



LEAD / Fall Business Meeting Roundtables

October 20th, 2018

1) Cannabis on Campus

- Lakeland College: Following Vermillion / Lloydminster city bylaws. No smoking cannabis on campus or in residence.
- Lethbridge College: Cannabis is not be consumed on campus. It can be stored in units (properly). Medical use has been on a case by case basis. Experiencing some incidents with cannabis arriving in the mail, with residence being required to sign for the packages.
- Olds College: Due to presence of high school students on campus, the campus is cannabis smoke free. The campus is transitioning to smoke-free in 12 months. No home cultivation is permitted, but students can possess in residence.
- University of Alberta- Augustana: Students can possess, but no consumption of cannabis on campus is permitted. The university is doing a substance use consultation over the next several months.
- Medicine Hat College: Campus is a smoke-free environment, though residents can smoke outside of the units in residence. MHC is currently evaluating this process, while also looking at city bylaws. No plants can be grown inside units. Currently, the staff are working with students to determine comfort level around paraphernalia in residence, in addition to working alongside students and disability services in regards to medical marijuana cards.
- College of the Rockies: Possession of cannabis is allowed, though no use of cannabis on campus is permitted. Possession is allowed in residence, as well as storage in private bedrooms. There is a smoke shack on campus that students access. These are currently interim measures.
- University of Alberta- North Campus: There have been no changes to the lease structure. No smoking or baking is permitted in residence. Possession is permitted. There are 4 locations on campus where individuals can smoke outdoors, with 2 of these locations being situated near residences.
- University of Lethbridge: Similar to the University of Alberta- North Campus. Transport of cannabis must be in sealed containers. Prescriptions are allowed through the mail, which allows for a point of conversation with students who are receiving these packages. 2 of 5 smoking locations are located within residence on campus.

- Capilano University: Working to develop policy. There are specific smoking areas designated on campus, with some negative effects so far. Are working to address the matter via community consultation on campus.
- Simon Fraser University: Similar to College of the Rockies. There are two smoking spots on campus. No cultivation is permitted. Currently looking at cannabis being received through the mail.
- MacEwan University: Similar to the University of Alberta- North Campus.
- University of Calgary: Following city of Calgary bylaws, which ban cannabis use indoors / outdoors city wide. Possession is permitted in residence.
- Concordia University of Edmonton: Possession is permitted if in sealed container. Campus is a smoke-free environment.
- University of the Fraser Valley: Campus and residences are smoke-free. The Residence Handbook is very clear that students should only be possessing herb. No hand-made paraphernalia is permitted.
- Maclean's Magazine has released a survey of Cannabis Use rankings of Canadian post-secondary institutions.

2) Bed Bug Protocol

- Mount Royal University: When a report is received, facilities takes a first look. The next step would be to set a C.O. Trap and review. Partners will then be brought in to conduct treatment. Units in the surrounding area are also treated.
- University of Alberta- Augustana- Does not use trap model, but follows a similar protocol to Mount Royal University. Uses Eco-Pest as a pest control contractor.
- Concordia University of Edmonton- Bed Bug slipcovers are purchased for the mattresses as a preventative measure. Completes an annual check after conference season. Encourage students to bag clothing & shower after a possible report, and students will be moved to another room. Belongings of the student are also treated.
- Simon Fraser University: Educational programs around bed bugs have been part of residence outreach on this matter.
- Lethbridge College: Laundry service costs are reimbursed and students are often relocated due to the effects of the chemicals used in treatment.
- Many institutions bring in dogs on an annual basis to check for possible bed bugs. Many institutions do not move students to new units, as a way of preventing the spread of possible bed bugs.

3) Staff Compensation Models & Student to RA Ratios

A survey of Student to RA ratios across the member institutions present:

- 5 institutions have a 0-25 ratio
- 7 institutions have a 25-50 ratio
- 2 institutions have a 50-75
- 1 institutions has a 75-100

Many follow the ACUHO-I guidelines which exist in regards to appropriate ratios.

A survey of student-staff compensation models of the member institutions present:

- 3.5 institutions are hourly wage based.
- 5 institutions present are unionized

4) Bullying in Residence

How to manage bullying incidents in residence?

- Suggestions include ensuring that the conduct system is not taken advantage or used improperly, as well as the need to remain multi-partial when addressing conflicts.
- Many institutions require mandatory room-mate contracts to be completed and submitted to Residence Services.
- Some professionals have used expectations around no-contact, restricting retaliatory behaviour, providing accommodations / unit transfers where needed, probationary measures, and utilizing the residence handbook, to address this matter.
- In some cases, Non-Academic Conduct Offices and/or Campus Security services have been brought in to address concerns.
- Simon Fraser University has offered to share resources with the group in regards to what they added to their Residence Handbook on bullying behaviour.

5) RAs engaging in romantic relationships with one another

- Factors to consider include whether or not the student-staff members are in different positions, with different levels of authority.
- Many institutions require student-staff to disclose relationships to their supervisor. Follow-up conversations include an emphasis on confidentiality, possible impacts on the team, role-modelling, an emphasis on trust, and how the professional staff can offer support should the relationship end.
- Some institution's HR policies do not permit student-staff to be in relationships with one another.

6) Room Entry Policies

- In terms of accessing a suite unit vs. a dorm unit, it was discussed that the Resident Tenancy Act does have certain expectations depending on unit type.
- Most institutions work to provide 24 hours' notice for maintenance matters, unless the situation is urgent. This notice is usually given via email. Maintenance staff are also required to leave a notice of entry to confirm their presence.
- Institutions like Simon Fraser University, Concordia University of Edmonton and Mount Royal University are transitioning to only professional staff members entering units, and not student-staff members.
- Student-staff are permitted to enter units for maintenance or nuisance concerns in most cases, but a professional staff member (alongside campus security) is expected to manage all Welfare Check entries.

7) After Hours Maintenance

- Institutions such as University of Lethbridge have provided training (including Hazardous Waste Training) and resources (such as a cleaning cart) to student-staff, to manage minor concerns. Olds College also employs students in "maintenance on-call" roles.
- Many institutions rely on a in-house or campus-wide facilities on-call staff, or utilize a phone tree when on-call staff are not available.
- Many institutions do not permit student-staff to contact maintenance on-call staff directly, and this decision is made at the professional staff level.
- There has been an emphasis on promoting education in residence for students so that they know what resources to contact on campus in the event of an emergency. The University of Alberta (both campuses) has made this a priority since our student-staff unionized and our RA shift times became more condensed.

8) Protocol RE: Suicidal Ideation in Residence

- Most institutions have arranged for some sort of training in mental health and suicide prevention for their student staff and professional staff. The different training programs mentioned were Safe Talk, ASIST, Mental Health First Aid, and QPR training.
- Most institutions require some level of involvement with the Residence Life Coordinator (or equivalent) for immediate concerns. Most of the time this requires the RLC to attend to the situation, many times with security staff.
- In urban areas, resources such as a PACT Team may exist for additional support after-hours. In rural areas, reliance on 9-1-1 is seen.

- Mount Royal University has a Counsellor On-Call for the university, Concordia University of Edmonton has a Behavioural Intervention Team on-campus who is on-call, and the city of Lethbridge has CMHA-sponsored safe houses available for individuals experiencing a mental health crisis.
- All institutions require some sort of follow-up with the students following their return from hospital. Old College aims to have keys issued to them by the student before leaving for the hospital, in order to establish this connection point when the student arrives back to residence and needs to meet with a staff member to retrieve their keys.

October 21st, 2018

9) Evictions Protocol

What would constitute an eviction? Repetition of behaviour before eviction?

- Institutions typically evicted students for incidents of physical violence / assault, repeated behavioural concerns, and for non-payment of rent / financial concerns.
- Lethbridge College: All evictions result in a trespass warrant for the residence. In terms of smoking, typically a verbal warning is followed by a behavioural contract which is followed by an eviction if the behaviour is repetitive.
- Simon Fraser University: An appeal process is worked into the process, and there is an emphasis on developmental conversations throughout the interactions with the students. Support is provided to students in terms of transitioning off-campus, following an eviction.
- University of Alberta- North Campus: Students who are evicted are typically trespassed for 1 year, with the opportunity to appeal for visiting privileges after this time. There were 5 non-financial evictions in the past academic year in residence.
- College of the Rockies: Operates under a point system, wherein a cumulation of points may result in an eviction. The RLC has discretion in some cases which may be eligible for eviction.
- The University of Lethbridge: Also follows a tier-step process. No current trespassing requirement related to evictions.
- Some institutions set-up fines or fees (most often related to smoking) as bonds on the students' accounts.
- It has been important to work with students on making sure the eviction timeline is clarified, and to assist where possible with connecting students to resources off-campus.
- If a student does not come to pick up their items from their unit following an eviction, these items will often be put into storage and potentially donated if they are not claimed.

10) Hiring Processes

- In cases where less formal elements of an interview process have been included, such as “coffee chats,” these have been as part of a larger process that includes a group interview or carousel component. During these chats, it is also important that the interviewer is aware of what topics are not eligible to be asked in an interview setting.
- There was also discussion on making sure that processes for student-staff selection are robust and are evaluating the full candidate, including skills that cannot necessarily be taught, but are inherently possessed by individuals. We want our processes to be inclusive to all types of applicants and ensure that all individuals have an equal opportunity to succeed in the process.