REPORT OF THE SENIOR OPERATIONS COMMITTEE

Contents	Consent Agenda
MAPP 1.35 – Non-Discrimination/Harassment Policy and MAPP 6.25 – PMA Discrimination and Harassment Policy- Revisions	No
MAPP 2.16 – Travel & Expenses Reimbursement Policy – Revisions	No
Annual Report on the Code of Student Conduct	Yes
Annual Report of the Senior Operations Committee	Yes
Associate Vice-President (Research) Selection Committee – Board Representatives	Yes
Report on Effective and Efficient Support of the University's Strategic Directions	No

FOR APPROVAL

1. MAPP 1.35 – Non-Discrimination/Harassment Policy and MAPP 6.25 – PMA Harassment Policy - Revisions

Recommended: That the Board of Governors approve revisions to MAPP 1.35 – Non-Discrimination/Harassment Policy and MAPP 6.25 – PMA Discrimination and Harassment Policy as outlined in **Annexes 1** and **2**, effective December 1, 2011.

Background:

The revisions to MAPP 1.35 reflect the changes to the Occupational Health and Safety Act to include workplace harassment and violence in addition to grounds provided for under the Human Rights Code. The policy will cover all members of the community, including students, non-faculty employees, visitors, suppliers and alumni. Faculty are covered by a very similar provision in their collective agreement.

The revised PMA policy outlines the same framework as MAPP 1.35 and refers those employees to the procedures associated with MAPP 1.35 in the event that they have a complaint.

The procedures associated with MAPP 1.35 provide for a separation of the prevention and advisory services from the complaints process. The Office of Equity and Human Rights will focus on prevention and education to the community. The complaint process will be managed by the Office of the Associate Vice-President (Human Resources).

On January 27, 2011, the Board of Governors approved MAPP 1.51, Policy on Establishing University Policies and Procedures. In accordance with MAPP 1.51, the Administration is proposing a revised Discrimination & Harassment Policy, MAPP 1.35 and a revised PMA Discrimination & Harassment Policy, MAPP 6.52. These documents are attached as **Annexes 1** and **2**, respectively. The administrative procedures for these policies are contained in **Annex 3**. **Annexes 4** and **5** are the existing MAPP 1.35 and MAPP 6.25 in the old format which mixes policy and procedures.

2. MAPP 2.16 – Travel & Expense Reimbursement Policy

Recommended: That the Board of Governors approve amendments to MAPP 2.16 – Travel & Expenses Reimbursement Policy, as outlined in **Annex 6**, effective January 1, 2012.

Background:

In April 2011, the Government of Ontario established new Procurement and Expenses Directives for all Broader Public Sector (BPS) organizations. These directives have required changes to the current Travel & Expenses Reimbursement Policies and Procedures.

The major changes to the Travel & Expenses Reimbursement Policy are as follows:

- Elimination of per diems, due to the requirement for original, itemized receipts
- New guidelines tied to the Treasury Board of Canada for meals, kilometres and accommodations
- Requirements for submitting and clearing advances, claims and receipts
- Higher levels of approval will be required for some expenses. Examples include pre-approval from a Dean, AVP, Vice-Provost or above on business class airfare for long haul flights or internal hospitality events.
- Electronic submission and payment of expenses for all faculty and staff. Direct deposit will be the primary method of reimbursement for all employees.
- Explicit statement on alcohol: nominal or moderate use

On January 27, 2011, the Board of Governors approved MAPP 1.51, Policy on Establishing University Policies and Procedures. In accordance with MAPP 1.51, the Administration is proposing a revised Travel & Expenses Reimbursement Policy, MAPP 2.16, attached as Annex 6. The administrative procedures for the policy are contained in **Annex 7**, for information, along with a supplement related to research travel expenses (**Annex 8**). **Annex 9** is the existing Travel & Expenses Reimbursement Policy which is in the old format, mixing policy and procedures.

FOR INFORMATION

3. Annual Report on the Code of Student Conduct

See **Annex 10**.

4. Annual Report of the Senior Operations Committee

See **Annex 11**.

5. Associate Vice-President (Research) Selection Committee – Board Representatives

The selection committee for an Associate Vice-President (Research) includes two representatives of the Board of Governors. At its meeting on October 18, 2011, the Senior Operations Committee approved the appointment of Mr. Denis Lemieux (member of the Board) and Ms. Marilyn Sinclair (President & CEO of TechAlliance) to the selection committee.

6. Report on Effective and Efficient Support of the University's Strategic Directions

Earlier in the year, in response to questions from members of the Senior Operations Committee about the costs of supporting the University's strategic directions and how Western's expenditures on support units compared to other institutions, the Vice-President (Resources & Operations) prepared the report attached as **Annex 12**.