



SUBJECT POLICY PRIORITIES

MEETING DATE FEBRUARY 15, 2018

Forwarded to the Board of Governors on the Recommendation of the President

APPROVED FOR SUBMISSION

Santa J. Ono, President and Vice-Chancellor

FOR INFORMATION

Report Date January 10, 2018

Presented By Hubert Lai, Q.C., University Counsel

EXECUTIVE SUMMARY

With a \$2.5 billion annual operating budget, over 15,000 faculty and staff and over 62,000 students, UBC is a complex organization with a myriad of diverse operational requirements. A cornerstone to its efficient operations is a robust set of Board policies to regulate the conduct of its faculty, staff and students. This report is an update on the current state of Board policies and provides a prioritized list of upcoming policies for review and development.

Attachments:

1. Policy Development Procedure Flowchart
2. Policy Priorities List

INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED

Learning Research Innovation Engagement International
(Internal / External)

or Operational

DESCRIPTION & RATIONALE Board policies are regulatory instruments that direct the plans, decisions and actions of UBC faculty, staff and students. Accordingly, maintaining relevant and up-to-date Board policies is essential.

Given the time and resources necessary to conduct a thorough policy review, including environmental surveys, drafting, committee work, community consultation, and Board approval, a typical policy review takes at least 6 months to complete. See Attachment 1 for a flowchart of the policy development/review procedure.

As the Board of Governors has only five regular meetings per year, and the practice for most policies is to undertake community consultation, UBC completes an average of eight full policy reviews per year. Accordingly, appropriate prioritization of policy reviews is critical.

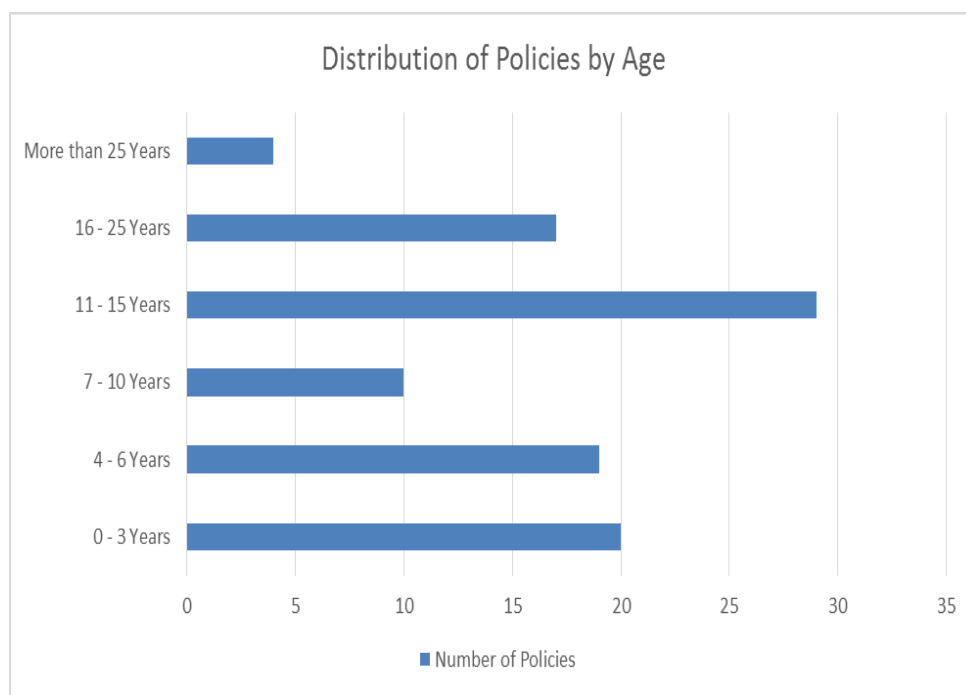
This docket provides an overview of the current status of the Board's policies, explains the methodology used to prioritize these policies for review, and sets out the most current priority list for the information of the Board.

Current Status

UBC has a total of 99 Board policies which govern the operations and management of the University. This is a significant reduction in the volume of Board policies, which numbered 125 a few years ago.

By keeping the scope of the policies focused and keeping the drafting as concise as possible, the policies themselves have also been considerably reduced in overall length.

Currently, the average age of all policies is just over 11 years. The distribution of policies (by age) is as follows:



Policy Priorities

As the Board of Governors has only five regular meetings per year, and the practice for most policies is to undertake community consultation, UBC completes an average of eight full policy reviews per year. Accordingly, appropriate prioritization of policy reviews is critical.

The Office of the University Counsel maintains a list of all Board policies, which sets out the current age of each policy, a priority rating that reflects the urgency of undertaking a review, and target dates for bringing it to the Board of Governors. This list is updated on an ongoing basis to reflect changing needs, priorities, and input from the UBC community. In addition, every two years, a comprehensive prioritization review is undertaken with all members of the UBC Executive Team and their portfolios.

The last comprehensive review with the Executive Team was undertaken in May 2016 and the next review will take place in May 2018.

The spreadsheet in Attachment 2 shows the current priority and review status of all of the Board policies.

The policies have been ranked based on the following prioritization scheme:

- Priority A: Urgent. Pressing issues require immediate attention.
- Priority B: High priority but not urgent. The policy is out of date and requires review but no urgent problems have been identified.
- Priority C: No concern. Satisfactory to review the policy in order of age once all A and B priority policies have been reviewed.
- Priority H: Policy review should be put on hold pending further direction from the Responsible Executive(s).

Within the Priority A grouping, the policies that are currently under review are listed first, and identified as having the status “IP” for “in progress”. The other Priority A policies have been ranked based on the strength of the rationale provided by the Responsible Executive and in response to subsequent issues or community input, and then based on age from oldest to the most recently updated. The policies in the other priority groups are sorted from the oldest to the most recently updated. For ease of reference, the following colour coding has been applied:

- **BLUE**: These are Priority A Policies already under active review/development. Currently, there are 11 policies in this group.
- **RED**: These policies have been identified as Priority A and not yet under active review/development. Currently, there are 10 policies in this group.
- **ORANGE**: These policies have been identified as Priority B. Currently, there are 20 policies identified as Priority B and 4 policies identified as Priority B/C.
- **YELLOW**: These policies have been identified as Priority C and were last updated prior to January 2010. Currently, there are 17 policies identified in this grouping.
- **GREEN**: These policies have been updated since January of 2010 and are therefore considered to be reasonably current. There are 37 policies in this group.
- **NO COLOUR**: These policies have been identified as Priority H. There are currently 4 policies on hold, of which 3 have not been updated in more than 10 years and the remaining one is a potential new policy.

With the current numbers, it will take two and a half to three years to review all of the Priority A policies.

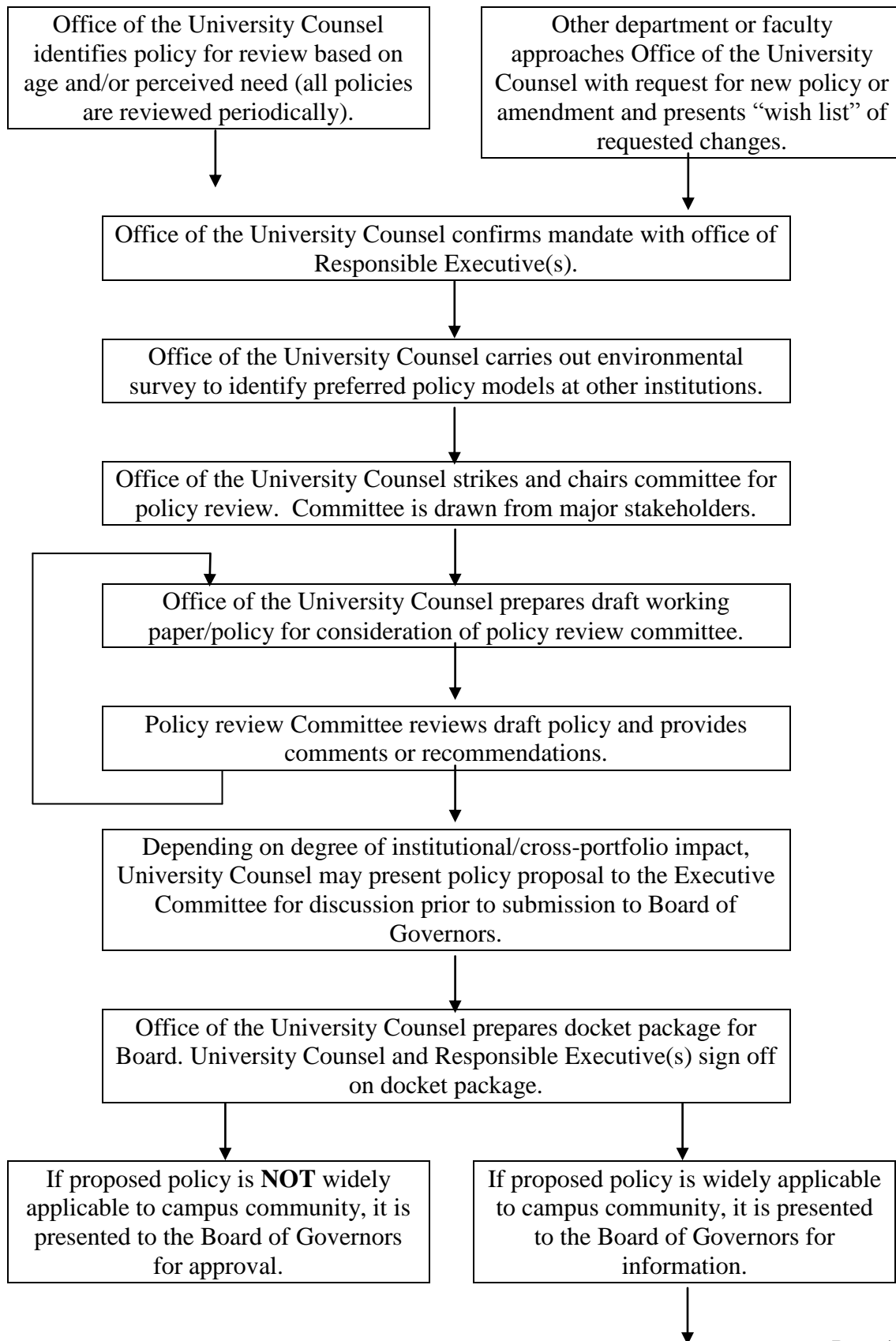
The policy priorities list is a working document and is subject to change on an ongoing basis. All target dates are simply estimates and are subject to many factors, including the ability of the policy review committee to achieve consensus, the volume and nature of feedback received from the public consultation process, the Board meeting schedule, and external factors such as collective bargaining or student politics.

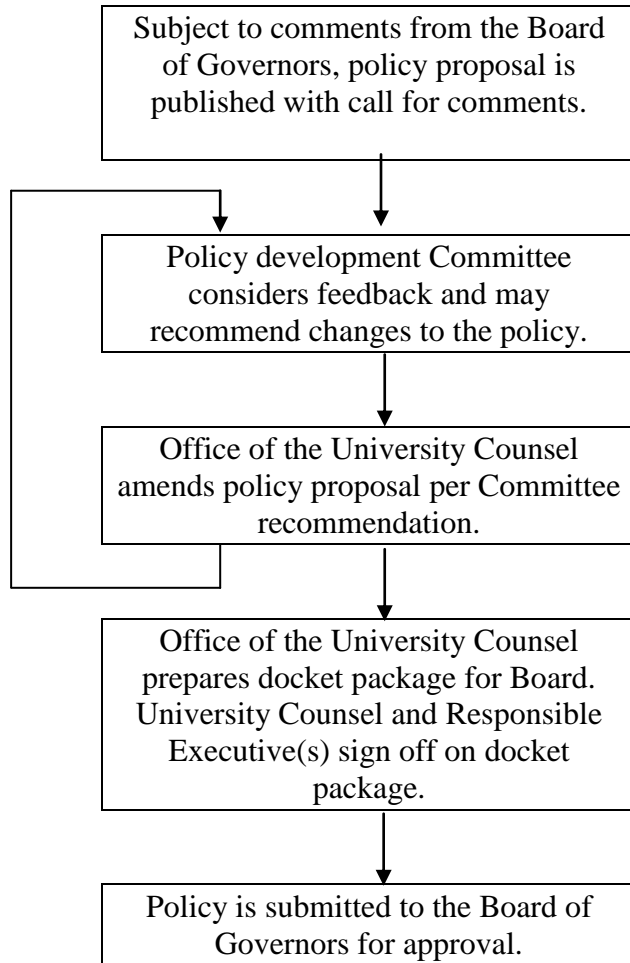
SCHEDULE The policies identified by blue highlight in the policy priorities list (Attachment 2) have estimated timelines for submission to the Board for information and approval.

Implementation
Timeline

CONSULTATION In 2016, each member of the Executive Team was provided with a targeted list of policies that included only those policies for which that Executive member is listed as being a “Responsible Executive”. Executive members were asked to consult within their portfolios as appropriate and provide their input for the purpose of policy prioritization. In addition, the Office of the University Counsel maintains a file of input received from the community and other sources about each policy, and uses this information to help prioritize policy development/review activity. All of the input received was considered and a consolidated policy priorities list was prepared.

Policy Development Procedure





Policy Priorities - Attachment 2

Policy Title	Policy #	Policy Last Revised	Policy Age (Years)	Priority	Target BoG Info Month	Target BoG Approval Month
Open and Closed Meetings of the Board of Governors and Standing Committees	93	Nov-08	9.19	IP	Feb-18	Jun-18
Vacations — Non-Union, Management and Professional Staff	56	Jun-05	12.61	IP	Apr-18	Jun-18
University Safety	7	Mar-94	23.86	IP	Apr-18	Dec-18
Procedures for Working with Biohazardous Materials	10	Jun-05	12.61	IP	Apr-18	Dec-18
Radiation Safety	11	Jun-05	12.61	IP	Apr-18	Dec-18
Hazardous Materials Management	9	Jun-05	12.61	IP	Apr-18	Dec-18
Disaster Management	8	Jun-05	12.61	IP	Apr-18	Dec-18
Academic Accommodation for Students with Disabilities	73	May-99	18.69	IP	Apr-18	Sep-18
Scholarly Integrity	85	Apr-13	4.77	IP	Jun-18	Sep-18
Smoking and Smoking Product Promotion on Campus	15	Nov-07	10.19	IP	Feb-18	Jun-18
Serving and Consumption of Alcohol at University Events or on University Premises	13	Jun-14	3.61	IP	Feb-18	Jun-18
Visual Identity Guidelines (updated 2009)	94	May-03	14.69	A01		
Discrimination and Harassment	3	Sep-11	6.36	A02		
Entertainment	84	Jul-93	24.52	A03		
Travel and Related Expenses Directive (issued Apr 1, 2013)	83	Jun-05	12.61	A04		
Travel Expenses — Recipients of Honorary Degrees	80	Jun-05	12.61	A05		
Internal Audit, Investigations, and Financial Whistleblower	111	Apr-14	3.74	A06		
Administration of Policies	1	Mar-95	22.86	A07		
Management of the Wireless Network	130	Jan-06	12.02	A08		
Casual Instruction Without Board Appointment	28	Jul-77	40.52	A09		
Leave Requests in a Tenure Decision	36	Jul-77	40.52	A10		

Policy Title	Policy #	Policy Last Revised	Policy Age (Years)	Priority	Target BoG Info Month	Target BoG Approval Month
Disposal of Surplus Equipment and Materials	108	Jan-93	25.02	B		
Ownership	109	Jan-93	25.02	B		
Vending Machines on Campus	101	Sep-93	24.36	B		
Employment Equity	2	Nov-95	22.19	B		
Advertising	112	Dec-97	20.11	B		
Late Payment of Fees and Accounts	67	Jul-02	15.52	B		
Purchasing	122	May-03	14.69	B		
Leave Due to Illness of Members of Faculty	62	Jun-05	12.61	B		
Cash Handling	119	Jun-05	12.61	B		
Campus Mailing Services	121	Jun-05	12.61	B		
Over-Expenditure on Research and Specific Purpose Trust Project/Grants	90	Jun-05	12.61	B		
Sustainable Development	5	Jun-05	12.61	B		
Curriculum Vitae and Publications Record	51	Jun-05	12.61	B		
Records Management	117	Feb-08	9.94	B		
Student Safety Abroad	69	Feb-10	7.94	B		
Faculty Term Appointments Without Review	42	Sep-10	7.36	B		
Response to At-Risk Behaviour	14	Jun-11	6.61	B		
NEW Related Organizations		*NEW*		B		
NEW Digital Signage and On-Campus Advertising		*NEW*		B		
NEW Academic Non-Research Contracts		*NEW*		B		
Non-University Use of University Services and Facilities	16	Feb-81	36.94	B/C		
Acceptance, Management and Sale of Technology Licensing Equity	105	Nov-00	17.19	B/C		
Environmental Protection Compliance	6	Jun-05	12.61	B/C		
Communications	96	Jun-05	12.61	B/C		

Policy Title	Policy #	Policy Last Revised	Policy Age (Years)	Priority	Target BoG Info Month	Target BoG Approval Month
Travel Assistance for Graduate Students	79	Jun-78	39.61	C		
Research Grants as Part Payment During Study Leave	37	Jan-94	24.02	C		
Death Notices	39	Mar-95	22.86	C		
Research Grants During Periods Other Than Study Leave	35	Jul-95	22.52	C		
Charitable Appeals on Campus Directive (issued Sep 23, 2010)	100	Jan-96	22.02	C		
Third-Party Use of University Trade-Marks	110	May-03	14.69	C		
Deaccession of Works of Art and/or Cultural Materials for the Morris and Helen Belkin Art Gallery, the University Library, and the Museum of Anthropology	128	May-04	13.69	C		
Pest Control	12	Jun-05	12.61	C		
Study Leave (other than Faculty)	54	Jun-05	12.61	C		
Disruption of Classes/Services by Snow	68	Jun-05	12.61	C		
Gifts	115	Jun-05	12.61	C		
Posting of Notices, Posters and Signs	120	Jun-05	12.61	C		
University Archives at UBC Vancouver	127	Jun-05	12.61	C		
Provision of Communication Services	99	Sep-05	12.36	C		
Relocation of Faculty Members and Senior Management Staff	82	Mar-07	10.86	C	Sep-16	Sep-16
Naming	124	Sep-09	8.36	C		
Land Use and Permitting Land Use Rules (updated 2009)	92	Oct-09	8.27	C		
Term Invested Fund Management	123	Apr-10	7.77	C		
Board of Governors Appointments	25	Sep-10	7.36	C		

Policy Title	Policy #	Policy Last Revised	Policy Age (Years)	Priority	Target BoG Info Month	Target BoG Approval Month
Appointment of Registrar and Librarians (Joint Senate and Board Policy)	17	Feb-12	5.94	C		
Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)	18	Feb-12	5.94	C		
Appointment of Graduate Students to Teach a Course Requiring a Board of Governors Appointment	75	Feb-12	5.94	C		
Conflict of Interest and Conflict of Commitment	97	Feb-12	5.94	C		
Postdoctoral Fellows	61	Apr-12	5.77	C		
Research Involving Human Participants	89	Jun-12	5.61	C		
University Killam Professors	57	Dec-12	5.11	C		
Leave to Take Political Office	50	Apr-13	4.77	C		
Inventions and Discoveries	88	Jun-13	4.61	C		
Acceptable Use and Security of UBC Electronic Information and Systems Information Security Standards	104	Jun-13	4.61	C		
Appointment of Retired Faculty Members	27	Jun-13	4.61	C		
Acting President	19	Sep-13	4.36	C		
Appointment of Deans and Principals (Joint Board and Senate Policy)	21	Sep-13	4.36	C		
Chairs and Professorships Funded by External Funds	47	Apr-14	3.74	C		
Total Compensation for Executive Officers, Management Officers, Service Unit Directors Excluded from AAPS, and Staff Members who are Excluded from or not Represented by a Union or Association	31	Apr-14	3.74	C		
Booking and Rental of UBC Space	107	Feb-15	2.94	C		

Policy Title	Policy #	Policy Last Revised	Policy Age (Years)	Priority	Target BoG Info Month	Target BoG Approval Month
Use of Teaching Materials in UBC Credit Courses	81	Apr-15	2.77	C		
Fundraising and Acceptance of Donations	114	Jun-15	2.61	C		
Consultation with Students about Tuition and Mandatory Fees	71	Dec-15	2.11	C		
Safety and Security Cameras	118	Feb-16	1.94	C		
Research	87	Apr-16	1.74	C		
Appointments and Extension of Appointments for Heads of Academic Units	22	Dec-16	1.11	C		
Extension of Appointments for Deans and Principals	23	Dec-16	1.11	C		
Extension of Appointments for Registrar and Librarians	43	Dec-16	1.11	C		
Appointment and Extension of Appointment of Administrative Vice-Presidents	34	Dec-16	1.11	C		
Acting Administrators in Cases of Absence	26	Dec-16	1.11	C		
Reduced Workload/Responsibility Appointment — Non-Academic Staff	49	Dec-16	1.11	C		
Crossing of Picket Lines	64	Feb-17	0.94	C		
Retained Risk Fund for Major Capital Projects	125	Feb-17	0.94	C		
Sexual Assault and Other Sexual Misconduct	131	Apr-17	0.77	C		
Endowment Management	113	Apr-17	0.77	C		
Extension of Appointments for Designated Senior Academic Administrators	24	Jun-17	0.61	C		
Capital Projects, Capital Purchases & Internal Loans	126	Jun-17	0.61	C		
Advertising of Position Vacancies	20	Jun-17	0.61	C		
Formal Investigations Guidelines	95	Jun-17	0.61	C		

Policy Title	Policy #	Policy Last Revised	Policy Age (Years)	Priority	Target BoG Info Month	Target BoG Approval Month
Religious Holidays	65	May-94	23.69	H		
Extraordinary Expenses — Grant and Contract-Funded Employees	86	Dec-94	23.11	H		
Access to the University of British Columbia	72	Jun-05	12.61	H		
NEW Pets and Animals	66	*NEW*		H		
Average Age of All Policies (Years)	11.20					
Total Number of Policies on Books	88					
Total New Policies Proposed	4					
Total	92					
Number of IP Policies	11					
Number of Priority A Policies	10					
Number of Priority B Policies	24					
Number of Priority C Policies	54					
Number of Priority H Policies	4					
Total	103					
Number of Policies 0-3 Years Old	20					
Number of Policies 4-6 Years Old	19					
Number of Policies 7-10 Years Old	10					
Number of Policies 11-15 Years Old	29					
Number of Policies 16-25 Years Old	17					
Number of Policies 25+ Years Old	4					
Total	99					

Colour Coding	Blue	Policy Development/Review in Progress				
	Red	Priority A Policy Review Pending				
	Orange	Priority B Policy Review Pending				
	Yellow	Priority C Last Updated Prior to January 2010				
	Green	Priority C Policy Updated Since January 2010				
	None	Priority H, TBD, or Consolidated/Repealed				
The Policies listed below have been repealed or consolidated into other Policies since January 1, 2010 and are no longer on UBC's books.						
Commercial Enterprises on Campus	98	Feb-97	20.94	GONE		Feb-15
Whistleblowers	118	Jun-08	9.61	GONE		Mar-14
Compensation for Management Officers	32	Jun-05	12.61	GONE		Mar-14
Management Compensation — Service Unit Directors Excluded from AAPS	33	Jun-05	12.61	GONE		Mar-14
Non-Union Staff Salaries	63	Nov-08	9.19	GONE		Mar-14
Extra Work — Management and Professional Staff	40	Jan-96	22.02	GONE		Mar-14
Department Responsibility to Maintain Staff Attendance Records	55	Jun-05	12.61	GONE		Mar-14
Purchase of Animals for Research and Teaching	91	Feb-84	33.94	GONE		Apr-16
<i>The list is a working document only and is subject to change on an ongoing basis. All target dates are simply estimates and are subject to many factors beyond the control of the Office of the University Counsel, including the ability of the policy review committee to achieve consensus, the volume and nature of feedback received from the public consultation process, the Board's schedule, and external factors such as collective bargaining or student politics.</i>						