new administrative systems.

The proposed new policy permits procedures to be approved by the Vice-President (Administration), but no procedures are anticipated at this time.

RESOURCE REQUIREMENTS:

No additional resources will be required to implement this new policy. In contrast, it is anticipated that the policy will help create efficiencies that will save the University money.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

Implementation of the new policy is intended to create efficiencies within the University's operations. The savings can be reinvested in order to support some or all of the initiatives of the Planning Framework. Improved coordination of purchasing activities and major administrative

systems can contribute to better service and a better environment in which to work and learn. In this sense, there is some relationship to the Planning Framework initiatives:

- Outstanding Employer
- Exceptional Student Experience

IMPLICATIONS:

In the University context, concern is sometimes raised about exclusive supplier arrangements and mandated administrative supports because of their potential impact on academic freedom. The policy deals primarily with administrative supports, which should have little impact on academic matters. Moreover, it allows flexibility to make exceptions where there could be an adverse impact on academic pursuits. Finally, it requires that relationships with commercial entities not be constructed in a way that implies an endorsement of the vendor by the University.

ALTERNATIVES:

The alternative is to not make compliance mandatory. This would make it difficult for the University to enter into money saving exclusive supplier arrangements, and to coordinate major administrative systems. The result would be a missed opportunity to realize efficiencies that could free up resources to support the University's core activities.

CONSULTATION: *[delete if not applicable]*

The proposed new policy has been subject to widespread consultation, and comments received have been considered and incorporated into the final draft. The following groups have had an opportunity to review a draft of the proposed policy:

- All employee bargaining units
- President's Executive Team (PET)
- Senior Management Group (SMG)



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Deborah M. Cook</u> Vice-President (Administration)	February <u>23</u> , 2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Jessie Manoff</u> FAHR	February 23, 2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	March 6/12
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Office of Legal Counsel

Submission prepared by:

Submission approved by:

This must be the President, a Vice-President, or the University Secretary.

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.

UNIVERSITY OF MANITOBA POLICY

No. _____	Effective Date: _____
Title: Exclusive Suppliers and _____ Administrative Systems	Review Date: _____
Approving Body: <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input type="checkbox"/> Administration (specify): _____	
Authority <input checked="" type="checkbox"/> <i>University of Manitoba Act</i> Section # 16(1) _____ <input type="checkbox"/> Other Legislation [name and section #] _____ <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation _____	
Implementation: _____ Contact: _____	
Applies to: <input checked="" type="checkbox"/> Board of Governors members <input checked="" type="checkbox"/> External Parties <u>ALL</u> <input checked="" type="checkbox"/> Senate members <input checked="" type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees <u>ALL</u> <input checked="" type="checkbox"/> Students	

1.0 Reason for Policy

- 1.1 The University is a public body and wishes to encourage efficient administrative practices and responsible use of its funding.
- 1.2 It is recognized that better value (in terms of price, quality, sustainability and other considerations) may be obtained from vendors of goods and services in exchange for an exclusive or preferred vendor relationship.
- 1.3 It is further recognized that better coordinated, higher quality, more timely and more efficient administrative services can be provided to faculty, staff, students and others by requiring administrative and academic units to use the same, or compatible, administrative systems.

2.0 Policy Statement

2.1 Exclusive Supplier Relationships

2.1.1 The University, through its Vice-President (Administration), may enter into relationships with vendors which:

- (a) result in the vendor being the exclusive supplier of a specified good or service to all or part of the University; or

(b) result in the vendor being the preferred supplier of a specified good or service to all or part of the University.

(hereafter referred to as "exclusive supplier relationships")

2.1.2 The Vice-President (Administration) will only enter into an exclusive supplier relationship:

(a) after a public tender, if required by the University's policy on *Purchasing* or the *Agreement on Internal Trade*; and

(b) which does not imply an endorsement of the vendor by the University.

2.1.3 No Signing Authority (as defined in the policy *Signing of Agreements*), nor any other person, may bind the University into an exclusive supplier relationship without the consent of the Vice-President (Administration).

2.1.4 The Vice-President (Administration) may require members of the University community to follow rules or guidelines which support an exclusive supplier relationship, including but not limited to:

(a) Requiring that specific goods and services are sourced only from a particular vendor; and

(b) Providing exceptions to exclusive supplier relationships whereby goods and services can be sourced outside of that relationship.

2.1.5 The Vice-President (Administration) will cause reasonable steps to be taken to ensure the University community is advised of all exclusive supplier relationships, and the rules or guidelines which support those relationships.

2.1.6 The University will take reasonable steps to ensure it meets its contractual responsibilities under exclusive supplier relationships. Should any person violate this Policy, or fail or refuse to follow the rules or guidelines supporting an exclusive supplier relationship, the University may:

(a) Where an expense is incurred by an individual, refuse to reimburse an expense which would otherwise be eligible for reimbursement;

(b) Where an expense is incurred in the name of the University, deduct up to triple the expense amount from the budget of the unit incurring the expense;

(c) Where the University incurs a penalty or charge, or must pay damages as a result, pay that charge from the budget of the unit causing the expense; and/or

(d) Refuse to integrate electronic goods with University servers, networks or other systems.

2.2 Coordination of Administrative Systems

2.2.1 Any Vice-President may implement an administrative system or process

higher quality, more timely and more efficient administrative services, and make such administrative system or process mandatory for use by some or all of the University community.

2.2.2 Administrative systems and processes which are implemented may include, but are not limited to:

- (a) Electronic systems supporting financial services, including purchasing, tendering, expense claims, banking, construction management and budget management;
- (b) Electronic system supporting human resource services, including recruitment, employee records, payroll, and benefits;
- (c) Systems supporting information technology, including data storage, email, calendar, office software, collaboration and document management, and technical support;
- (d) Electronic systems supporting teaching activities, including course management systems, library catalogues, and classroom scheduling;
- (e) Electronic system supporting students, including recruitment, admissions, and student records; and
- (f) Electronic systems related to external affairs, including supporting philanthropy, alumni and other relationships.

2.2.3 The relevant Vice-President (or designate):

- (a) May make exceptions to the mandatory use of an administrative system or processes;
- (b) May require that alternative administrative systems meet specified compatibility requirements;
- (c) May implement rules or guidelines which support the use of mandatory administrative systems or processes; and
- (d) Will cause reasonable steps to be taken to ensure the University community is advised of mandatory administrative systems and processes, and the rules or guidelines which support those systems.

2.2.4 The University will take reasonable steps to ensure it provides coordinated administrative systems processes. Should any person violate this Policy, or fail or refuse to implement or use mandatory administrative systems or processes, the University may:

- (a) Where an expense is incurred by an individual for an alternative administrative system, refuse to reimburse an expense which would otherwise be eligible for reimbursement;

(b) Where an expense is incurred in the name of the University for an alternative administrative system, deduct up to triple the expense amount from the budget of the unit incurring the expense; and /or

(c) Refuse to integrate an alternative electronic administrative system with University servers, networks or other systems.

3 **Accountability**

3.1 The University Secretary is responsible for advising the President that a formal review of the Policy is required.

3.2 The Vice-President (Administration) is responsible for the communication, administration and interpretation of this Policy.

4 **Secondary Documents**

4.1 The Vice-President (Administration) may approve Procedures which are secondary to and comply with this Policy.

5 **Review**

5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is _____.

5.2 In the interim, this Policy may be revised or rescinded if:

5.2.1 the Approving Body deems necessary; or

5.2.2 the relevant Bylaw, Regulations or Policy is revised or rescinded.

5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

5.3.1 comply with the revised Policy; or

5.3.2 are in turn rescinded.

6 **Effect on Previous Statements**

6.1 A This Policy supersedes the following:

6.1.1 all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and

6.1.2 all previous Administration Policies, Procedures, and directives on the subject matter contained herein;

6.1.3 *Catering Policy*;

7 **Cross References**

Cross References
Indicate names and numbers of other specific Governing Documents which should be cross

appropriate.]

Cross-references to: (1) *Procurement Policy* (2) _____

(3) *Signing of Agreements Policy* (4) _____



AGENDA ITEM: Report of the Senate Committee on Awards [dated December 15, 2011]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve sixteen new offers and one amended offer as set out in Appendix A of the Report of the Senate Committee on Awards [dated December 15, 2011].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting of December 15, 2011 the Senate Committee on Awards approved sixteen new offers and one amended offer as set out in Appendix A of the Report of the Senate Committee on Awards [dated December 15, 2011].

RESOURCE REQUIREMENTS:

Awards will be funded from the various sources of funding identified within the Report.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

All of these award decisions meet the published guidelines for awards as approved by Senate and were reported to Senate for information on February 1, 2012.

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of December 15, 2011 the Senate Committee on Awards approved sixteen new offers and one amended offer as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated December 15, 2011).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve sixteen new offers and one amended offer as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated December 15, 2011). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Philip Hultin
Chair, Senate Committee on Awards

MEETING OF THE SENATE COMMITTEE ON AWARDS

**Appendix A
December 15, 2011**

1. NEW OFFERS

Martin – Reed Bursary

In honour of his parents and maternal grandparents, who instilled in him a commitment to social justice and personally encouraged his clinical career in northern and indigenous communities, Dr. Bruce D. Martin has established an endowment fund at the University of Manitoba, with an initial gift of \$5,000 in 2011. The Manitoba Scholarship and Bursary initiative has made a contribution to the fund. The fund will be used to provide travel bursaries for Medicine students who require financial assistance in order to participate in clinical electives in remote First Nations of Manitoba and in Inuit communities of the Kivalliq Region of Nunavut. The objective is to provide students with an opportunity and experience that might enrich their clinical education and perhaps inspire a commitment to serve Canada's indigenous peoples in their subsequent practice of medicine. The available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled in the final year of study in the Undergraduate Medical Education program and is in good standing;
- (2) will complete a clinical elective in a remote First Nation of Manitoba or Inuit community of the Kivalliq Region of Nunavut;
- (3) has applied for elective travel support;
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be named by the Dean, Faculty of Medicine (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Sigga Christianson Houston Travel Award

In honour of his mother and their grandmother, Dr. Sigga Houston (MD 1925), Dr. Stuart Houston (MD 1951) and his family have established an endowment fund at the University of Manitoba, with an initial gift of \$100,000 in 2011. Sigrithur Christianson was a member of the Medicine Class of 1925, which included 10 women and 43 men, a ratio not exceeded for 51 years. The fund will be used to offer travel bursaries for medical students who will participate in a summer early exposure program or a clinical elective in a remote northern community, with a general practitioner or paediatrician.

The available annual interest from the fund will be used to offer one or more travel bursaries for undergraduate students who:

- (1) have completed at least one year of study in the Undergraduate Medical Education program and are in good standing;
- (2) will participate in a summer early exposure program or a clinical elective in a remote northern community in Manitoba, Saskatchewan, or Nunavut, with a general practitioner or pediatrician;
- (3) have applied to the summer early exposure program or for elective travel support;
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

Preference will be given to students who are not participating in a paid clinical experience.

The selection committee will be named by the Dean, Faculty of Medicine (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Enerplus Corporation Bursary

Enerplus Corporation provides an annual contribution of \$5,000 to the University of Manitoba, to offer bursaries for students in the Clayton H. Riddell Faculty of Environment, Earth, and Resources who are pursuing a Bachelor of Science in Geological Sciences. Each year, two bursaries, valued at \$2,500 each, will be offered; one to a geology student and one to a geophysics student. The bursaries will be offered to undergraduate students who:

- (1) are enrolled full-time in the Clayton H. Riddell Faculty of Environment, Earth and Resources, in the third year of either the B.Sc. in Geological Sciences – Geology or Geophysics, in either the Major or Honours program;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) have demonstrated an interest in pursuing a career in the oil and gas industry;
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

Candidates will be required to submit a statement (maximum 500 words) describing their interest in pursuing a career in the oil and gas industry and outlining their career goals.

In any given year that no bursary applicants in the third year of their degree have demonstrated an interest in a career in the oil and gas industry, the bursaries may be offered to any other bursary candidates who:

- (1) are enrolled full-time in the Clayton H. Riddell Faculty of Environment, Earth and Resources, in any year of either the B.Sc. in Geological Sciences – Geology or Geophysics, in either the Major or Honours program;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

In any given year if that there is no eligible applicant from either geology or geophysics, the two bursaries may be offered to students from the same sub-discipline.

The selection committee shall be named by the Director, Financial Aid and Awards.

McNicol B.Sc.(Dent.) Research Scholarship

Dr. Alexander Witzke (B.Sc.(Dent.)/2010) provides an annual contribution to the University of Manitoba, to offer the McNicol B.Sc.(Dent.) Research Scholarship in honour of his professor, Dr. Archie McNicol. The scholarship will be used to provide financial support for students completing a summer research project as part of the requirements for the Bachelor of Science (Dentistry) program in the Faculty of Dentistry. One scholarship, valued at \$4,500, will be offered to a student who:

- (1) is enrolled in the Faculty of Dentistry, in the first year of the Bachelor of Science (Dentistry) program;
- (2) has achieved a minimum degree grade point average of 3.0 in the Doctor of Dental Medicine program;
- (3) has submitted a strong proposal for a research project pertaining to oral biology, in either the basic sciences or in a clinical area, to be completed over two summer terms under the direction of a faculty supervisor.

The Scholarship is renewable in the next ensuing summer term provided that the recipient:

- (1) is enrolled in the Faculty of Dentistry, in the second year of the Bachelor of Science (Dentistry) program;
- (2) has achieved a minimum degree grade point average of 3.0 in the Doctor of Dental Medicine program;
- (3) is continuing with a research project pertaining to oral biology, in either the basic sciences or in a clinical area.

Only one recipient may hold the Scholarship at any one time. In the event that a recipient does not qualify for continuation of the Scholarship, the University will offer the scholarship to a new recipient who meets the selection criteria.

The selection committee will be the Graduate Studies and Research Committee of the Faculty of Dentistry.

MMCF – Dr. Daniel P. Snidal Memorial Bursary

Through gifts received from family, friends, and colleagues of Dr. Daniel P. Snidal (M.D./52) in 1998, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Dr. Daniel P. Snidal Memorial Fund at The Winnipeg Foundation. The fund will be used to provide bursaries for deserving students who require financial assistance in order to pursue undergraduate studies in medicine, at the University of Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one bursary to a student who:

- (1) is enrolled full-time in any year of study in the Undergraduate Medical Education Program in the Faculty of Medicine and are in good standing;
- (2) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Dr. C.B. Stewart Award

The Manitoba Medical College Foundation (MMCF) has established the MMCF – Dr. C.B. Stewart Award fund at The Winnipeg Foundation. The fund will be used to provide bursaries for deserving students from rural Manitoba who require financial assistance in order to pursue undergraduate studies in medicine, at the University of Manitoba. Dr. Charles Burton Stewart (1902 – 1987) entered Wesley College, Winnipeg, at the age of eighteen for pre-medical training. He began his studies in medicine at the University of Manitoba in 1923, graduating with a Doctor of Medicine (M.D.) in 1928. Dr. Stewart's memory, his rural roots and love for the land are preserved through this award. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one or more bursaries to students who:

- (1) have graduated from a high school in rural Manitoba (excluding the following areas: Headingly, Oak Bluff, St. Norbert, St. Germaine, Vermette, East St. Paul, West St. Paul, and Rosser);
- (2) are enrolled full-time in any year of study in the Undergraduate Medical Education Program in the Faculty of Medicine and are in good standing;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Dr. Ella Lillian Peters Bursary

Through a bequest received from Dr. Ella Lillian Peters (1909 - 1997), the Manitoba Medical College Foundation (MMCF) has established the MMCF – Dr. Ella Lillian Peters Fund at The Winnipeg Foundation. The fund will be used to provide bursaries for deserving students who require financial assistance in order to pursue undergraduate studies in medicine, at the University of Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one bursary to a student who:

- (1) is enrolled full-time in any year of study in the Undergraduate Medical Education Program in the Faculty of Medicine and are in good standing;
- (2) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Reverend Thomas Alfred Payne Scholarship

Through a gift received from Louisa Page Payne in memory of her husband, the Manitoba Medical College Foundation (MMCF) has established the MMCF – The Reverend Thomas Alfred Payne Fund at The Winnipeg Foundation. The fund will be used to provide scholarships for students enrolled in the Bachelor of Science (Medicine) program in the Faculty of Medicine, at the University of Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one scholarship to a student who:

- (1) has completed at least one year of full-time study in the Undergraduate Medical Education Program at the University of Manitoba, and is in good academic standing;
- (2) is enrolled in either his/her first or second summer session in the Bachelor of Science in Medicine.

The selection committee will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Flora Mower Bursary

Through a bequest received from Mrs. Flora J. Mower of Edmonton, Alberta, in 1991, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Flora Mower Fund at The Winnipeg Foundation. The fund will be used to provide bursaries for deserving students who require financial assistance in order to pursue undergraduate studies in medicine, at the University of Manitoba. Each year, The Winnipeg Foundation

will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one or more bursaries to students who:

- (1) are enrolled full-time in any year of study in the Undergraduate Medical Education Program in the Faculty of Medicine and are in good standing;
- (2) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Medicine Class of 1954 Student Bursary

Through a gift from the Medicine Class of 1954, the Manitoba Medical College Foundation (MMCF) has established a fund at The Winnipeg Foundation to provide bursaries for deserving students who require financial assistance in order to pursue undergraduate studies in medicine, at the University of Manitoba. The MMCF – Medicine Class of 1954 Student Bursary Fund was established, in 2005, to mark the 50th Anniversary Class Reunion with the net proceeds from that reunion. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one bursary to a student who:

- (1) is enrolled full-time in any year of study in the Undergraduate Medical Education Program in the Faculty of Medicine and are in good standing;
- (2) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Kerr / Blanchaer Student Bursary

Through gifts received from Audrey Kerr and Marcel Blanchaer in 2004, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Kerr / Blanchaer Student Bursary Fund at The Winnipeg Foundation. The fund will be used to provide bursaries for deserving students who require financial assistance in order to pursue undergraduate studies in medicine, at the University of Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one bursary to a student who:

- (1) is enrolled full-time in any year of study in the Undergraduate Medical Education Program in the Faculty of Medicine and are in good standing;

- (2) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Dale Iwanoczko Memorial Travel Award

Through gifts received from friends and colleagues of Dr. Dale Iwanoczko (M.D./93), who passed away in 1998, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Dale Iwanoczko Memorial Fund at The Winnipeg Foundation. The purpose of the fund is to provide financial support for undergraduate medical students, at the University of Manitoba, who participate in clinical electives outside of the City of Winnipeg. The available earnings from the fund will be used to offer one or more travel awards to students who:

- (1) are enrolled in the Undergraduate Medical Education program and are in good standing;
- (2) will complete a clinical elective outside of the City of Winnipeg;
- (3) have applied for elective travel support.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funding.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Isabelle M. and Clair William Hall Memorial Bursary

Through a bequest from Isabelle M. Hall, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Isabelle M. and Clair William Hall Memorial Fund at The Winnipeg Foundation. The fund will be used to provide bursaries for deserving students who require financial assistance in order to pursue undergraduate studies in medicine, at the University of Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one bursary to a student who:

- (1) is enrolled full-time in any year of study in the Undergraduate Medical Education Program in the Faculty of Medicine and are in good standing;
- (2) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – T.W. Fyles Travel Award

Through a bequest received from Dr. T.W. Fyles in 1989, the Manitoba Medical College Foundation (MMCF) has established the MMCF – T.W. Fyles Bursary Fund at The Winnipeg Foundation. The purpose of the fund is to provide travel awards for undergraduate medical students, at the University of Manitoba. Dr. Fyles was the Dean, Faculty of Medicine, University of Manitoba in 1968 and he served as President of the Manitoba Medical College Foundation in 1985. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one or more travel awards to students who:

- (1) have completed at least one year of study in the Undergraduate Medical Education Program in the Faculty of Medicine and are in good standing;
- (2) will attend a professional meeting or conference in order to present the results of his/her research (poster or oral presentation).

Candidates will be required to submit an abstract of their presentation and a copy of their registration with details of the meeting, including the date and location. Selection of the recipient will be based on the quality of the abstract submitted and proposed research to be presented and the potential value of the meeting to the student's development.

To receive a disbursement from the award fund, the award recipient must submit receipts for travel, registration, hotel and/or food expenses (based on current UM *per diem* rates). Expenses will be reimbursed up to the maximum value of the recipient's award.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funding.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Dr. Augustine Chang Memorial Bursary

Through gifts received from family, friends, and professional associates of Dr. Augustine Chang, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Dr. Augustine Chang Memorial Bursary Fund at The Winnipeg Foundation. The fund will be used to provide bursaries for deserving students who require financial assistance in order to pursue undergraduate studies in medicine, at the University of Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one bursary to a student who:

- (1) is enrolled full-time in any year of study in the Undergraduate Medical Education Program in the Faculty of Medicine and are in good standing;
- (2) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Dr. Helen M. Lousley Cairncross Bursary

Through a gift received from Mr. Alex Cairncross, in memory of his wife Dr. Helen Mary Lousley (M.D./34), the Manitoba Medical College Foundation (MMCF) has established the MMCF – Dr. Helen M. Lousley Cairncross Bursary Fund at The Winnipeg Foundation. The fund will be used to provide bursaries for deserving students who require financial assistance in order to pursue undergraduate studies in medicine, at the University of Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer two bursaries, of equal value, to students who:

- (1) are enrolled full-time in the second or third year of study in the Undergraduate Medical Education Program in the Faculty of Medicine and are in good standing;
- (2) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate).

2. AMENDMENTS

Estate of George A. Keates (Keates Admission Scholarships)

The following amendments have been made to the terms of reference for the Estate of George A. Keates (Keates Admission Scholarships), to reflect that the investment fund for the scholarship has been transferred from the Manitoba Medical College Foundation to The Winnipeg Foundation:

- The name of the award has been changed to MMCF – Dr. George A. Keates Admission Scholarship.
- The opening paragraph has been amended to read:

Through a bequest from the Estate of George A. Keates of Winnipeg, in 1991, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Dr. George A. Keates Admission Scholarship Fund at The Winnipeg Foundation. The fund will be used to provide scholarships for students entering the Faculty of Medicine, at the University of Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one or more entrance scholarships to students who:
- In the revised description of the selection committee, the Assistant Dean of Admissions is no longer specified as a member of the committee.
- Several editorial changes have been made.



AGENDA ITEM: Report of the Senate Committee on Awards [dated January 18, 2012]
Report of the Senate Committee on Awards [dated January 25, 2012]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve one new offer and three amended offers as set out in Appendix A of the Report of the Senate Committee on Awards [dated January 18, 2012].

THAT the Board of Governors approve one amended offer as set out in Appendix A of the Report of the Senate Committee on Awards [dated January 25, 2012].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting of January 18, 2012 the Senate Committee on Awards approved one new offer and three amended offers as set out in Appendix A of the Report of the Senate Committee on Awards [dated January 18, 2012].

In an electronic poll conducted between January 18 and January 25, 2012, the Senate Committee on Awards approved one amended offer, the Dackow Family Bursary, as set out in Appendix A of the Report of the Senate Committee on Awards [dated January 25, 2012].

RESOURCE REQUIREMENTS:

Awards will be funded from the various sources of funding identified within the Reports.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

All of these award decisions meet the published guidelines for awards as approved by Senate and were reported to Senate for information on March 7, 2012.

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of January 18, 2012 the Senate Committee on Awards approved one new offer and three amended offers as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated January 18, 2012).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve one new offer and three amended offers as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated January 18, 2012). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Philip Hultin
Chair, Senate Committee on Awards

MEETING OF THE SENATE COMMITTEE ON AWARDS

Appendix A January 18, 2012

1. NEW OFFERS

Murray and Susy Miller Scholarship in Medicine

Dr. Murray Miller (M.D./82) has established an endowment fund, with an initial gift of \$25,000, at the University of Manitoba to offer a scholarship for graduates of Grant Park High School and Gray Academy of Jewish Education who are admitted to the Faculty of Medicine. The available annual income from the fund will be used to offer one scholarship to a student who:

- (1) is a graduate of Grant Park High School or Gray Academy of Jewish Education;
- (2) has been admitted to the first year of the Undergraduate Medical Education Program in the Faculty of Medicine;
- (3) from among those who meet criteria (1) and (2), has ranked highest on the Admission Composite Score.

In any given year that no graduate of either Grant Park High School or Gray Academy of Jewish Education is admitted to the Undergraduate Medical Education program, the scholarship will not be offered.

The selection committee will be named by the Dean of the Faculty of Medicine (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

2. AMENDMENTS

Arthur Buckwell Memorial Scholarship

The following amendments have been made to the terms of reference for the Arthur Buckwell Memorial Scholarship:

- Information about the amount of the initial endowment gift and the contribution made by the Manitoba Scholarship and Bursary Initiative has been added to the first paragraph.
- The amount of the scholarship is now determined by the amount of interest generated by the endowment fund and is no longer a set amount of \$1,500.
- Criterion (1) clarifies that students will be evaluated based on their “last 60 credit hours of study (or equivalent)”.
- Criterion (3) has been amended to read: “has, in the judgment of the selection committee, shown distinction in design in studio during their Bachelor of Environmental Design degree or while in the Architecture Masters Preparation program.”
- Information about the origin of the funds is provided that describes the relationship between the Royal Architectural Institute of Canada Foundation and the University of Manitoba.

- The description of the selection committee has been amended to read: “The Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Architecture (or designate) to name the selection committee for this award.”
- Standard wording about the Board of Governors has been included.
- Several editorial changes have been made.

Dr. Jon Stefansson Memorial Prizes

The following amendments have been made to the terms of reference for the Dr. Jon Stefansson Memorial Prizes:

- The name of the award has been changed to *Dr. Jon Stefansson Memorial Bursaries*.
- The terms of reference have been re-written to now read:

Miss Martha G. Stefansson established an endowment fund of \$5,000 at the University of Manitoba in 1949. The fund was originally used to offer the Dr. Jon Stefansson Memorial Prizes. Recipients of the prize each received an ophthalmoscope. Beginning in 1974, the annual income from the fund will be used to offer bursaries to students who:

- (1) are enrolled in any year of study in the Faculty of Medicine at the University of Manitoba;
- (2) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will have the discretion to determine the number and value of bursaries offered each year.

The selection committee will be appointed by the Dean of the Faculty of Medicine.

Dr. T.J. Lamont Memorial Prize in Maternal and Neo-Natal Welfare

The following amendments have been made to the terms of reference for the Dr. T.J. Lamont Memorial Prize in Maternal and Neo-Natal Welfare:

- The terms of reference have been re-written to conform to the standard formatting for awards.
- Information regarding the donor, the initial gift amount, the person for whom the award is named and the purpose of the award has been brought together and forms the first paragraph of the terms of reference.
- Criterion (2) states: “has presented the best oral or poster presentation of an original work of investigation in maternal, peri-natal, and neo-natal welfare.” This is a shift in emphasis away from the publication of an essay “in a suitable Canadian Medical Journal” that “will prove of value to and be an incentive to the Medical Profession” as stated in the original terms.
- The revised terms do not include the sentence about publishing rights.
- The wording pertaining to unexpended money has been simplified to now read: “In any given year that presentations are judged by the selection committee to be of insufficient merit, the prize will not be offered and the unexpended money will be added to the capital.” In the previous terms, this information was detailed in a longer, more legalistic paragraph.

- The description of the selection committee has been amended to read: “The selection committee will be named by the Dean of the Faculty of Medicine (or designate) and will include the Heads of the Departments of Community Health Sciences; Obstetrics, Gynecology and Reproductive Health; and Pediatrics (or designates).”
- Standard wording about the Board of Governors has been included.
- Several editorial changes have been made.

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships*, such offers shall be submitted to Senate for approval. (Senate, April 5, 2000)

Observation

In an electronic poll conducted between January 18 and January 25, 2012, the Senate Committee on Awards approved one amended offer, the Dackow Family Bursary, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated January 25, 2012).

Recommendation

The Senate Committee on Awards recommends that Senate and the Board of Governors approve one amended offer, the Dakow Family Bursary, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated January 25, 2012).

Respectfully submitted,

Dr. Philip Hultin
Chair, Senate Committee on Awards

MEETING OF THE SENATE COMMITTEE ON AWARDS

Appendix A

January 25, 2012

2. AMENDMENTS

Dakow Family Bursary

The following amendments have been made to the terms of reference for the Dakow Family Bursary:

- All references to \$3,000 have been changed to \$3,500 in both the terms of reference and the Requirements for Renewal document that accompanies the terms of this bursary.



AGENDA ITEM: Financial results for the quarter ending December 31, 2011 and year-end projection.

RECOMMENDED RESOLUTION:

That the Board receives for information the third quarter results and year-end projection.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

Appendix I provides an overview of Revenue, Expense, and Net Fund Transfers by Fund for the year-to-date compared to prior year as well as a full-year projection compared to budget and prior year. Appendix II provides a more detailed analysis of the General Operating Fund on the same basis.

The purpose of this submission is to inform the Board of financial results for the year-to-date and provide a projection for the fiscal year.

Initial Budget

In May 2011, the Board approved the General Operating Fund budget for the year based on best estimates of revenues and expenses known at the time. The budget was based on \$519 million of funding sources (revenue and fund transfers) offset by \$519 million of outflows (expenditures, capital purchases, and fund transfers). When combined with all other Funds the total sources for the University was planned at \$770 million and the total uses was \$696 million, leaving projected net revenue of \$74 million.

Year-to-date results

As shown in Appendix I, total revenues to the end of the third quarter were \$596 million compared to \$612 million at December 31, 2010. The revenue change is primarily due to investment losses of \$2 million this year versus investment gains of \$23 million in the first three quarters last year. Total COPSE revenue is up \$14 million over third quarter last year. We also experienced a reduction in capital contracts and grants from both the Provincial (\$5 million) and Federal (\$3 million) governments related to KIP projects. Due to increased enrollment, a 1% increase in tuition fees and increased international student enrolment, tuition fees are up \$4 million over this time last year.

Expenses and Net Fund Transfers for the third quarter were \$494 million compared to \$486 million a year ago. The increase is related to ROSE initiatives as well as salaries and benefits.

Full year projection

OPERATING FUNDS

As part of the projection process we perform a detailed review of the General Operating Fund (Appendix II) including a comparison of actual results to historical revenue and expense patterns, review of budget adjustments processed in the period, and specific projections. Tuition is projected to be \$2 million above budget due to enrolment increases. Compared to budget, we have also

experienced increases in contributions and donations of \$2 million and provincial grants of \$1 million. Miscellaneous revenue is \$5 million ahead of budget, mainly insurance proceeds from the Duff Roblin fire.

Academic salaries are forecast to be \$4 million under budget: turnover and unfilled positions have created most of this variance.

Support staff wages are projected to be above budget due to the costs associated with the implementation of the ROSE program. The ROSE program is being funded by transfers from provisions and is included in the \$67 million of fund transfers with carryover being the other significant transfer.

Supplies are expected to be under budget \$3 million. This is after projecting unbudgeted expenses for ROSE of \$5 million. The remaining supplies variance is in many faculties and units across campus.

Higher than budget revenues and lower than budget expenses will allow for larger than budget transfers to support capital projects and carryover provisions. Any changes to the carryover policies could change these amounts but would be offset by other transfers to provisions, capital or other areas.

ALL FUNDS

The prior quarter projection of \$33 million net revenue has now been increased to \$70 million due mainly to better investment returns and projected higher net revenues before transfers from the General Operating Fund as detailed above. The second quarter projection for investment returns was flat, third quarter generated positive results which have increased the full year projection.

RESOURCE REQUIREMENTS:

None

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

Monitoring, controlling, and balancing the Budget is necessary in order for the University to be able to continue its tradition of excellence. It is expected that this report will keep the Board informed of financial results and corrective actions should a balanced operating result be in question.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

All units were consulted regarding the revenue projections for the 4th quarter. Treasury Services provided projections for investment revenues. The University Budget Officer contributed to the year-end transfer projections.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Tom Hay</u>	<u>Feb 13, 2012</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Deborah McCall</u>	<u>Feb 21/12</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Kenneth Br. Albarran</u>	<u>Feb 22, 2012</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>ARMC</u>	<u>March 6/12</u>
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Gord Pasioka, Associate Comptroller

Submission approved by: Deborah McCallum, Vice-President (Administration)

Attachments Appendix I – Board of Governors Quarterly Financial Report – all Funds
Appendix II – Board of Governors Quarterly Financial Report – General Operating Fund

The University of Manitoba
Board of Governors Financial Report
All Funds
For the Quarter Ended December 31, 2011
(\$ 000)

	Year to Date Actual		Projection	Opening Budget	Actual
	Dec 31, 2011	Dec 31, 2010	March 31, 2012	March 31, 2012	March 31, 2011
General Operating Fund					
Revenue	423,419	405,114	530,132	518,753	510,687
Expense and Net Fund Transfers	(297,153)	(284,286)	(530,132)	(518,753)	(510,669)
Net	126,266	120,828	-	-	18
Specific Provisions Fund					
Revenue					
Expense and Net Fund Transfers	(68,695)	(64,018)	3,135	2,753	(1,535)
Net	(68,695)	(64,018)	3,135	2,753	(1,535)
Expenses Funded from Future Revenues					
Revenue					
Expense and Net Fund Transfers					770
Net	-	-	-	-	770
Capital Asset					
Revenue	39,370	43,181	63,035	57,817	66,349
Expense and Net Fund Transfers	(9,506)	(13,926)	(2,038)	(14,776)	13,769
Net	29,864	29,255	60,997	43,041	80,118
Research and Special					
Revenue	125,649	128,361	143,310	147,000	141,777
Expense and Net Fund Transfers	(105,678)	(104,911)	(143,310)	(147,000)	(141,759)
Net	19,971	23,450	-	-	18
Staff Benefits					
Revenue	1,144	3,343	2,357	3,310	6,122
Expense and Net Fund Transfers	(622)	(4,272)	(2,357)	(2,393)	(7,534)
Net	522	(929)	-	917	(1,412)
Trust and Endowment					
Revenue	6,497	32,390	16,536	42,650	60,599
Expense and Net Fund Transfers	(12,394)	(15,080)	(11,011)	(15,344)	(15,670)
Net	(5,897)	17,310	5,525	27,306	44,929
Total					
Revenue	596,079	612,389	755,370	769,530	785,534
Expense and Net Fund Transfers	(494,048)	(486,493)	(685,713)	(695,513)	(662,628)
Net	102,031	125,896	69,657	74,017	122,906

The University of Manitoba
Board of Governors Financial Report
General Operating Fund
For the Quarter Ended December 31, 2011
(\$ 000)

	Year to Date Actual		Projection	Opening Budget	Actual
	Dec 31,2011	Dec 31,2010	March 31, 2012	March 31, 2012	March 31, 2011
Revenue					
COPSE	227,457	213,734	304,058	303,741	288,282
Tuition Fees	119,371	115,148	121,750	119,115	117,529
Ancillary Services	25,300	23,266	34,131	33,377	32,793
Sales of Goods and Services	22,192	23,020	29,627	29,068	31,375
Other Province of Manitoba	13,417	14,185	15,875	14,960	15,184
Miscellaneous	3,274	2,914	6,275	1,421	9,603
Government of Canada	6,585	6,537	10,841	10,762	9,373
Net Investment Income	3,663	4,707	4,351	5,031	4,317
Contributions, Donations, Non-Government Grants	2,160	1,603	3,224	1,278	2,231
	<u>423,419</u>	<u>405,114</u>	<u>530,132</u>	<u>518,753</u>	<u>510,687</u>
Expense					
Academic Salaries	128,264	122,913	172,000	176,288	164,449
Support Staff Salaries	88,051	85,665	121,562	120,307	116,904
Student Wages and Other	5,365	5,374	7,660	4,337	7,295
Staff Benefits and Payroll Tax Levy	45,020	43,441	63,549	65,497	61,857
Supplies and Expenses	64,897	65,884	106,437	109,550	102,923
Utilities	7,760	7,653	15,424	15,424	13,294
Student Awards	5,440	4,992	8,310	8,310	6,473
Property Tax	388	372	979	1,271	372
Interdepartmental Income	(9,102)	(8,850)	(15,756)	(15,252)	(16,902)
Actuarially Determined Pension					(2,187)
Actuarially Determined Employee Future Benefits					3,602
Staff Benefits Contra			(8,439)	(5,439)	(6,194)
	<u>336,083</u>	<u>327,444</u>	<u>471,726</u>	<u>480,293</u>	<u>451,886</u>
Fund Transfers					
To Capital	(17,908)	(15,310)	(34,469)	(25,110)	(40,833)
To Capital-Library Acquisitions	(6,488)	(5,632)	(8,200)	(8,200)	(9,504)
To Provisions	(53)	(638)	(74,883)	(52,853)	(70,744)
To Research & Special	(35)	(147)	(35)	(100)	(148)
To Staff Benefits	(1,428)	(1,771)	(2,064)	(2,544)	(3,268)
To Trust & Endowment	(5,786)	(4,976)	(8,286)	(6,706)	(8,154)
To Trust (re:Debt)	(5,507)	(3,805)	(9,507)	(4,788)	(8,682)
To Future Revenues					(2,327)
From Capital	113	83	113		640
From Provisions	66,589	64,477	66,584	50,000	65,431
From Research & Special	2,687	2,349	3,987	3,486	4,197
From Staff Benefits	-	2,742	1,605	1,605	6,425
From Trust & Endowment	6,729	5,729	6,749	6,750	6,570
From Future Revenues					1,557
From Trust Capital	17	57			57
	<u>38,930</u>	<u>43,158</u>	<u>(58,406)</u>	<u>(38,460)</u>	<u>(58,783)</u>
Expenses and Net Fund Transfers	<u>297,153</u>	<u>284,286</u>	<u>530,132</u>	<u>518,753</u>	<u>510,669</u>
Total General Operating Fund	<u>126,266</u>	<u>120,828</u>	<u>-</u>	<u>-</u>	<u>18</u>



TITLE: Interim Southwood Lands Use Plan

RECOMMENDED RESOLUTION:

That the Board receive for information this plan governing the availability and extent of use of the Southwood Lands over the two-three year period that a master plan is being developed.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The University purchased the former Southwood Golf Course in 2008 and took possession in November 2011. The lands comprise 120 acres on both sides of University Crescent and include several storage sheds and a clubhouse. The clubhouse is uninhabitable. The lands have chain link fencing around the perimeter of the site. The riverbank frontage is suffering from erosion. The greens are dried out and the irrigation system has been decommissioned. The purchase agreement stipulates that the University cannot use the lands as a golf course.

In 2011 the newly created Campus Planning Office began the process of organizing an integrated master planning process for the Southwood Lands. This process will feature an international design competition that will yield a master plan in 2-3 years. No development on the lands will occur until the master plan is complete.

The 120 acres are currently zoned as green space which limits use beyond its current natural configuration. A Working Group was formed to consider options for use pending completion of the master plan. The group reviewed a number of options and met with the manager of Parks for the City of Winnipeg to understand the issues around management of park space.

Three options considered were:

- a) Restricted/Prohibited Use
- b) Full access as a public park
- c) Limited maintenance with limited public access

The consensus of the group recommended option c) and identified rules, regulations and parameters including:

- Signage posted around the perimeter with hours of use and "use at own risk" restrictions and reference to a website for Southwood planning and interim use information;
- Seasonal public access for casual use (walking, jogging) but not for organized events;
- Weddings, camping, fires, organized sports etc would not be permitted (this would be posted on signage)
- Public access in winter for cross country skiing but trails would not be groomed;
- Maintenance would respect the University's sustainability model of best practices – no pesticides, chemicals, irrigation, fertilizers will be used on the Lands during this period

RESOURCE REQUIREMENTS:

The Lands will be maintained at a standard that demonstrates that the University is taking good care of the area. Grass will be cut on a regular basis and excessive weeds will be controlled. However the site will be chemical free and annual maintenance will be the subject of Physical Plant's strategic resource plan. Current fencing will remain but a safety fence will be required along the eroded riverbank. Vehicle access will be limited to Physical Plant via Sifton Road, pedestrian traffic will be directed with signage through current gates and openings.

The Concept of Operations for maintaining the former Southwood golf course includes:

- Removing known hazards and environmentally impacted areas (fuel tank, septic tank, mold etc);
- Demolition of the former maintenance sheds and office trailers which are beyond economic repair;
- Introducing road access off of Sifton for safer egress than the current University Cres entrance;
- Introducing indigenous perennials and grasses for a natural and more sustainable setting;
- Weed and invasive plant species will be removed or controlled through sustainable methods;
- Contracted mowing will be in place to ensure a well kept landscape and controlled growth;
- Trees and brush will be pruned and managed to ensure a healthy habitat;
- The riparian areas will be assessed for introduction of native plants and other means for bank maintenance, erosion prevention and control.

Source of funding: tbd

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The development of the Southwood Lands is integral to the creation of the University as a live-work-learn-play environment for staff, students, faculty and the wider community. As the master plan is being developed use of the lands for limited recreational purposes will promote and support the University's ties with the wider community without exposing the University to risk.

IMPLICATIONS:

ALTERNATIVES:

The Working Group reviewed the pros and cons of options a and b.

a) Restricted /Prohibited Use:

Pros: Prevents the difficulty of having to 'take back' the lands once they've been used extensively as green space for recreational, leisure and organized sports activities;

Reduces significant cost of maintenance and security and reduces risk exposure.

Cons: Leaving the lands dormant and closed may be criticized for being a significant financial investment with no use for 2-3 years.

b) Full Public Access as Public Park

Pros: Demonstrates an open and pro-community approach to use of the Lands.

Cons: Significant cost and human resource demand beyond current provisions for risk mitigation, maintenance, security and administration of use;

Will cause difficulty implementing the master plan if the community has embraced the space as a recreational park rather than a site for development in the near future – risking a public backlash against the master plan.

The recommended option is Option C (see above) which preserves many of the “pros” of options a and b and reduces the “cons” of both options.


CONSULTATION:

The Southwood Interim Use Working Group included representation from Physical Plant, Security Services, Risk Management, Human Resources, Ancillary Services, Parking Services, Faculty of Kinesiology and Recreation Management, Campus Planning Office and Student Affairs. The proposal was also reviewed by the President’s Executive Team.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Feb 21/12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Alexander McEachern	Feb 21/12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sturmlen & Brannan	Feb 22, 2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FAHR	ward 6/12
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: _____

Submission approved by: . *This must be the President, a Vice-President, or the University Secretary.*

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.



AGENDA ITEM: Report of the University Disciplinary Committee for the period of
September 1, 2010 to August 31, 2011

RECOMMENDED RESOLUTION:

For information only.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The annual report of the University Disciplinary Committee for the period September 1, 2010 to August 31, 2012 is attached. It is divided into two sections; the first concerns incidents of academic dishonesty and the second describes disciplinary matters involving inappropriate behavior. The Board of Governors has jurisdiction over the discipline of students.

The overall numbers of incidents is down this year in relation to 2009/2010 both in raw numbers and as a percentage of the student body but remain generally consistent with recent years.

In general, the numbers of each type of incident reported on remain consistent with past years. One exception is a reduction in computer related offences. This can be attributed to the implementation of a daily IT Help Desk for residences, which provided students with proactive information and the assistance they required before potential Internet violations occurred.

Of all the disciplinary incidents reported, only seven percent of the matters were appealed beyond the initial disciplinary authority. This may be in part due to the excellent work undertaken by the Student Discipline Working Group of the Associate Deans Undergraduate Network.

RESOURCE REQUIREMENTS:

N/A

IMPLICATIONS:

N/A

CONSULTATION:

Senate received the report for information on February 1, 2012.




UNIVERSITY
OF MANITOBA

Office of the President

202 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9345
Fax (204) 261-1318

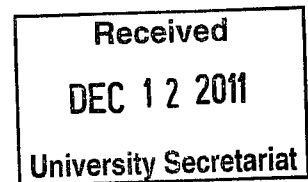
December 9, 2011

To: Mr. Jeff Leclerc, University Secretary
From: Dr. David T. Barnard, President and Vice-Chancellor 
SUBJECT: Annual Report of the University Discipline Committee

Attached is a copy of the Report of the University Discipline Committee for the period September 1, 2010 to August 31, 2011 which was submitted by Dr. John Anderson, Chair.

I would appreciate your providing a copy of this report to members of Senate for information at the next scheduled Senate meeting. You will note that Dr. Anderson has offered to attend Senate to answer any questions. I would ask you to extend an invitation to Dr. Anderson to attend the meeting at which the Report will be considered.

/hc





UNIVERSITY
OF MANITOBA

Office of the University Secretary

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Fax (204) 474-7511

December 1, 2011

Dr. David T. Barnard
President
University of Manitoba
Room 200, Administration Building

Dear Dr. Barnard:

In accordance with the Student Discipline By-Law, I hereby submit the Annual Report of the University Discipline Committee (UDC) for the period September 1, 2010 to August 31, 2011. The attached Report on University Discipline cases summarizes all offenses and dispositions reported to me.

The UDC has continued to produce its report in chart format, and we have maintained the two major divisions, the first dealing with varying forms of "Academic Dishonesty" and the second addressing disciplinary matters which involve "Inappropriate Behaviour". Within each of the two major categories, like disciplinary matters have been grouped together for easier reference. Further, we have provided two graphs which offer a visual overview of disciplinary matters. The graphs span a five-year period.

I would make the following observations concerning the report's contents:

- 1) I would note that this report only summarizes the disciplinary actions taken by the University of Manitoba. In the cases of more serious infractions, actions may have been also taken by outside authorities where appropriate.
- 2) The overall numbers of incidents is down this year in relation to last year, both in raw numbers and as a percentage of the student body. The numbers remain generally consistent with recent year's reports.
- 3) The numbers of each type of incident reported in the attached graphs are generally consistent with past years with the exception of a reduction in Computer Related offences. This can be attributed to the implementation of a daily IT Help Desk for the residences which provided students with proactive information and the assistance they required before potential Internet violations occurred.
- 4) It is also worth noting that of all the disciplinary incidents reported, only seven percent of the matters are appealed beyond the initial disciplinary authority. This may be in part due to the excellent work undertaken by the Student Discipline Working Group of the Associate Deans Undergraduate Network.

.../2

Total Number of Recorded Discipline Incidents in Relation to Total Number of Students

Year	Total # of incidents of Academic Dishonesty and Inappropriate Behaviour	Total # of students at The University of Manitoba	Percentage
2006-2007	583	26,931	2.2%
2007-2008	386	25,518	1.5%
2008-2009	574	26,238	2.2%
2009-2010	527	27,476	1.9%
2010-2011	403	27,751	1.4%

I would respectfully request that this letter and the accompanying Annual Report be circulated to those individuals who have occasion to be concerned with disciplinary matters. The sharing of the information concerned in the report will enable continued improvement on consistency in disciplinary matters.

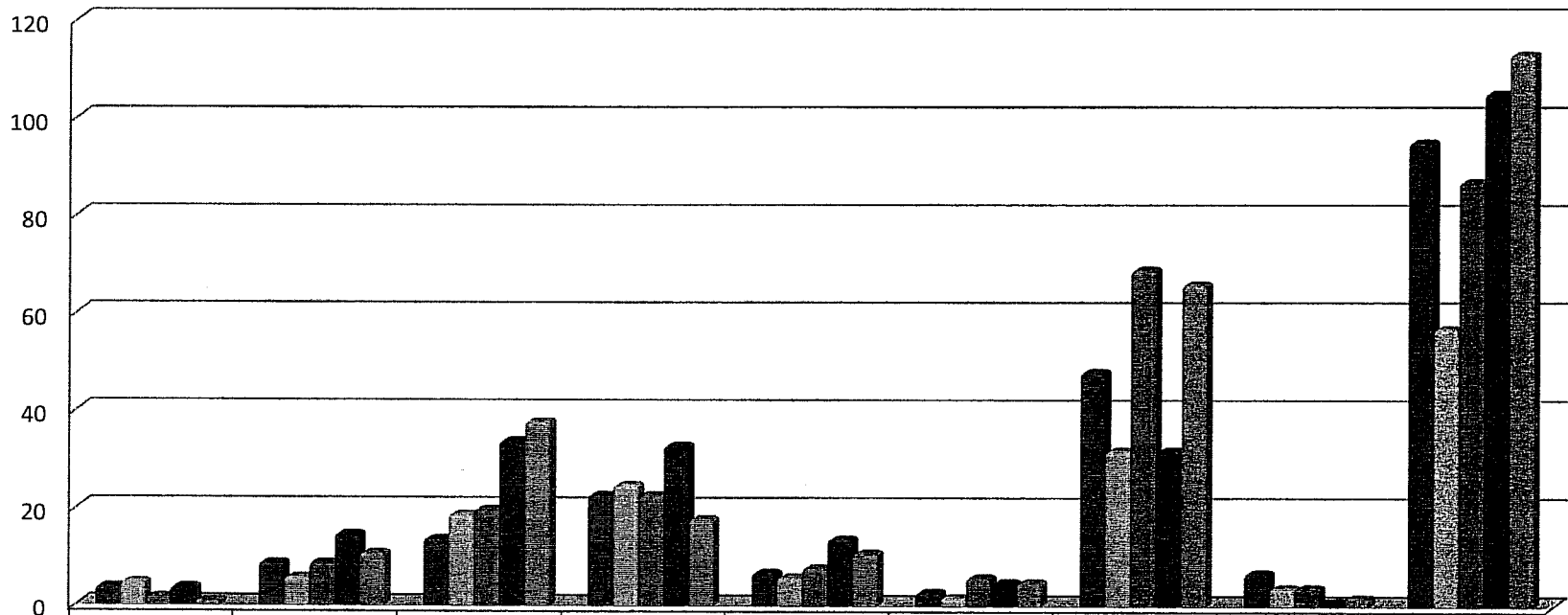
It has been your practice to provide a copy of the Report of the University Discipline Committee to members of Senate and the Board of Governors for their information. Should you choose to continue this practice, I would be prepared to attend the Senate meeting at the time this Report is presented and to speak to it, if called upon to do so.

Yours sincerely,



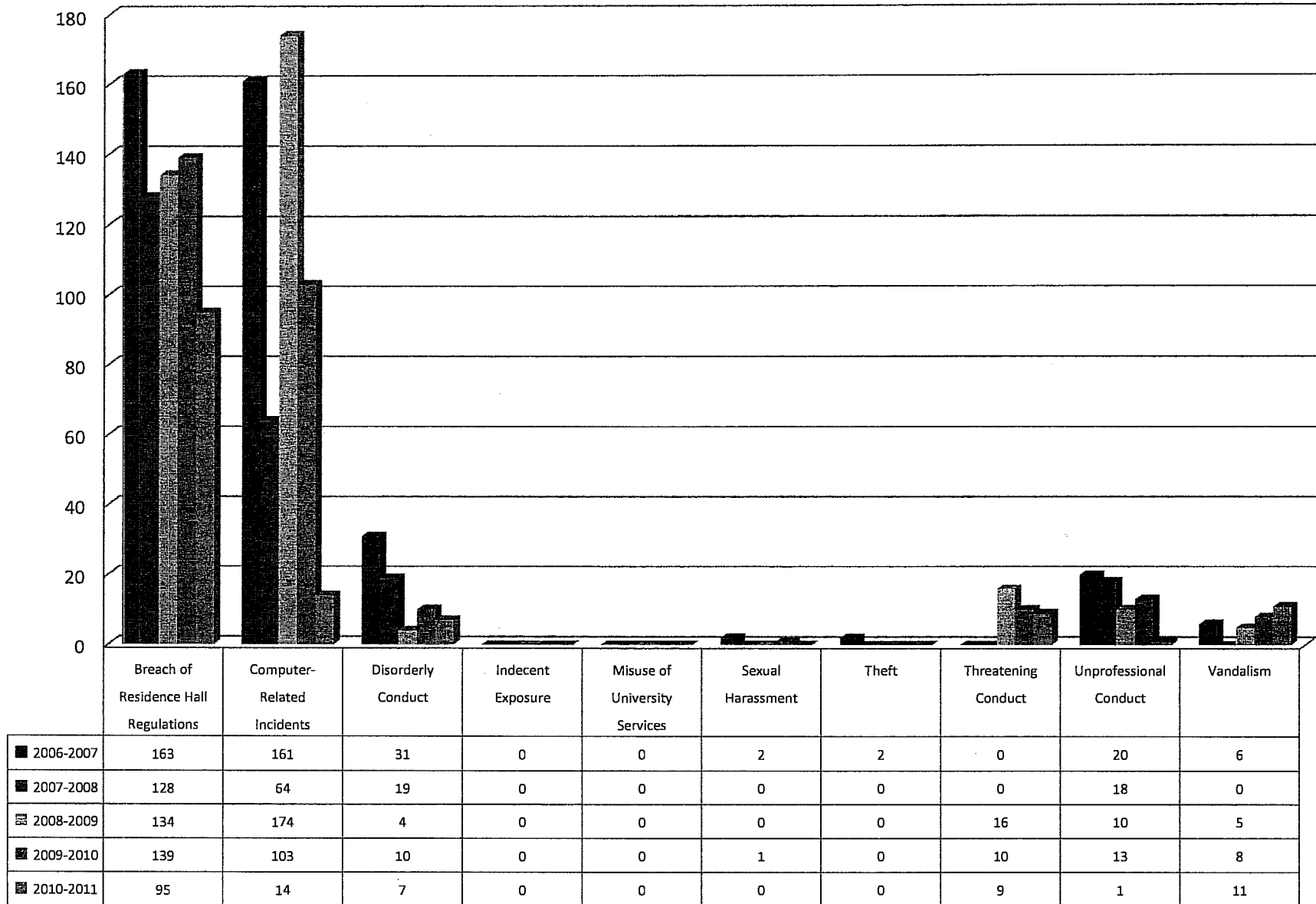
Dr. John Anderson, Chair
University Discipline Committee

Part 1 - Academic Dishonesty



	Academic/ Scientific Fraud	Application Fraud	Cheating on Test and Quizzes	Contravention of Examination Regulations	Copying from Other Student's or Submitted Own Previous Work	Forged Documentation	Inappropriate Collaboration	Impersonation	Plagiarism
2006-2007	4	9	14	23	7	3	48	7	95
2007-2008	5	6	19	25	6	2	32	4	57
2008-2009	2	9	20	23	8	6	69	4	87
2009-2010	4	15	34	33	14	5	32	1	105
2010-2011	1	11	38	18	11	5	66	2	113

Part 2- Inappropriate Behaviour



ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Academic/Scientific Fraud	1	Dishonest account of attendance in coursework	Academic suspension from clinical education for a period of one week	Department Head	Challenging personal circumstances outside of school	Evidence presented by Faculty members of the event; letter of warning in student file regarding related occurrence in 2009	Not sought	None	Not sought	None
Application Fraud	5	Provided fraudulent credit card to pay application fee	Application nullified; future applications require Dean's approval	Dean	None	No response from applicant	Not sought	None	Not sought	None
	1	Overstated some grades on transcripts	Application nullified; banned from applying to Faculty for life	Dean	None	Blamed home country agency for falsifying transcript, but did not provide proof	Not sought	None	Not sought	None
	1	Overstated and understated some grades on transcript and changed some grade weightings	Application nullified; banned from applying to Faculty for life	Dean	None	No response from applicant	Not sought	None	Not sought	None
	1	Cited irregularities on application	No credit for work taken at prior Post-Secondary Institution (PSI)	Director, Admissions	Agent completed form	None	Not sought	None	Not sought	None
	1	Cited for non-disclosure, on application, of attendance at another PSI	Admission to U of M withdrawn as results from other PSI make student ineligible	Director, Admissions	Language difficulties, poorly advised by teachers	Poor marks at other PSI, would have affected admissibility	Not sought	None	Not sought	None
	1	Cited for non-disclosure, on application, of attendance at another PSI	Comment re: application irregularities noted on academic record (may apply for removal after one year)	Director, Admissions	Other PSI work would not have affected admission; self-disclosed other PSI attendance	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Application Fraud (continued)	1	Provided false or misleading information to obtain deferred writing	"F-NP" in course; appointment with student advisor	Associate Dean	None	Research was done to attempt to find corroborating evidence and student claims were not substantiated	Not sought	None	Not sought	None
Cheating on Mid-Term Test and Quizzes	1	Cheating in course	"0" on exam	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Cheating on test in course	Learning Assistance Centre Workshop; one page paper; mark on test "0"; if paper completed, final grade will stand; if not, final grade will be "F- DISC"	Department Head	First offense	Student did not reply to letters sent regarding allegation	Not sought	None	Not sought	None
	1	Student was observed looking at another student's paper; erasing and revising answers	"0" on test; warning letter to remain on file until graduation	Associate Dean	Student admitted to cheating	None	Not sought	None	Not sought	None
	4	Cheating on course mid-term exam	"0" in course mid-term exam	Associate Head	None	None	Not sought	None	Not sought	None
	1	Copied from another student's paper	Grade of "0" on course mid-term	Associate Department Head	None	None	Not sought	None	Not sought	None
	1	Brought notes to mid-term test	Grade of "0" on course mid-term	Department Head	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*

Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test and Quizzes (continued)	1	Cheating in course	"F" in exam; "F-DISC" in course; suspended from Teaching Faculty from July 31, 2011 to August 31, 2012; transcript comment can be removed upon application on August 31, 2012; transcript comment re: academic dishonesty can be removed, upon application, on August 31, 2012; suspended from Faculty of Registration from July 31, 2011 to August 31, 2012; transcript comment of suspension can be removed, upon application, upon confirmed graduation from the University	Associate Dean of Teaching Faculty and Director of Unit of Registration	None	Premeditated and did not appreciate the seriousness of the offence	LDC – Faculty of Registration	"F" in exam; suspension from Faculty from July 31, 2011 to January 1, 2012 with the condition for re-enrolment in courses in the 2012 Winter Term provided the following conditions have been met: sit in as an observer in the Access/AFT Intro University; meet with Advisor prior to 2012 Winter Term; limited to no more than 9 credit hours for 2012 Winter Term; must request a volunteer English practice partner from the International Centre for Students		
	2	Students were caught cheating on midterm exam (one copying from the other and the other allowing this)	"0" on mid-term test; warning letter to remain on file until graduation; statement of academic dishonesty placed on transcript; formal letters of apology to instructor required; strategies to be sought to prevent reoccurrence	Associate Dean	Students admitted to cheating; accepted responsibility; first offence	None	Not sought	None	Not sought	

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test and Quizzes (continued)	1	Cheated on mid-term; brought in unauthorized notes	"VW"d course	Associate Dean	First offence; disability	None	Not sought	None	Not sought	None
	1	Found in possession of unauthorized materials during test	"VW" from Teaching Faculty removed from transcript; assigned Final Grade of "F-DISC"; statement of academic dishonesty placed on transcript	Associate Dean in consultation with Faculty of Registration	None	Student failed to attend scheduled meeting with Associate Dean and Advocate	LDC	Student withdrew appeal	Not sought	None
	1	Use of computer/notes during close-book test	Grade of "F" ("0") in assignment; final grade of "F-DISC" in course; transcript comment "Allegations of cheating in a term test upheld"; suspension from Faculty of Registration from May 1, 2011 to April 30, 2012	Associate Dean of Teaching Faculty, Dean of Faculty of Registration, and Head of Department	None	Evasion of responsibility	Faculty of Registration LDC	One year suspension from Faculty of Registration reduced: May 1, 2011 to December 31, 2011		

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test And Quizzes (continued)	1	Cheating on term test	Final Grade of "F-DISC"; suspension from Faculty of Registration until August 31, 2011; "DISC" may be removed at point of graduation if no further incidents of academic dishonesty	Associate Dean of Teaching Faculty and Representative of Faculty of Registration	None	None	Not sought	None	Not sought	None
	1	Cheating in course	Both Teaching Faculty and Faculty of Registration – warning	Associate Deans of both Faculties	Seems like student has anxiety issues and behavior was misinterpreted; recommended counseling services	None	Not sought	None	Not sought	None
	2	Cheating on term test	Final Grade of "F-DISC"; suspension from Faculty of Registration until May 1, 2012; DISC may be removed at point of graduation	Associate Dean of Faculty of Registration	None	None	LDC	Appeal denied; imposed same penalties as imposed at the Dean's level	Not sought	None
	1	Cheating on term test	Final grade of "F-DISC"; suspension from taking courses offered by Teaching Faculty from May 1, 2011 to May 1, 2012	Associate Dean of Teaching Faculty and Representative of Faculty of Registration	None	None	Not sought	None	Not sought	none

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test And Quizzes (continued)	1	Notes written on hand during mid-term exam	Final Grade of "F-CW" in Course; suspended from taking courses offered by Department from January 1, 2011 to December 31, 2011; academic dishonesty notation on transcript	Associate Department Head	None	None	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Penalties remain unchanged, with the exception of DISC designation; transcript notation to remain for 2 years (May 1, 2011 to April 30, 2012), after which their removal may be requested	Not sought	None
	1	Cheating on term test	Final Grade of "F-DISC"; suspension from Faculty of Registration until August 31, 2011; DISC may be removed at point of graduation if no further incidents of academic dishonesty	Associate Dean of Teaching Faculty and Representative of Faculty of Registration	None	None	LDC	Appeal denied; penalty reduced to 'F' grade in term test only	Not sought	None
	1	Cheating on a term test	Final grade of "F-DISC"; suspension from Faculty of Registration May 1, 2011 to May 1, 2012; suspension from taking courses by Teaching Faculty until May 2012	Associate Dean of Teaching Faculty and Representative of Faculty of Registration	None	None	LDC	Appeal denied; penalties originally imposed by Teaching Faculty stand	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test and Quizzes (continued)	1	Cheat-sheets for Course in final exam	"F" in final exam; "F-DISC" in course; comment can be removed upon application and only when graduation can be confirmed; suspended from Teaching Faculty until December 31, 2011 with comment on transcript; comment can be removed upon application and only when graduation can be confirmed	Associate Dean	None	Student explained he/she took the cheat sheets with the intent of using them only if really needed; therefore, actions and statement spoke of premeditation	None sought	None	Not sought	None
	1	In possession of unauthorized material during mid-term test	Final Grade of "F-DISC"; academic dishonesty notation on transcript until graduation; suspended from taking courses offered in Department from May 1, 2011 to April 30, 2012	Department Head	Claimed to have erased notes before mid-term test but notes still visible	Notes written in pencil on back of calculator; admitted to notes but claimed they were not for use during final exam	Dean of Faculty of Registration and Dean of Teaching Faculty	Penalties upheld except DISC and transcript notation can be removed after two years	Not sought	None
	1	Allowed two classmates to copy from student's quiz	Required to write a 1000 word essay	Department Head	Admitted guilt	May have looked at another student's quiz	Not sought	None	Not sought	
	1	Looked at paper of another student during quiz	Required to write a 2000 word essay	Department Head	None	First denied, then admitted to allegation	Not sought	None	Not sought	

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test and Quizzes (continued)	1	Allegation of cheating on a make-up test in course	Grade of "F" in make-up test; final grade of "F-DISC" in course; immediate suspension from taking courses offered by Teaching Faculty until May 1, 2012; suspension from Faculty of Registration from May 1, 2011 to December 1, 2011; notation on transcript "Allegation of academic dishonesty in course"	Associate Dean, Teaching Faculty, Dean of Faculty of Registration	None	None	Appealed to both Faculties - LDC's for respective sanctions	Teaching Faculty LDC upheld the allegation of cheating and penalties; Faculty of Registration LDC determined that insufficient evidence was provided to warrant an amendment of the penalties; penalties upheld	Not sought	None
	2	Copying from each other during mid-term	Grade of "0" on course mid-term exam	Associate Department Head	None	None	Not sought	None	Not sought	None
	1	Cheating on mid-term test	Grade of "0" on course mid-term exam	Department Head	None	None	Not sought	None	Not sought	None
	1	Cheating on final exam	"F-DISC" in course; notation on record; suspension from Faculty of Registration from September 1, 2011 to September 1, 2012; suspension from Department for one year effective September 1, 2011	Department Head		Student pleaded innocent but the Department found too much evidence; exam answers were too similar; student deemed guilty	Director of Faculty of Registration	Suspension from the Faculty of Registration removed; all other penalties upheld	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Tests and Quizzes (continued)	1	In possession of unauthorized material during mid-term test	Final Grade of "F-DISC" in course; suspended from taking courses from July 1, 2011 to June 30, 2012; academic dishonesty notation on transcript	Department Head	None	Notes written in pencil on back of calculator	Not sought	None	Not sought	None
	1	Cheating on mid-term exam and copied bonus question assignment from another student	"F-DISC" in Course; suspended from taking Faculty of Registration courses from September 1, 2011 to August 31, 2012; suspended from taking courses offered in Dept of Teaching Faculty from September 1, 2011 to August 31, 2012; academic dishonesty notation on transcript	Department Head of Teaching Faculty and Associate Dean of Faculty of Registration	Admitted to cheating on mid-term exam	Claimed to have done bonus question assignment on their own, but strong indications that copying occurred	Not sought	None	Not sought	None
	1	Cheating on mid-term exam and nearly identical bonus question assignment answer as another student	"F-DISC" in course; suspended from taking courses offered in Department from September 1, 2011 to August 31, 2012; and academic dishonesty notation on transcript	Department Head	Due to medical reasons gave student's bonus question assignment to another student to submit; same other student admitted to copying from student during mid-term exam	During mid-term exam student's paper was visible to student seating behind them	Associate Dean	Hearing results to be reported in 2011/2012 Annual Report		

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Tests and Quizzes (continued)	2	Cheating on mid-term exam; very similar bonus question assignment answer as another student (student's roommate)	"F-DISC" in Course; suspended from taking Teaching Faculty courses from September 1, 2011 to August 31, 2012; academic dishonesty notation on transcript, can be appealed to remove six months after graduation; suspended from taking Faculty of Registration courses from January 1, 2012 to August 31, 2012; to be noted on transcript and can apply for removal upon confirmed graduation.	Department Head of Teaching Faculty and Associate Dean of Faculty of Registration	Claimed to not copy bonus questions assignment from roommate 2 nd Student also claimed to be unaware roommate copied from him/her mid-term exam	Both Students: Claimed to get bonus questions answer from internet but not cited and unable to confirm source; admitted to copying during mid-term exam 1 st Student: Admitted to copying during mid-term exam 2 nd Student: left exam fully exposed; and appears 3 of 4 pages had been copied from	Associate Dean of Teaching Faculty	Both Students: Hearing results to be reported in 2011/2012 Annual Report		
	1	Use of cheat notes during a term test	Final Grade of "F-DISC"; suspension from Faculty until May 2012; removal of DISC at point of graduation if no further incidents of academic dishonesty	Associate Dean of Faculty of Registration	None	None	LDC	Appeal denied	Not sought	none
Contravention of Examination Regulations	1	Obtained and used an exam answer key in course final	"F-DISC" grade in course; suspension from U of M for 2 years; academic dishonesty comment on transcript	Associate Dean of Teaching Faculty and Faculty of Registration	Student confessed	None	Office of the Vice-President Vice Provost (Students)	Confession; decision upheld	Not Sought	

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations (continued)	1	Contravention of exam instructions	Final Grade of "F-DISC" in course; suspended from Faculty courses from January 1, 2011 to December 21, 2011; academic dishonesty notation on transcript	Associate Dean	None	Second offence	Not sought	None	Not sought	none
	1	Not registered in course but wrote the mid-term	Notation on transcript for one year: "Inappropriate behavior at a course mid-term"	Department Head	Did not realize student couldn't write the exam and took full responsibility for their actions	None	Not sought	None	Not sought	None
	1	In possession of unauthorized material during final exam	Final Grade of "F-DISC"; suspended from Faculty courses from January 1, 2011 to December 31, 2011; and academic dishonesty notation on transcript	Associate Dean of Teaching Faculty and Student services coordinator of Faculty of Registration	None	Notes found inside calculator	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Exam Regulations (continued)	1	In possession of unauthorized material during final exam	Final Grade of "F-DISC"; suspended from Teaching Faculty courses from May 1, 2011 to December 31, 2011; and academic dishonesty notation on transcript	Associate Dean of Teaching Faculty and Director of Faculty of Registration	None	Notes found inside calculator	LDC	Penalties upheld	Not sought	None
	1	In possession of unauthorized material during final exam	Final Grade of "F-DISC"; suspended from Teaching Faculty courses from January 1, 2011 to December 31, 2011; suspended from Faculty of Registration from January 1, 2011 to December 31, 2011; and academic dishonesty notation and suspensions placed on transcript	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Witnessed taking a piece of paper containing detailed exam answers from another student	LDC	Student appealed one year suspension by the Assoc. Dean of Faculty of Registration; Appeal denied	Not sought	None
	1	In possession of unauthorized material during final exam	Final Grade of "F-DISC"; suspended from Teaching Faculty courses from January 1, 2011 to December 31, 2011; suspended from the Faculty of Registration from January 1, 2011 to December 31, 2011; and academic dishonesty notation and suspensions placed on transcript	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Witnessed giving another student a piece of paper containing detailed exam answers	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations (continued)	1	In possession of unauthorized material during final exam	Final Grade of "F-DISC"; academic dishonesty notation placed on transcript and required to write a 500 word essay	Associate Dean	Arrived late so missed instructions; left calculator visible on desk and claims was unaware calculators were forbidden	Student's responsibility to be aware of exam regulations, be prepared and on time for all examinations	Not sought	None	Not sought	None
	1	Inappropriate collaboration during Course final exam	Final Grade of "F-DISC"; suspended from Faculty courses from January 1, 2011 to August 31, 2011; and academic dishonesty notation placed on transcript	Associate Dean	None	Asked another student if he could borrow an eraser during the final exam and conversation continued for several minutes	LDC	Penalties upheld	Withdrew UDC appeal	None
	1	Inappropriate collaboration during Course in final exam	Final grade of "F-DISC"; suspended from Faculty courses from January 1, 2011 to August 31, 2011; and academic dishonesty notation placed on transcript	Associate Dean	None	Observed by a fellow and invigilator to be talking with another student during final exam	LDC	Penalties upheld	Not sought	None
	1	Used the name and number of an unknown student during final exam	Final Grade of "F-DISC"; suspended from Faculty courses from January 1, 2011 to August 31, 2011 (but can write deferred exams during this period); and academic dishonesty notation placed on transcript	Associate Dean	None	Appeared to have created a name and student # of an unknown student on an exam bubble sheet and handwriting matches	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Exam Regulations (continued)	1	In possession of unauthorized material during final exam	Final Grade of "F-DISC"; suspended from Science courses from May 1, 2011 to December 31, 2011; and academic dishonesty notation and suspensions placed on transcript	Associate Dean	Very honest	Notes taped to inside of calculator	LDC	Penalties upheld	Not sought	None
	1	Inappropriate collaboration during course final exam	Final Grade of "F-DISC"; and academic dishonesty notation on transcript	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Later admitted	Talking to the student seated next to himself; second offence; denied	Not sought	None	Not sought	None
	2	Inappropriate collaboration; separator between tables moved during course final exam	Final Grade of "F-DISC"; suspended from taking course in Teaching Faculty and from Faculty of Registration from September 1, 2011 to September 1, 2012; and academic dishonesty notation on transcript	Department Head of Teaching Faculty and Director of Faculty of Registration	None	None	Associate Dean of Teaching Faculty	Suspension from Faculty of Registration removed and all other penalties upheld	Not sought	None
	1	Student accessed Blackberry during final exam	Final Grade of "F-DISC"; suspension from Faculty May 1, 2011 to May 1, 2012; DISC may be removed at point of graduation	Associate Dean of Faculty of Registration	None	None	LDC	Appeal Denied	Not sought	

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations (continued)	1	In possession of unauthorized material during final exam	Final Grade of "F-DISC"; suspended from taking Teaching Faculty courses from September 1, 2011 to April 30, 2012; and academic dishonesty notation on transcript	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Admitted Guilt	None	Not sought	None	Not sought	None
	1	Student brought practice exam in shoe to final exam	Final Grade of "F-DISC"; suspension from Faculty May 1, 2011 to May 1, 2012; notation on transcript re: cheating; DISC may be removed at point of graduation	Associate Dean of Faculty of Registration	None	None	Not sought	None	Not sought	none
Copying from Other Student's/Own Previous Work	5	2 Students: copied from each other's assignment	Both students received "F-DISC"	Associate Dean	None	Did not show up for the meeting; denied any wrong doing.	Not sought	None	Not sought	
		1 Student: re-submitted paper from previous year	Re-submission of paper with new topic and must complete workshops on academic dishonesty		Very apologetic, did not realize he/she could not re-submit previous papers	None	Not sought	None	Not sought	
		Copied from another student on test	"F" on test		None	Did not attend, claimed to have written wrong date in calendar	Not sought	None	Not sought	
		Copied from another student on test	Comment added to student's history as student "VW'd" from course		None	Claimed to not know how the copying happened	Not sought	None	Not sought	

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Copying from Other Student's/Own Previous Work (continued)	3	Copied from other student's work	Grade of "0" for assignment	Associate Head	None	None	Not sought	None	Not sought	none
	1	Student looked at the paper of another student during quiz	1000 word essay on academic dishonesty; Grade of "0" in assignment	Department Head	Student admitted to looking at the paper of another student	None	Not sought	None	Not sought	none
	1	Copied from other student's work	Grade of "F-DISC" ; academic dishonesty comment	Associate Head	None	None	Not sought	None	Not sought	None
	1	Witnessed copying another student's work in course mid-term	"F" Grade in term exam; "F-DISC"; comment can be requested to be removed with confirmation of graduation	Associate Dean	Student admitted to cheating	None	Not sought	None	Not sought	None
Forged Documentation	1	Altered document in final examination	Final Grade of "F – DISC"; notation on academic transcript "Student found guilty of academic dishonesty"	Associate Dean	None	No explanation offered for altered document	LDC	Grade of "F – DISC"; notation on academic transcript	Not sought	None
	1	Student erased name from a completed laboratory examination and emailed instructor providing false information that student had missed the examination	Expelled from the course with a "F-DISC"; DISC comment to remain on transcript for two years	Department Head	Student may have actually felt ill during examination and had a medical note obtained subsequent to the exam	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Forged Documentation (continued)	1	Student submitted fraudulent documentation to support request for a deferred exam	Final Grade of "F-DISC"; suspension from the Faculty until May 1, 2011; "DISC" may not be removed	Dean of Faculty of Registration	Multiple attempts to deceive the Dean's Office	None	LDC	Appeal denied to have "DISC" removed	Not sought	none
	1	Student submitted fraudulent documentation to support request for a deferred exam	Final Grade of "F-DISC"; suspension from the Faculty until May 1, 2011; "DISC" may be removed at point of graduation	Associate Dean of Faculty of Registration	None	None	Not sought	None	Not sought	none
	1	Submitted forged medical documents with an AW request	Suspended from January 1, 2011 to December 31, 2012	Director	Admission of forged document	None	Not sought	None	Not sought	None
Impersonation	1	Student signed in to the lab for his/her friend	"0" Grade for all lab work worth 10% of final mark	Associate Head	Student admitted guilt	None	Not sought	None	Not sought	None
	1	Student signed in for lab for themselves and another student who wasn't there	Mark of "0" for all labs in course	Associate Head	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	3	Parts of assignments students individually submitted contained striking similarities in wrong answers, plus format, font, etc. the same	"0" on given question of assignment (still passed course, although one student "VW'd" before investigation commenced	Associate Dean	Students claimed similarities a fluke	No clear explanation to mitigate allegation	Not sought	None	Not sought	None
	2	Completed the same assignment individually in collaboration with a classmate which also contained plagiarism	Apology; "0" on assignment (pass in course); research paper on academic integrity; transcript reprimand 6 months	Associate Dean	None	Thought collaboration was permissible and that references taken from textbook (which were also available online) didn't require proper citation/referencing	Not sought	None	Not sought	None
	1	(carried over from last year) Student submitted assignment that was very similar to another student for a Distance Education course	A final grade of "F-CW" in course	Department Head	First allegation of a breach of academic dishonesty	None	Dean	Decision Upheld	LDC	Decision Upheld
	2	Students submitted almost identical material in course	"0" on assignment	Department Head	None	None	Not sought	None	Not sought	None
	2	Students submitted a lab assignment with almost identical numbers	Marks halved on assignment	Department Head	None	None	Not sought	None	Not sought	None
	10	Duplication of assignment(s)	Mark of "0" for the assignment(s) and required to attend academic dishonesty workshop	Associate Department Head	None	None	Not sought	None	Not sought	none
	41	Duplication of assignment(s)	Mark of "0" for the assignment(s)	Associate Department Head	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*

Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration (continued)	1	Looked at another student's paper during quiz	Mark of "0" on quiz in course and required to write a 1,000 word essay on proper conduct during an exam	Department Head	None	None	Not sought	None	Not sought	None
	1	Same pattern of wrong answers as student seated next to her for two term tests	Final Grade of "F-DISC" in course; suspended from Faculty of Registration from June 1, 2011 to May 31, 2012; suspended from Teaching Faculty courses from June 1, 2011 to May 31, 2012; and academic dishonesty notation on transcript	Associate Dean of Teaching Faculty and Representative of Faculty of Registration	None	Instructed to sit apart from same student for test #3, but ignored this instruction until directed to move away – same wrong answer pattern did not occur for test #3	Teaching Faculty LDC	Hearing results to be reported in 2011/2012 Annual Report		
	1	Answers submitted were from last year's quiz	Grade of "F-DISC" in Course; suspended from Department course from September 1, 2011 to April 3, 2012; and academic dishonesty notation on transcript	Department Head	Student claims he/she accidentally submitted wrong file; last year's was for study purposes	Second offence	Associate Dean	Final Grade of "F-DISC" in course; 500-word essay; and academic dishonesty notation on transcript	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration (continued)	1	Submitted a paper identical in structure and close to identical in phrasing to paper submitted by another student in the same assignment; also used a paper from a previous student of the Course	Grade of "F" on the assignment; Final Grade of "F" in course	Department Head	Personal circumstances (not explained in detail); student was very distressed during the meeting; in tears from beginning to end	Seemed unwilling to take full responsibility for his/her actions, claiming he/she was not aware of how much he/she had been relying on the source essay; had no explanation of how so much of it was copied	Not sought	None	Not sought	None
	1	Submitted a paper identical in structure and close to identical in phrasing to paper submitted by another student in the same assignment; student had used a paper from a previous student of the Course	Grade of "F" of the assignment; Final Grade of "F" in Course	Department Head	Under academic pressure because of being on probation; admitted copying the paper and expressed regret for doing so	Knowingly attempted to pass off a paper that was another person's work	Not sought	None	Not sought	None
Plagiarism	1	Plagiarized term paper	Grade of "F" in course	Director	None	None	Not sought	None	Not sought	None
	1	Plagiarized assignment	Grade of "F" in course; suspended from Faculty for one year	Director	None	None	LDC	Reprimanded; in the event of another academic dishonesty student to be expelled permanently	Not sought	None
	1	Plagiarized assignment	Allegations of academic dishonesty; "0" in assignment; suspended from Faculty for one year	Director	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	3	Use of uncited sources for an assignment	Students asked to redo assignment and resubmit for grading	Department Head	First offence; students took responsibility	None	Not Sought	None	Not Sought	None
	1	Student submitted plagiarized material in use of uncited sources.	Grade of "0" on assignment; comment placed on academic transcript	Department Head	None	Student did not reply to letter	Not sought	None	Not sought	None
	2	Plagiarized portions of course assignment.	Apology to instructor, "0" on assignment (pass in course), 4 hours Learning Assistance Centre tutoring; research paper on plagiarism/academic integrity; transcript reprimand 9 months	Associate Dean	None	Signed honesty declarations in class; attended lecture on academic integrity	Not sought	None	Not sought	
	4	Students submitted work that was almost word-for-word from a source	"0" on assignment.	Department Head	None	In two cases source was not cited	Not sought	None	Not sought	None
	1	Student submitted work that was almost word-for-word from an uncited source.	"0" on report.	Department Head	None	None	Not sought	None	Not sought	None
	1	Plagiarized portions of assignment	Grade of "0" on assignment and submit 500 word essay on relationship of academic integrity to professional suitability	Associate Dean	Student's explanation, sincerity; proactively accessed student resources	Extent of breach of citation issues; final year capstone course	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
 Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*
 Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Copied substantial portions of former student's paper and submitted as own work	Grade of "F-DISC" assigned; statement of academic dishonesty placed on transcript	Associate Dean of Teaching Faculty in consultation with Faculty of Registration	None	Student claimed he/she did not know what plagiarism was; expressed sincere regret; stated he/she learned valuable lesson	Not sought	None	Not sought	None
	3	Students did not use quotations or provide any acknowledgement when quoting other's work	Student 1: complete research paper on plagiarism; re-do paper but no grade given Student 2: complete research paper on plagiarism; re-do course Student 3: Letter of apology showing an understanding of plagiarism; "0" on assignment; additional assignment with no grade given	Department Head	Student 1 – first offence Student 2 – prior offence Student 3 – first offence	None	Not sought	None	Not sought	none
	1	Plagiarism on final project report	Warning only	Associate Department Head	Unintentional plagiarism	None	Not sought	None	Not sought	None
	2	Plagiarized assignment	Grade of "0" for assignment	Department Head	Admitted plagiarism and sent a letter of apology to department	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Plagiarized assignment	Penalty of 20 out of 30 points on the assignment; and required to write a 500-word essay on plagiarism	Department Head	None	None	Not sought	None	Not sought	None
	1	Plagiarized three lab assignments	Grade of "0" for all three assignments	Department Head	Admitted to using materials obtained from other students	None	Not sought	None	Not sought	None
	1	Allegation of submitting plagiarized material for assignment	Penalty of a half-grade deduction on assignment in question; student required to make corrections on the assignments; identify the areas of plagiarism and resubmit the assignment to professor by a certain date; resubmission not to be considered when calculating the final grade; required to complete Word Processing and Time Management workshops and provide evidence that workshops were completed	Associate Dean	None	None	Not sought	None	Not sought	None
	4	Academic Dishonesty	"F-DISC"; rewrite essay	Department Head	None	None	Not sought	None	Not sought	None
	2	Academic Dishonesty	"F" on final assignment; Final Grade of "F"	Program Coordinator	None	None	Pending			
	1	Academic Dishonesty	"F" on final assignment; Final Grade of "F"	Program Coordinator	None	None	Pending			

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	9	Group 1: 4 students Group 2: 5 students Both Groups: Students had access to electronic copy of a previously submitted project and submitted considerable portions of that work without appropriate citation	Both Groups: Allegations of academic dishonesty upheld; students required to rewrite assignment Group 1 only: Final grade received equals 1 letter grade lower than grade received on re-write; statement placed on transcript: "Student found guilty of academic dishonesty (plagiarism) in course" for 1 year; statement may be removed at any time upon submission of having completed a specific online course in professional ethics	Associate Dean	Both Groups: No previous; evidence of admission and remorse; example business plans distributed by course instructors contained no references; instructors suggested extrapolating from existing business plans - no feedback was provided on your business plan overview; contact with the course coordinators was infrequent; resubmitted revised paper demonstrated an acceptable level of learning; instructor-provided spreadsheet could not be altered	Group 1: larger amount of plagiarized material; attempts to camouflage the copying; lower degree of remorse; some threatening behavior "This is slander."	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
 Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*
 Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Plagiarized portions of assignment	Grade of "0"; submit 500 word essay on relationship of academic integrity to professional suitability	Associate Dean	Student's explanation; apologetic.	Senior student; extent of breach of citation issues; final year capstone course	Not sought	None	Not sought	None
	1	Plagiarized portions of assignment	Grade of "F" for course and submit 500 word essay on relationship of academic integrity to professional suitability	Associate Dean	Student's explanation; acknowledgment of situation.	Senior student; final year capstone course; extent of breach of citation issues	Not sought	None	Not sought	None
	1	Plagiarized portions of assignment	Grade of "F-DISC" for course; notation on transcript "Student found guilty of academic dishonesty"; submit 500 word essay on relationship of academic integrity to professional suitability	Associate Dean	Student's explanation; acceptance of responsibility	Senior student; professional capstone course; second academic dishonesty finding	Not sought	None	Not sought	None
	2	Plagiarized portions of assignment	Submit 200 word essay on relationship of academic integrity to professional suitability	Associate Dean	Student's explanation	None	Not sought	None	Not sought	None
	1	Plagiarized portions of course assignment	Apology to instructor; Learning Assistance Centre tutoring (no hours specified); transcript reprimand 6 months	Associate Dean	Apologetic; family issues/lack of time	Poor research and writing habits led to copying and pasting from sources	Not sought	None	Not sought	None
	1	Academic Dishonesty	Final Grade "F-DISC"	Program Coordinator	None	None	Pending			

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	2	Copying directly from another source without any reference	Re-do paper; receive one grade lower	Associate Dean	None	None	Not sought	None	Not sought	none
	1	Plagiarized entire course essay	Apology; failed course; research paper on plagiarism/academic integrity; transcript reprimand 12 months; suspended for 1 year (ultimately required to withdraw because dept. didn't remediate failed grade)	Associate Dean	Somewhat remorseful; personal issues, but did not provide evidence when given opportunity to	Very egregious case; significant level of intent to deceive	Not sought	None	Not sought	None
	1	Plagiarized portions of optional assignment	Apology; research paper on academic/professional integrity; "0" on assignment (pass in course); transcript reprimand 6 months	Associate Dean	Expressed remorse	None	Not sought	None	Not sought	None
	1	Plagiarized portions of take home exam	Apology; failed course (remediation permitted), research paper on plagiarism; 4 hours Learning Assistance Centre tutoring; transcript reprimand 9 months	Associate Dean	Expressed remorse	Pressed for time	Not sought	None	Not sought	None
	2	Did not cite sources	A half-grade deduction; must resubmit after attending plagiarism and time management workshops	Associate Dean	Poor time management skills; rushed through assignment	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Did not cite sources	"F" in course	Associate Dean	None	Student did not resubmit assignment or attend academic dishonesty workshops	Not sought	None	Not sought	None
	1	Did not cite sources	A half-grade deduction; must resubmit after attending plagiarism and time management workshops	Associate Dean	Under extreme stress due to family issue	None	Not sought	None	Not sought	None
	1	Did not cite sources	A half-grade deduction; must resubmit after attending plagiarism and work processing workshops	Associate Dean	Unfamiliar with Microsoft Word and time management skills	None	Not sought	None	Not sought	None
	1	Did not cite sources	A half-grade deduction; must resubmit after attending plagiarism and time management workshops	Associate Dean	Family issues; could not concentrate	None	Not sought	None	Not sought	None
	1	Word for word from internet	"F" on assignment; lowest test mark gets dropped from final grade	Associate Dean	Language barrier	None	Not sought	None	Not sought	None
	1	Used his own words in paper	Must resubmit paper after attending plagiarism workshop	Associate Dean	Didn't understand plagiarism	None	Not sought	None	Not sought	None
	1	Copied from Internet	Grade of "F" in course	Associate Dean	None	Student did not respond to email, phone call or letter	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Did not cite sources	A half-grade deduction; must resubmit after attending study skills and essay writing workshops not yet completed	Associate Dean	None	Student not present at meeting	Not sought	None	Not sought	None
	1	Did not cite sources	"F-DISC" on test; must submit paper on plagiarism after attending plagiarism and time management workshops; final grade will be recalculated once above is completed	Associate Dean	Poor note taking; came unprepared for test	None	Not sought	None	Not sought	None
	1	Did not cite sources	"F" on assignment; must resubmit and the final grade will be recalculated	Associate Dean	Did not realize he was doing it incorrectly	None	Not sought	None	Not sought	None
	1	Plagiarism in course	Disciplinary Action hold on records until student responds; "0" on final exam; "F-DISC" in course; Learning Assistance Centre appointment	Associate Dean	None	Student failed to respond to letter and two follow-up requests to meet; when student met with Associate Dean, student did not seem to appreciate the seriousness of the allegations	Not sought	None	Not sought	None
	1	Plagiarism in course	Grade of "0" in essay component of exam	Associate Dean	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Plagiarism in course	Grade of "0" in essay component of exam; Learning Assistance Centre appointment	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Plagiarism in course	Grade of "F" in assignment; "F-DISC" in course; comment can be removed upon confirmation of graduation; barred from Faculty until December 31, 2011; comment on transcript; comment can be removed upon confirmation of graduation	Associate Dean	None	Student willingly and knowingly committed act of plagiarism; student admitted he/she was willing to take the gamble	Not sought	None	Not sought	None
	1	Plagiarism in course	Grade of "F-0" in assignment; "F-DISC" in course; suspended from Teaching Faculty courses from July 1, 2011 to December 31, 2011; transcript comment of academic dishonesty which can be removed, upon application, upon confirmed graduation from the Faculty of Registration	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	None	Student knew what he/she was doing was wrong	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Plagiarism in course	Grade of "0" on term paper; Learning Assistance Centre appointment	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Plagiarism in course	Grade of "0" in essay component of exam; Learning Assistance Centre appointment; student advisor appointment; Grade of "0" on mid-term	Associate Dean	None	Student failed to comply with terms of discipline letter and Grade changed to "0" on entire exam; later found out student had VW'd course and because the discipline letter said nothing about the course grade, no further action was taken and the VW stands; however, the student did eventually go to the Learning Assistance Centre appointment	Not sought	None	Not sought	none
	1	Plagiarism in course	"F-DISC" in course; can apply for removal in five years (August 2016); suspended from Faculty courses from July 31, 2011 to August 31, 2012; transcript comment which can be applied to be removed upon confirmed graduation from U of M	Associate Dean	None	Multiple similar offenses in assignments in course in this term; had mandatory previous Learning Assistance Centre appointment and could define paraphrasing and plagiarism	Not sought	None	Not sought	None
	1	Academic dishonesty	Student allowed to resubmit work; Final Grade "B+"	Program Coordinator	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.

Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	2	Academic dishonesty	Students allowed to re-submit work; Final Grade "D"	Program Coordinator	None	None	Not sought	None	Not sought	None
	1	Academic dishonesty	Grade of "F" on assignment; Student "VW"	Program Coordinator	None	None	Not sought	None	Not sought	None
	1	Plagiarized from online sources	Deduction of 20/30 points for the assignment; required to resubmit paper (for a max Grade of 10/30); required to write a 500 word essay on plagiarism and ways to avoid it	Department Head	No record of previous plagiarism	None	Not sought	None	Not sought	None
	2	Plagiarized from online sources	Received 0/10 on assignment	Department Head	No record of previous plagiarism	None	Not sought	None	Not sought	None
	1	Failure to cite online sources used in paper	Deduction of 5/14 points for the assignment; required to resubmit paper (for a max Grade of 9/14)	Department Head	No record of previous plagiarism	None	Not sought	None	Not sought	None
	1	Undocumented use of internet sources	Grade of "F" for assignment; "F-DISC" for course	Director of Program	Student admitted guilt	None	Not sought	None	Not sought	None
	1	Appeal by student to have discipline comment removed earlier than eight months prior to graduation i.e. October 2011	Removal of discipline comment effective August 1, 2011	Associate Dean of Faculty of Registration	None	None	Not sought	None	Not sought	None
	1	Second incident of plagiarism	Final Grade of "F-DISC"; "DISC" can be removed at point of graduation	Associate Dean of Faculty of Registration	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.

Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Student plagiarized a take-home final essay	Grade of "F" ("0") on essay; Final Grade in Course to include "DISC"; "DISC" may be removed at point of graduation	Associate Dean of Faculty of Registration	None	None	Not sought	None	Not sought	None
	1	Second incident of plagiarism	Final Grade of "F-DISC"; notation on official transcript re: plagiarism; "DISC" may be removed at point of graduation	Associate Dean of Faculty of Registration	None	None	Not sought	None	Not sought	None
	1	Plagiarism	Grade of "F"	Department Head	None	None	Associate Dean of Faculty of Registration	Appeal denied; Final Grade of "F" stands	Not sought	None
	1	Second incident of plagiarism	Grade of "F" in assignment; "DISC" to be attached to final grade; "DISC" may be removed at point of graduation	Associate Dean of Faculty of Registration	None	None	Not sought	None	Not sought	None
	1	Third incident of plagiarism	Grade of "F" in assignment; "DISC" to be attached to final grade; "DISC" may be removed at point of graduation	Associate Dean of Faculty of Registration	None	None	Not sought	None	Not sought	None
	1	Possible plagiarism; difference in quality between the written work submitted in term tests and the written work in the paper	Grade of "F" in assignment; Grade of "F" in course	Department Head	Despite three email attempts by Professor to meet with student to discuss – no contact from student	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.

Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Plagiarism	Grade of "F" in both assignments	Department Head	None	Fourth year student	Not sought	None	Not sought	None
	1	Plagiarism	Grade of "F" on paper	Department Head	Extreme stress; acknowledgment of wrong doing	None	Not sought	None	Not sought	None
	3	Plagiarism	Grade of "F" on assignment	Department Head	None	None	Not sought	None	Not sought	None
	1	Plagiarism	Grade of "F" on assignment	Department Head	None	Large amounts of plagiarized text	Not sought	None	Not sought	None
	1	Plagiarism	Grade of "F" on assignment; Grade of "F" in course	Department Head	Remorse	Copious amount of plagiarized text	Not sought	None	Not sought	None
	1	Plagiarism	Grade of "F" on assignment	Department Head	Taking remedial action	None	Not sought	None	Not sought	None
	1	Plagiarism	Grade of "F" on assignment	Department Head	Remorse	None	Not sought	None	Not sought	None
	1	Undocumented use of internet sources	Grade of "F" on assignment; Grade of "F-DISC" for course	Director of Program	Student apologetic; admitted guilt	None	Not sought	None	Not sought	None
	1	Plagiarism in writing of 2 assignments -- use of uncited sources	Grade of "F" on assignment; "DISC" to be attached to Final Grade; "DISC" may be removed at point of graduation; contact the Learning Assistance Centre to gain information on how to properly reference and cite sources	Department Head	Student stated that he/she was going through difficult personal circumstances and that he/she had not paid proper attention to their work	Professor clarified academic dishonesty in classes and asked student to see him/her if circumstances made it difficult to complete their work; student admitted to attending these classes	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.

Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 1, Academic Dishonesty**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Plagiarism in writing of assignment	Grade of "F" on assignment; "DISC" to be attached to Final Grade; "DISC" may be removed at point of graduation	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited from the Internet	Grade of "F" on assignment	Department Head	Student taking workshop through the Learning Assistance Centre; student's spoken English is weak and therefore in some communication difficulties	Plagiarism explained in detail in class	Not sought	None	Not sought	None
	1	Unacknowledged sources from the Internet	Grade of "F" on assignment; Grade of "F" in course	Department Head	Three of the sources used without proper citation are in the works cited	Student denied cutting and pasting from electronic documents; denied using sources not in his/her works cited; denied using any websites	LDC	Penalty upheld	Not sought	None
	1	Use of uncited sources from the Internet	Grade of "F" on the assignment	Department Head	Admitted misusing sources; apologized; registered for session regarding proper use of sources	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*

Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Use of uncited sources	Grade of "F" on the assignment; "F-DISC" in course; "DISC" may be removed at point of graduation	Department Head	Student immediately admitted that he/she copied from Wikipedia	Student admitted attending workshop on Academic Dishonesty and reading detailed info in classroom writing guide; instructor explicitly stated not to use Wikipedia	Not sought	None	Not sought	None
	1	Use of uncited sources from the Internet	Grade of "F" on the assignment	Department Head	Admitted taking material from website and provided, unasked, a copy of the paper in which he/she had documented his sources along with another version of the essay in which he/she had reworked ideas in his own words	In the documented essay student had trouble identifying what needed to go in quotation marks; student planning to attend workshops through the Learning Assistance Centre	Not sought	None	Not sought	None
	1	Use of uncited sources from the Internet	Grade of "F" on the assignment; Final Grade of "F" in course	Department Head	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
 Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.
 Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Use of uncited sources from the Internet	Grade of "F-DISC" in course; "DISC" may be removed at point of graduation	Department Head	Student working in his/her third language and admitted to the plagiarism	Student had ample time and guidance while writing the essay; the material from the Internet was added after student submitted a draft and received detailed comments from the Teacher's Assistant, which ended with an invitation to see the Professor for more help	Not sought	None	Not sought	None
	1	Student copied directly from an online source in completing a written assignment	Final Grade of "F" in course	Department Head	Student acknowledged the offence and expressed regret immediately	None	Not sought	None	Not sought	None
	2	Plagiarism in assignment	Grade of "F" on the assignment	Department Head	None	None	Not sought	None	Not sought	None
	1	Student did not appropriately cite or credit another author	Grade of "F"	Dean	Honest and forthright; admitted error	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 2. Inappropriate Behaviour**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations Community Standards	1	Violation of Residence Policy- resident sleeping in banned space	Student left residence; roommate issues	Housing Student Life	None	None	Not sought	None	Not sought	None
	7	Community Standards - Noise violation	Verbal warning	Housing Student Life	First offence	None	Not sought	None	Not sought	None
	2	Community Standards - Noise Violation	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Roommate complaints	Verbal warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Violation of quiet hours and disrespectful to staff	\$100 fine; probation; ineligible for residence return	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Noise violation	Written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Cleanliness of room	Written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - In possession of residence key; did not live there	\$50 fine; disrespectful to staff	Housing Student Life	None	None	None	Not sought	None	Not sought

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 2 – Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations <i>Community Standards</i> (continued)	1	Community Standards - Using hotplates in room; set off fire alarms	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Urinated in public restroom with door open	Verbal warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Seen walking around nude on Residence floor	Ineligible to return to residence	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Guest policy violation; guest had illegal item	Guest privileges revoked	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Use of candle/incense in room	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	2	Community Standards - Disrespectful behavior	\$100 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Disrespectful behavior	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	7	Community Standards - Violations of guest policy/violation of Housing Student Life agreement	Written warning	Housing Student Life	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
 Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.
 Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 2 – Inappropriate Behaviour**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations SMOKING	2	Smoking in Residence building	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	3	Smoking in room or Residence	Verbal warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	2	Suspected smoking in room	Written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	5	Suspicion of illegal substance use in Residence	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	13	Illegal substance in Residence	\$50 fine and probation	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Suspicion of illegal substance	\$100 fine and probation	Housing Student Life	None	None	Not sought	None	Not sought	None
Breach of Residence Hall Regulations ALCOHOL	9	Violation of Alcohol Policy - Over consumption	Verbal warning; written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Violation of Alcohol Policy - Over consumption and vandalism	\$100 fine	Housing Student Life	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.

Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 2 – Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations ALCOHOL (continued)	1	Violation of Alcohol Policy - Excessive over consumption	4 hours community service; \$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	3	Violation of Alcohol Policy - Drinking in banned area	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	9	Violation of Alcohol Policy - Open alcohol	Verbal warning; written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Violation of Alcohol Policy - Guests over-intoxicated	Verbal warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Violation of Alcohol Policy – Open alcohol in common area	\$100 fine	Housing Student Life	Second Offence					
	1	Violation of Alcohol Policy - Guest with open alcohol in common area	Verbal warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Violation of Alcohol Policy - Excessive over intoxication	\$50 fine; 6 hours community services	Housing Student Life	None	None	Not sought	None	Not sought	None
	2	Violation of Alcohol Policy - Overconsumption	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 2 – Inappropriate Behaviour**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations ALCOHOL (continued)	2	Violation of Alcohol Policy - Drinking games	Verbal warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	4	Violation of Alcohol Policy - Over intoxication	Community service	Housing Student Life	None	None	Not sought	None	Not sought	None
	2	Violation of Alcohol Policy - Open alcohol in Residence common area	\$50 fine; alcohol probation	Housing Student Life	1 st offence	None	Not sought	None	Not sought	None
	1	Violation of Alcohol Policy - Drinking in prohibited space in residence	\$200 fine; probation	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Violation of Alcohol Policy - Found unconscious; Winnipeg Fire and Paramedics called	\$50 fine for over consumption; \$50 fine for excessive noise; Prohibition; not allowed to have guests	Housing Student Life	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*

Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 2 – Inappropriate Behaviour**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Computer Related Incidents	14	Bandwidth Violation	Written Warning	Housing Student Life	None	None	Not sought	None	Not sought	None
Disorderly Conduct	2	Department was informed by hotel of mess/damage in hotel room occupied by students during field trip; officers attended to complaint associated with this room	Both students were required to pay damage costs and write letter of apology to hotel and faculty member attending the field trip 1 student banned from elective Departmental field trips for one year	Department Head	Both students provided letters of apologies and damage costs	Both students did not report incident 1 student: second offence of disorderly conduct at field trip or field school	Not sought	None	Not sought	None
	1	Threats to University property	\$50 fine							
	2	Physical altercation in Residence	Signed Living Agreement							
	1	Roommate conflict; physical altercation	Moved out of Residence							
	1	Threw object out of Residence building window	\$50 fine							
Indecent Exposure	None									

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.

Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 2 – Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Misuse of University Services	None									
Sexual Harassment	None									
Theft	None									
Threatening Conduct	1	Violation of Student Discipline By-Law	Warning letter and not of warning in file and e-file	Associate Dean	None	None	Not sought	None	Not sought	None
Unprofessional Conduct	1	Unprofessional behavior exhibited through content of emails	Official warning letter to remain on student file until graduation	Associate Dean	First offence	None	Not sought	None	Not sought	None
	1	Lied and failed to take responsibility and accountability for their own actions	Official reprimand issued	Associate Dean	First offence	None	Not sought	None	Not sought	None
	1	Swore at Field Instructor when advised that he/she had not passed course	Required to leave field placement; must repeat course	Associate Dean	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 2 – Inappropriate Behaviour**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct (continued)	1	Inappropriate and disruptive behavior in classroom; in violation of the attendance policy	No formal reprimand; conditions were established for student success; follow up meetings set; student was given opportunity to "VW" prior to debarment; student breached conditions and failed to attend scheduled meetings with the Associate Dean; student was granted a leave of absence to deal with personal issues	Associate Dean in consultation with Disability Services Advisor and Access Programs Counselor	Student had numerous personal issues	No noticeable improvement despite all resources being employed	Not sought	None	Not sought	None
	1	Inappropriate actions and language used during a video-taped session, acted inappropriately towards instructor when confronted Student prepared an apology letter but gave it to the Course leader and failed to meet with the instructor;	Official warning letter with conditions, including meeting with and apologizing to instructor in person and by letter; Formal reprimand issued	Associate Dean	First offence Second Offence	Student was resistant to meet with Associate Dean Student failed to comply with conditions following official warning	Not sought	None	Not sought	None
	1	Inappropriate actions and language used during a video-taped session	No disciplinary action taken	Associate Dean	First offence; student realized seriousness of situation and took responsibility to rectify; apologized	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
 Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*
 Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 2 – Inappropriate Behaviour**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct (continued)	1	Unsafe practice exhibited; lied about having completed an assessment when it had in fact not been done	Formal reprimand issued	Associate Dean	Student was experiencing significant personal stress; felt intimidated and anxious around Clinical Education Facilitator	Student realized he/she should have confided in Clinical Education Facilitator and Course leaders	Not sought	None	Not sought	None
	1	Misrepresentation by student of qualifications not held, in print material, website and Facebook; used inappropriate and unprofessional logo In violation of the attendance policy	Warning letter with deadline to delete/remove all misrepresentations Warning issued, referred to Student Advisor	Associate Dean	Student was compliant	None	Not sought	None	Not sought	None
	1	After debarment student returned to clinical site, caused considerable anxiety to staff on the unit and was removed from the premises by security	Student referred to Professional Unsuitability Committee	Associate Dean	None	Student failed to take responsibility; did not understand the effect his/her actions had on others	Professional Unsuitability Committee	Required to withdraw from Faculty indefinitely	Senate Appeal	Appeal Denied
Vandalism	4	Damage to Residence	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Climbing through window in Residence	Written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Vandalism to Residence property	\$100 fine	Housing Student Life	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.

Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 2 – Inappropriate Behaviour**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Vandalism (continued)	2	Vomit in hallway	\$25 cleaning charge	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Broke window	\$590.77 damages charge to replace window	Housing Student Life	None	None	Not sought	None	Not sought	None
	2	Vandalism to mural	\$150 fine; \$8 damages charges; banned from residence	Housing Student Life	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
 Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*
 Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 2, Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations Community Standards	1	Violation of Residence Policy- resident sleeping in banned space	Student left residence; roommate issues	Housing Student Life	None	None	Not sought	None	Not sought	None
	7	Community Standards - Noise violation	Verbal warning	Housing Student Life	First offence	None	Not sought	None	Not sought	None
	2	Community Standards - Noise Violation	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Roommate complaints	Verbal warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Violation of quiet hours and disrespectful to staff	\$100 fine; probation; ineligible for residence return	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Noise violation	Written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Cleanliness of room	Written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - In possession of residence key; did not live there	\$50 fine; disrespectful to staff	Housing Student Life	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 2 – Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations <i>Community Standards</i> (continued)	1	Community Standards - Using hotplates in room; set off fire alarms	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Urinated in public restroom with door open	Verbal warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Seen walking around nude on Residence floor	Ineligible to return to residence	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Guest policy violation; guest had illegal item	Guest privileges revoked	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Use of candle/incense in room	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	2	Community Standards - Disrespectful behavior	\$100 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards - Disrespectful behavior	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	7	Community Standards - Violations of guest policy/violation of Housing Student Life agreement	Written warning	Housing Student Life	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions. Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.* Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 2 – Inappropriate Behaviour**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations SMOKING	2	Smoking in Residence building	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	3	Smoking in room or Residence	Verbal warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	2	Suspected smoking in room	Written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	5	Suspicion of illegal substance use in Residence	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	13	Illegal substance in Residence	\$50 fine and probation	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Suspicion of illegal substance	\$100 fine and probation	Housing Student Life	None	None	Not sought	None	Not sought	None
Breach of Residence Hall Regulations ALCOHOL	9	Violation of Alcohol Policy - Over consumption	Verbal warning; written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Violation of Alcohol Policy - Over consumption and vandalism	\$100 fine	Housing Student Life	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.

Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 2 – Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations ALCOHOL (continued)	1	Violation of Alcohol Policy - Excessive over consumption	4 hours community service; \$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	3	Violation of Alcohol Policy - Drinking in banned area	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	9	Violation of Alcohol Policy - Open alcohol	Verbal warning; written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Violation of Alcohol Policy - Guests over-intoxicated	Verbal warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Violation of Alcohol Policy – Open alcohol in common area	\$100 fine	Housing Student Life	Second Offence					
	1	Violation of Alcohol Policy - Guest with open alcohol in common area	Verbal warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Violation of Alcohol Policy - Excessive over intoxication	\$50 fine; 6 hours community services	Housing Student Life	None	None	Not sought	None	Not sought	None
	2	Violation of Alcohol Policy - Overconsumption	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
 Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.
 Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 2 – Inappropriate Behaviour**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations ALCOHOL (continued)	2	Violation of Alcohol Policy - Drinking games	Verbal warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	4	Violation of Alcohol Policy - Over intoxication	Community service	Housing Student Life	None	None	Not sought	None	Not sought	None
	2	Violation of Alcohol Policy - Open alcohol in Residence common area	\$50 fine; alcohol probation	Housing Student Life	1 st offence	None	Not sought	None	Not sought	None
	1	Violation of Alcohol Policy - Drinking in prohibited space in residence	\$200 fine; probation	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Violation of Alcohol Policy - Found unconscious; Winnipeg Fire and Paramedics called	\$50 fine for over consumption; \$50 fine for excessive noise; Prohibition; not allowed to have guests	Housing Student Life	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
 Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.
 Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 2 – Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Computer Related Incidents	14	Bandwidth Violation	Written Warning	Housing Student Life	None	None	Not sought	None	Not sought	None
Disorderly Conduct	2	Department was informed by hotel of mess/damage in hotel room occupied by students during field trip; officers attended to complaint associated with this room	Both students were required to pay damage costs and write letter of apology to hotel and faculty member attending the field trip 1 student banned from elective Departmental field trips for one year	Department Head	Both students provided letters of apologies and damage costs	Both students did not report incident 1 student: second offence of disorderly conduct at field trip or field school	Not sought	None	Not sought	None
	1	Threats to University property	\$50 fine							
	2	Physical altercation in Residence	Signed Living Agreement							
	1	Roommate conflict; physical altercation	Moved out of Residence							
	1	Threw object out of Residence building window	\$50 fine							
Indecent Exposure	None									

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
 Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.
 Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 2 – Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Misuse of University Services	None									
Sexual Harassment	None									
Theft	None									
Threatening Conduct	1	Violation of Student Discipline By-Law	Warning letter and not of warning in file and e-file	Associate Dean	None	None	Not sought	None	Not sought	None
Unprofessional Conduct	1	Unprofessional behavior exhibited through content of emails	Official warning letter to remain on student file until graduation	Associate Dean	First offence	None	Not sought	None	Not sought	None
	1	Lied and failed to take responsibility and accountability for their own actions	Official reprimand issued	Associate Dean	First offence	None	Not sought	None	Not sought	None
	1	Swore at Field Instructor when advised that he/she had not passed course	Required to leave field placement; must repeat course	Associate Dean	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
 Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.
 Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 2 – Inappropriate Behaviour**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct (continued)	1	Inappropriate and disruptive behavior in classroom; in violation of the attendance policy	No formal reprimand; conditions were established for student success; follow up meetings set; student was given opportunity to 'VW' prior to debarment; student breached conditions and failed to attend scheduled meetings with the Associate Dean; student was granted a leave of absence to deal with personal issues	Associate Dean in consultation with Disability Services Advisor and Access Programs Counselor	Student had numerous personal issues	No noticeable improvement despite all resources being employed	Not sought	None	Not sought	None
	1	Inappropriate actions and language used during a video-taped session, acted inappropriately towards instructor when confronted Student prepared an apology letter but gave it to the Course leader and failed to meet with the instructor;	Official warning letter with conditions, including meeting with and apologizing to instructor in person and by letter; Formal reprimand issued	Associate Dean	First offence Second Offence	Student was resistant to meet with Associate Dean Student failed to comply with conditions following official warning	Not sought	None	Not sought	None
	1	Inappropriate actions and language used during a video-taped session	No disciplinary action taken	Associate Dean	First offence; student realized seriousness of situation and took responsibility to rectify; apologized	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
 Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.
 Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE**September 1, 2010 to August 31, 2011****Part 2 – Inappropriate Behaviour**

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct (continued)	1	Unsafe practice exhibited; lied about having completed an assessment when it had in fact not been done	Formal reprimand issued	Associate Dean	Student was experiencing significant personal stress; felt intimidated and anxious around Clinical Education Facilitator	Student realized he/she should have confided in Clinical Education Facilitator and Course leaders	Not sought	None	Not sought	None
	1	Misrepresentation by student of qualifications not held, in print material, website and Facebook; used inappropriate and unprofessional logo In violation of the attendance policy	Warning letter with deadline to delete/remove all misrepresentations Warning issued, referred to Student Advisor	Associate Dean	Student was compliant	None	Not sought	None	Not sought	None
	1	After debarment student returned to clinical site, caused considerable anxiety to staff on the unit and was removed from the premises by security	Student referred to Professional Unsuitability Committee	Associate Dean	None	Student failed to take responsibility; did not understand the effect his/her actions had on others	Professional Unsuitability Committee	Required to withdraw from Faculty indefinitely	Senate Appeal	Appeal Denied
Vandalism	4	Damage to Residence	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Climbing through window in Residence	Written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Vandalism to Residence property	\$100 fine	Housing Student Life	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Examples of mitigating factors include the student's being apologetic or under extreme stress, etc.

Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2010 to August 31, 2011

Part 2 – Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Vandalism (continued)	2	Vomit in hallway	\$25 cleaning charge	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Broke window	\$590.77 damages charge to replace window	Housing Student Life	None	None	Not sought	None	Not sought	None
	2	Vandalism to mural	\$150 fine; \$8 damages charges; banned from residence	Housing Student Life	None	None	Not sought	None	Not sought	None

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
 Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*
 Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*