



Photo Courtesy of David Gill

This handbook contains supplemental information about how to live at Green College and what is expected of you as Resident Member. This handbook is part of the agreement between you and the University (collectively, both handbook and contract are the “College’s Policies.”) as referenced in Appendix II of the Residence Contract.

Please ensure that you read both.

FROM PRINCIPAL MARK VESSEY



Welcome to Green College!

By choosing to live here, you become part of a tradition of hospitality that stretches back with the Musqueam people to time out of mind and has been carried on for the past 25 years by Resident Members of Green College like yourself. The College is an academic community without exact counterpart anywhere else in the world. Now you take your turn in shaping it.

Be guided by our heraldic motto (“Ideas and Friendship”), as well as by our current tagline (“Scholarship in Society”). This is a place set apart for learning and teaching in common, off the main academic grid, unconfined by curriculum, discipline or profession, requiring the best that you and others can bring to the table.

You should know that the College lays some conditions on its members. We commit ourselves to taking a sincere interest in others and to respecting their differences from us; to looking after the amenities that we share as temporary occupants of these buildings and grounds; to extending a warm, ungrudging welcome to all the *non-residents* who accept our standing invitation to join us here for events, discussion and dinner, as well as to those who book facilities at the College as clients and thereby help us to pay our bills; and—very important—to carrying the lively spirit of Green College out to the rest of the UBC campus and the wider local community.

You are here, in part, because you expect a lot from yourself, your university and (now) your college. Past and present members of the College—the greater Green College Society, numbering well over 1500—are used to relishing what our Founder, Dr. Cecil Green (1900-2003), called “the satisfaction that comes from achievements.” Cecil knew from long experience how great were the challenges posed to each generation of university graduates by the world around them, and also how much could be expected from them. Yet he would not have disagreed with a former Resident Member when she observed, “Some people round here seem to think they need to be superhuman,” then added: “They should know that it is enough to be human.” That is one of the kinds of knowledge, for which there is no syllabus, that Greenies can help each other to acquire and rejoice in. Being responsibly and considerately human—with each other, and on this planet that is not only ours—is an endless task for each of us, and the stakes of our collective success or failure have never been higher than they are now. Two of the College’s projects in the coming year will provide special opportunities in this regard. One is the series that our Writer in Residence, Alison Wearing, will co-host in Term I, on **Truth in Art, Imagination in Science**. The other, I suggest, should be a real-time and multi-media collaboration between ourselves and all our visitors, **Acting on the Anthropo/s/cene**. (More about that as the year gets under way.)

Enjoy your time here, and be sure to learn and teach as much as you can!

A handwritten signature in black ink that reads "Mark Vessey". The signature is written in a cursive, slightly slanted style.

Mark Vessey
Principal, Green College

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A. GREEN COLLEGE COMMUNITY

GREEN COLLEGE VISION AND MISSION

OUR VISION

We envision a College that exemplifies values of reciprocity, embraces interdisciplinarity, and encourages and supports members' personal and community initiatives. We foster an environment that enables people to become better versions of themselves. We will engage the past, present and future members of Green College to create change in the community and the greater world.

(Understanding Community Project, 2016-2017)

OUR MISSION

Green College's mission is threefold:

1. To enhance student learning at UBC by sustaining a uniquely vibrant community of graduate and postdoctoral scholars that is host to cross-disciplinary academic events and programs;
2. To promote research excellence by sponsoring collaborative and innovative lecture-series that enable UBC researchers to develop partnerships with colleagues from other institutions and/or with stakeholders from other sectors;
3. To contribute to UBC's community engagement by managing those programs in such a way as to draw members of the non-academic community into the discourse of the university and to provide university researchers with direct access to wider publics.

COMMUNITY VALUES

The Green College (GC) community is made up of a mixture of students, scholars, and community members from all over the world who contribute to an environment conducive to study, and intellectual and social exchange. As a community, we are all connected through our motto: "Ideas and Friendship." Part of having a cohesive community is building a shared set of values; this is a living document that represents an entry point to articulate our values and expectations of being a Resident Member. We expect that these values will continue to grow and change as our residents do.



welcoming
respectful
brave
friendly
engaged
patient
kind
considerate

The Green College Community Values were written on the unceded ancestral territories of the x^wməθk^wəy^əm (Musqueam) peoples. As residents of Green College we acknowledge that we live and learn on x^wməθk^wəy^əm territory, and we benefit greatly from their hospitality and lands. We are thankful for their hospitality and strive to be good guests during our time here.

Be welcoming. We strive to be a community that welcomes and supports people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, colour, immigration status, social and economic class, educational level, sex, sexual orientation, gender identity and expression, age, size, family status, political belief, religion, and mental and physical ability.

Be considerate. We are privileged to live and interact within a shared space used by a whole community, which includes guests to the college and staff in the office, kitchen, and grounds. Much of the work that goes into maintaining this space, especially by the staff, goes unseen. It is important that we are aware of this labour and that our actions are conducive to a cooperative and respectful environment. We must support the whole community so that we can all live and work together productively.

Be respectful. We value our differences. Not all of us agree all the time; we recognize that differences can be and are strengths within our community. In order to cultivate a productive and cohesive community, it is important to remember that everyone should feel safe to express their ideas and concerns. People should also feel safe that if they choose not to share, others will not share on their behalf.

Be kind to others. Do not insult or put down others. Harassment and other exclusionary behaviour is unacceptable. This includes, but is not limited to:

- Violent threats or language directed against another person.
- Discriminatory jokes and language.
- Posting sexually explicit or violent material.
- Posting (or threatening to post) other people's personally identifying information ("doxing").
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behaviour.
- Repeated harassment of others. In general, if someone asks you to stop, then stop.

Be brave. If you see or hear something that doesn't sit right with you, talk it out in a productive and meaningful way. Remember that we're different; while we need not agree on everything, we respect decisions and perspectives embodied by different people. Different viewpoints enable us to see different opportunities to understand and learn from each other.

Be engaged. Active involvement is an important part of living in this community. Community members commit to being involved through participating, supporting, and initiating various social and academic endeavours.

Be friendly and patient. The community values outlined above are at the very centre of Green College culture.

These community values were inspired by the Speak Up! project and the Django project.

These values are expected to change over time with input from Resident Members, to be discussed and updated annually at Residents' Council.

MEMBERSHIP AND YOU

Green College is home for 100 graduate students, postdoctoral scholars and visiting artists and academics invested in interdisciplinary learning. As a member of Green College, participation in community life is expected of you. From free public lectures, cultural events and performances, committee participation, or simply lively discussion around the dinner table, there are ample opportunities to contribute.

Your *membership term* determines the length of time you are eligible for residency and can be found on your admission letter. A renewable *residence contract* is then offered each year to secure your residency.

Membership terms permit a maximum of two years (rounded to the nearest residence contract start) for Master's degree students, three years for JD and up to four years for doctoral degree students. The maximum period of residency for Postdoctoral Scholars is two years, and for Visiting Academics one year. Visiting artists are limited to four months. Membership applications that are less than four months will not be considered for membership.

Master's students who advance or transfer into a doctoral program at UBC may extend their membership term by up to two years provided they notify the Membership and Accommodations Coordinator (in writing) at least two months before the end of their original contract. The College will require documentation from your department indicating this change. No graduate student may be a resident of the College for more than four years in total.

Residence contracts are offered annually, for the period from September 1 to August 24. Renewals permit staythrough from August 24 to September 1. For details of the process for terminating a contract early, including possible penalties, see the resident contract at: www.housing.ubc.ca/residence-contracts .

RIGHTS, RESPECT, AND RESPONSIBILITIES AT UBC AND GREEN COLLEGE

Green College is committed to creating a safe environment, one that is free of discrimination, harassment, and assault. The College encourages concerns to be brought forward so that they can be dealt with in a prompt and fair manner. The consequences of not dealing with these matters affects us all, where a positive environment can become a negative, toxic one for members of the community.

Both UBC and Green College are diverse communities that include students, staff, and faculty of all backgrounds, and from all over the world. Both share the commitment to ensure that all our community members live, work and learn together in a respectful environment free of harassment of all kinds.

If you encounter a situation involving discrimination or harassment of any kind please feel free to contact the College Principal (Mark Vessey), the Assistant Principal (Clark Lundeen), or an Advisor at the UBC Equity Office. Their phone numbers are in the directory section of this document.

The following policies and law apply:

1. BC Human Rights Code and UBC Policy 3: Discrimination and Harassment

<http://universitycounsel.ubc.ca/files/2013/08/policy3.pdf>

2. UBC Statement on Respectful Environment for Students, Faculty and Staff: <http://www.hr.ubc.ca/respectful-environment/files/UBC-Statement-on-Respectful-Environment-2014.pdf>.

3. UBC Policy 131: Sexual Assault and Other Sexual Misconduct

http://universitycounsel.ubc.ca/files/2017/05/policy131_final.pdf

4. Student Housing and Hospitality Services / Green College Residence Contract.

<http://vancouver.housing.ubc.ca/applications/residence-contracts/>

LIVING TOGETHER IN THE GREEN COLLEGE COMMUNITY

The shared commitments related to rights and respect at UBC are particularly important in the shared living environment of Green College. In particular, our shared living environment means that our ability to manage our interpersonal relationships – including everything from intimate relationships to personal conflicts – becomes critically important. For example, where residents decide to embark upon an intimate relationship, especially with a fellow resident, they must consider the specific ongoing responsibilities related to maintaining a respectful and harassment-free environment that arise in that context. When such a relationship ends, both parties may be required to refrain from communication with and about their former partner. Failing or refusing to respect this requirement can result in a complaint of harassment.

The unique reality and requirements that come with the close living quarters of Green College's community, and our commitments to mutual respect, safety and a harassment-free residence for all our community members, may ultimately result in the College requiring a resident or residents to leave the College if concerns related to interpersonal relationships become problematic, result in harassment concerns, or jeopardize the well-being of the College community.

EXAMPLES OF UNACCEPTABLE CONDUCT:

- Unwelcome, offensive conduct related to race, sex, sexual orientation or other protected grounds, such as racist or homophobic comments, unwelcome invitations, etc.
- Persisting in contacting or communicating with, or about, another individual despite having been requested to avoid such contact or communication;
- Retaliating against anyone who has expressed concern, or been involved in a complaint or raising a concern;
- Offensive behavior that is disrespectful but doesn't refer to a protected characteristic – such as bullying, intimidating, etc.

SIMPLE THINGS EVERYONE CAN DO:

1. Respect other peoples' boundaries: If someone asks you to stop your behaviour, or tells you what you're doing is unwelcome – listen openly, instead of becoming defensive, angry, retaliatory or intimidating.
2. Seek help when necessary: If you don't feel comfortable telling someone their behavior is unwelcome or offensive, or if you've asked someone to stop a behaviour and they won't, seek help.
3. Speak up if you see bullying: join together to prevent and stop bullying, and support the person being bullied.
4. Be careful with email, Facebook, text, etc.: Avoid sending email when feeling strong emotions ("in the heat of the moment"). If necessary, ask for advice before sending the email. Emails and Facebook are frequent sources of problems, and are covered by UBC policy.
5. Be careful about the 'protected grounds': if in doubt, don't do it/say it/send it; ask for advice.
6. Apologize: If necessary, apologize, stop the behaviour, and correct it in the future. Apologizing demonstrates strength of character, not weakness.
7. Avoid gossip: If you are uncomfortable with what someone has done, discuss it with them respectfully or seek help, rather than gossiping about them.

RESOURCES AND FURTHER INFORMATION:

If you are unsure if a comment or behaviour is disrespectful or offensive, or feel you have experienced harassment, disrespectful behavior, or just wish to have further information generally, please feel free to consult with Clark Lundeen (Assistant Principal) or Lyn Pedro (Membership and Accommodations Coordinator). For a non-Green College contact, you may alternately refer to the Equity and Inclusion Office at UBC:

<http://equity.ubc.ca/> 604-822-6353
Room 2306 – 1874 East Mall (Brock Hall)

The Equity and Inclusion Office is a confidential and *impartial*, resource at UBC whose goal is to support a respectful, welcoming, and harassment-free environment.

B. LIVE

MAINTENANCE AND REPAIRS



For **urgent** matters (safety and security of persons and property):

Daytime (Monday-Friday, 9-4, closed for lunch 12-1):

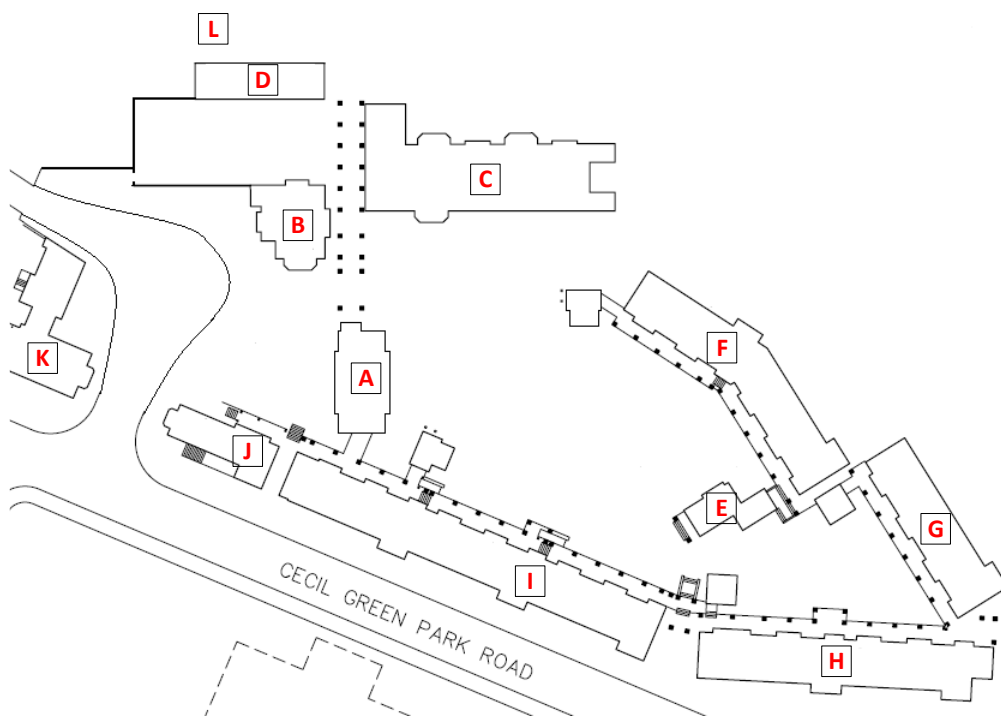
Call or go to the Green College Office and see a staff member.

Weekday evenings and weekends: Call the Walter Gage front desk at 604-822-1020. Identify yourself as a Green College resident and describe the issue, and their attendant will coordinate with the on-duty staff member.

For **non-urgent** matters, please submit a work order request through the Student Housing and Hospitality Services Online Service Centre at:

<https://secure.housing.ubc.ca/>

AREA MAP



A	Green College Office
B	Coach House
C	Graham House
D	Green Commons
E	Common Kitchen
F	A North
G	A South 1
H	A South 2
I	B East
J	Guest House
K	Principal's Residence
L	Lower Patio

COMMUNICATIONS CHANNELS

LISTSERVS: There are two main listservs at the College for sending and sharing information among members.

- **GC-Residents** (gc-residents@lists.ubc.ca): “GC-Residents” is the College’s official mass communication channel with you.
 - The list is for announcements, delivering important broadcast emails from the office and resident committees.
 - Your email will be automatically added* and your subscription is mandatory so long as you are a resident.
 - All residents, staff, and kitchen employees are on this list.
 - An important weekly newsletter is distributed every Wednesday with news and announcements.
 - To update the email address subscribed, please contact gc.membership@ubc.ca.
- **Green-Chat** (green-chat@lists.ubc.ca): This is an *optional*** mailing list.
 - The list is for *informal* discussion. Appropriate discussion includes requests and offers for help, buy and sell, and general conversation.
 - Some residents and Society Members are on this list (no staff).
 - To subscribe to green-chat, send an email to listserv@lists.ubc.ca with “subscribe green-chat” in the body of the email.

* The address you applied to Green College with is used.

** Messages on Green-Chat will not reach **all** residents.

OTHER E-NEWSLETTERS:

The Green List: This list features upcoming lectures and other academic events at Green College and by our partners. The list is sent weekly, every Thursday of the academic year. You can subscribe to this newsletter from the College’s website.

ABOUT ACCOMMODATIONS

ACCOMMODATIONS FOR RESIDENTS: Residents are placed in one of three available accommodation types: Single Rooms, Single Room Splits, and Studio Rooms. Single Rooms share a washroom with another single room; Single Room Splits share a washroom and the common living space of a two-level suite; and Studio Rooms are not shared and have their own washrooms.

Studios are reserved for Visiting Faculty, Postdoctoral Scholars, and couples.

FURNISHINGS: Each room is furnished with a bed (mattress, boxspring, and legs; single for grad-single and double for studio room types), bookcase, desk, armoire, two chairs, one desk lamp, and one floor lamp. Standard furnishings should not be removed, and storage of them elsewhere at the College is not permitted.

INSPECTIONS: In the spring, a mid-year inspection of all *common* areas (bathrooms and other shared spaces) is performed by Student Housing custodial staff. You will be notified in advance when this inspection will happen. Towards the end of your Residence Contract, a courtesy inspection is given (<30 days from your departure date) to help you identify any areas in your room and shared areas that need to be addressed before checking out.

KEYS: You will be issued the following keys: mailbox, suite front door, bedroom door (if you are in a split), and a common “IG-6”. The “IG-6” key gives you access to:

- The Common Kitchen / Laundry
- Graham House and Coach House
- Office front door (access to your mailbox)
- Green Commons (TV Room)

Please guard your keys carefully. If a front door key is lost, locks must be changed and you will be charged \$150 for the cost of new keys and locks; the cost of replacing a mailbox, IG-6, or bedroom key is \$25.

LOCKED YOURSELF OUT? If you lock yourself out of your room during office hours, the Office can lend you a key. If it is after office hours, please contact one of the resident lockout attendants. Names and contact information are posted on the Office front door.

MAIL AND PACKAGES: Mail is distributed Monday to Friday, usually by noon each day. A yellow “mail has been distributed” sign will be displayed in the window of the Office foyer.

Small packages are placed directly in resident mailboxes. Larger packages are held in the Office, and an email notification will be sent to you. Please come to the office during office hours to collect your package.

The Office cannot accept “Cash on Delivery” unless exact cash payment has been provided in advance. Deliveries without pre-payment will be turned away.

PARKING: There are temporary (15 min) Loading Zone stalls at the College entrance. These stalls are managed and enforced by UBC Parking. Parking is not permitted inside the College gates or in the fire lane without special temporary authorization by the College.

Residents can purchase parking passes for nearby long-term lots. More information can be found on the parking website at www.parking.ubc.ca.

Visitors are advised to purchase parking at daily and hourly rates at either the Rose Garden Parkade or the “E” lot at the end of Cecil Green Park Road.

BIKES ON-CAMPUS, ON-DEMAND

Green College residents have access to a set of four professionally refurbished, single-speed bicycles and an assortment of functional, multi-gear bikes. Bikes are located at a single, rain-protected station where users can reserve a bike a week in advance and report the anticipated duration of their usage. The bike station (located beside the western stair tower attached to Building A North) is designed to be a visible reminder of the sustainability issues we collectively face with regards to our energy resources.

For more information, please see the Green College website for the current Sustainability Committee chair.

ROOM TRANSFERS: If you would like to move to another room within the College, please discuss this with the Green College Membership and Accommodations Coordinator. Applications for room transfers are made online via the Student Housing and Hospitality Services Online Student Service Centre, and require a refundable

\$50 fee. Transfers may not be possible for a number of reasons.

SMOKING: If you smoke, please be advised of UBC’s smoking policy; smoking is not permitted inside any of the residence rooms or communal buildings at any time, nor is it permitted within eight metres of any building door or air intake including windows. There are three outdoor ashtrays: behind the Coach House beside the bike racks, at the end of the breezeway between Green Commons, and the Graham House, and on the Lower Patio.

STORAGE: A single storage room for resident items is located in the basement of Graham House and can be accessed using your IG-6 key. Storage is not guaranteed. Storage is provided for current residents only, and is not for use by residents on leave from the College. Storage is limited to a maximum of two items, boxes or pieces of luggage, per resident. Stored items must be clearly marked with your name and room number.

Coordinating the use and cleaning of in-suite storage in common areas such as the shelves outside the bathroom (grad single rooms) or under-stairs storage (split-level suites) is the responsibility of both tenants.

SUBLETS: Sublets are prohibited, unless specially approved by the Principal. Unauthorized occupation of your suite by anyone other than the person(s) named on the tenancy agreement is considered a breach of contract. That includes having friends or other Resident Members occupying your suite for a period of time while you are away (see the section below on guests). Please see clause 24 (“Assignment and unauthorized occupancy”) and Appendix III of the Residence Contract for more.

WALKWAYS AND FIRE EXITS: Please keep walkways outside your residence rooms, fire exits, and stairwells clear of obstructions in accordance with fire department regulations. This includes bicycles.

FEES

Green College Staff are happy to answer any questions you may have, though you may be referred to SHHS or the Dining Society.

FEES FOR RENT AND MEAL PLAN: Information about your fees while at the College is in your Residence Contract (rent) and on the Green College website (meal plan).

Rent fees are due by the first business day of every month, payable directly to Student Housing and Hospitality Services online through secure.housing.ubc.ca. Payment may also be made in-person at the SHHS main office located at 2205 Lower Mall, Building 6.

A schedule of current monthly residence fees can be found at <http://vancouver.housing.ubc.ca/applications/fees-payments/green-college/>.

Meal Plan fees are also due by the first business day of every month. They are payable directly to the GCDS. These fees are compulsory for all members of the College and their partners.

For meal plan fees, see www.greencollege.ubc.ca/fees

Meal fee payments can be made by cheque, bank draft, or money order payable to “Green College Dining Society” and dropped in the deposit box located in the Great Hall near the utensils. Cash is not accepted. Online payment (direct banking, bank-to-bank transactions only) is possible via TelPay. A pre-authorized debit system is in development. A GCDS Payment Primer guide can also be found at www.greencollege.ubc.ca/fees.

Late fee payments are subject to late fees. Unpaid fees (rent and/or meals) are a breach of contract and *may result in eviction.*

ABSENCE FROM THE COLLEGE FOR ACADEMIC REASONS: To support you and your academic pursuits, Green College has a special program. Residents who need to spend time away from the College for *academic or professional purposes* (e.g., fieldwork, visiting archives, internship, exchange program, attendance at an institute) may apply to the Principal for rent-relief. Funding available for rent-relief is limited and there is a lifetime limit to the number of months members can be granted this support.

Announcements will be sent about the fixed application period, once per term, on the gc-residents listserv.

Note that while away from the College you are still required to pay your membership to the Green College Dining Society.

CLEANING

LAUNDRY: The laundry room in the Common Kitchen houses card-operated washers and dryers, ironing board, and iron for all residents to use. The washers and dryers are operated by Coinamatic.

Blank laundry cards can be purchased for \$5 from the Graham House Foyer or from the machines in the Walter Gage Commonsblock (<http://vancouver.housing.ubc.ca/residences/walter-gage/>) on campus. To load the card you may:

- Set up an online account with Coinamatic to load your card electronically. Enter codes to load your card on the machine in the Common Kitchen, or
- Use the card load/purchase machine in the Graham House Foyer, or
- Go to the Walter Gage Commonsblock to load a card using your debit or credit card to add funds.

Laundry cards hold a maximum of \$50.

We encourage you to use the environmentally friendly washing detergent, Dizolve, which can be purchased at cost from the Green College office. This detergent uses thin strips of soap rather than concentrated liquid, saving both the environment and space.

LIGHTS: Residents are responsible for purchasing light bulbs for their desk lamp, floor lamp, and bathroom wall lamp. For the bathroom ceiling lamp, please submit an online work request (see Repairs, also in this section). They will dispatch a worker to replace it.

MOPS, BROOMS, AND VACUUM CLEANERS: Mops and brooms are available in every bathroom or shared area. Common vacuum cleaners are available for loan in the Common Kitchen/Laundry building.

RECYCLING, COMPOST, AND GARBAGE: All garbage, compost and recycling should be placed in the large bins and dumpsters by the back loading dock door of the Graham House kitchen. Please do not leave garbage, compost, and/or recycling outside your door, or it will

attract vermin and other animals. Do not dump personal garbage, compost, or recycling in the common kitchen.

SHARED BATHROOMS, SHARED RESPONSIBILITY. A shared bathroom means a shared responsibility to keep it clean. *Both roommates* will be assessed any damages and cleaning expenses should the bathroom be found unacceptably dirty. We encourage you to speak freely and speak often with your roommate to set shared expectations on the use of the space and set a cleaning schedule together.

GUESTS

The College can be an amazing place, and we understand that you'd like to share it with people you know. Please note the following policies regarding guests:

EXTRA GUEST KEYS: An extra room key can be loaned from the Green College Office.

LENGTH OF STAY: As per your Residence Contract, you are permitted to have a guest stay with you in your room at the College for *up to seven days in a calendar month*. Guests, especially if you live in a room with a shared bathroom, put extra pressure on your relationship with your roommate. Longer periods may be permitted, but only with the Office's prior written permission. Alternative accommodations arrangements may be available, such as renting one of the College's Guest House rooms or an unoccupied resident room. Please discuss your request with the College's Membership and Accommodations Coordinator at gc.membership@ubc.ca

GUEST MEALS: All guests staying at Green College are expected to participate in the meal plan. Meal tickets can be purchased from the Green College Office.

RESPONSIBILITY: The resident is responsible for their guests' conduct, and they must therefore be on the premises during the visit. It is not possible to "loan" your room to a guest while you are away; *that is effectively an illegal sublet and a breach of the Residence Contract*. If in doubt, please check with the Green College Office.

ABOUT SHARED SPACES

Green College has many spaces for hospitality for residents, guests, and others from the wider UBC community and beyond. Many of these spaces are open to visitors and are used for events, catering, and other

College activities. Resident Members are welcome to use the following spaces any time these spaces are not booked for clients. Resident Members should be ready to make space for visitors. These spaces are not for exclusive personal use and are for all Resident Members to share.

COMMON SPACE RULES:

1. If you re-arrange furniture for any reason, please return the furniture to its original position.
2. Please lift all furniture to move it, as the floors are easily damaged.
3. Only Resident Committee chairs may book one of these spaces for a College event's exclusive use (e.g. a committee activity). They do so by submitting a request to the College's Event Coordinator (gc.events@ubc.ca).
4. Do not leave personal or shared belongings in these spaces, such as bags, laptops, kettles, etc.

RESPECTING COMMON SPACES: Graham House and the Coach House are multi-purpose spaces. They serve as a cozy commons-block for residents to read, rest, and relax in. But they are also an important space for staff, for hosting distinguished visitors and academics, and for business activities vital to both Green College and the GCDS. Bear in mind that the College is "home" to a lot of constituents, not just resident members.

GRAHAM HOUSE: Graham House has spaces such as the Great Hall, Piano Lounge, Billiard Room, Gibson Room, and Reading Room. Signs in Graham House will indicate when spaces are reserved for external event bookings. Members may also consult the weekly schedule posted in the Graham House foyer.

Graham House is open to all members of the University or the public who have a legitimate reason to be at the College.

The Great Hall is where members of the College and the wider university and local community meet over dinner. It is on the second floor of Graham House. Outside of meal times, the Great Hall is an ideal location for residents to study and chat. Desk lamps and extension cords are available for loan in the cupboards along the south wall.

The Piano Lounge houses a grand piano. The piano is used for a number of activities at the College, from Coffee House events put on by the Arts Committee to special performances by pianists at the College's Gala events. Residents are encouraged to use this piano.

- Please respect those around you, and refrain from practicing if events are going on in the adjacent rooms. Check the event listings in the Graham House foyer.
- Re-cover the piano when you are finished playing and keep the nearby windows closed so that cold drafts do not put the piano out of tune.
- Please refrain from eating or drinking near the piano, be mindful of your hand cleanliness when playing (periodically clean the keys), and be gentle with it when playing.

The Billiard Room houses a billiard table, open for resident use. Please return the balls, cues and other supplies to the rack on the wall and cover the table when finished.

The William C. Gibson Room ("Gibson Room") is used for board meetings and smaller private functions.

The Reading Room is reserved exclusively for Resident Members, Society Members, and College staff. When event bookings occur elsewhere in Graham House, the Reading Room always stays open. The Reading Room contains books and board games that you may borrow. Books are loaned out on the honour system, so please return them when you are finished. The newspapers and magazines in the Reading Room should remain there so that everyone will have access to them. The Reading Room also houses books gifted by visiting academics.

The Reading Room Committee looks after the maintenance and organization of the library. The committee gathers input from the residents each fall on which subscriptions to keep or acquire.

THE COACH HOUSE: This is the site of most public lectures that take place at the College, and is typically a busy place on weeknights during the two terms of the main academic session. When the room is not reserved for events, residents are welcome to use the Coach House as an additional study space or for informal gatherings.

A WORD ABOUT FIREPLACES: The Coach House and Piano Lounge also contain wood-burning fireplaces. These fireplaces are a wonderful luxury on cold winter days. Resident volunteers are approved by the Green College Office for fire-lighting and woodcutting duties.

Fireplace Criteria

To have the fireplace lit, two main criteria must be met:

(1) Benefit. The use of the fireplace is generally restricted to organized events and activities where several members and/or guests would benefit from it.

(2) Responsibility. Someone must be present at all times and be clearly responsible for tending and extinguishing the fire.

Fireplace Protocol: The fireplace may only be lit by Green College staff or an approved resident "Firestarter."

During office hours, only Green College staff may authorize a fire.

Outside those hours, a Firestarter may authorize and light a fire.

Please see the notice board by the Servedy entrance for a current list of Firestarters. If there is no notice or to enquire about becoming an approved Firestarter, contact the Events and Programming Coordinator at gc.events@ubc.ca.

GREEN COMMONS: This separate building just west of Graham House and north of the Coach House provides a recreational room for College residents only. The room contains a TV, board games, and comfortable couches. It is a good location for small resident get-togethers, or just a place to drop in and socialize.

OUTDOOR SPACES: Green College is fortunate to have several beautiful outdoor spaces. There are benches scattered across the College's property.

The Lower Patio is just north of Green Commons, and is a wonderful summertime spot to snack or host a BBQ. Patio tables and chairs are available for use on the lower patio. Do not remove tables and chairs from this area.

The Upper Patio is just north of Graham House, and is used to expand indoor events and is the main location for the College's annual photo.

The Woodshed is east of Graham House, and is where all of the wood for the College's fireplaces is stored, split, and stocked. Volunteer roles to split the firewood and prepare the fireplaces are recruited each year.

The Field is home to impromptu sports games, as well as the College's community garden. The community garden is tended jointly by the Green College Dining Society and the Sustainability Committee.

GALAS, PARTIES AND NOISE

GALA EVENTS: The College hosts four major Gala dinner events. These College-wide events all have a different focus. For the upcoming year they are:

Welcome Dinner:	September 13, 2018
Winter Gala:	November 29, 2018
Founders' Dinner:	February 28, 2019
Spring Gala:	April 4, 2019

The Welcome and Founders' Dinners celebrate the relationship between new and former members and supporters of Green College. The Founders' Dinner is the College's most formal event.

The Winter and Spring Galas celebrate the current relationships among residents and are end-of-term social events.

PARTIES: Small informal social gatherings in the common kitchen, TV room, and reading room occur quite informally. These kinds of gatherings generally include a few friends and are a spur-of-the-moment kind of thing. Such gatherings are equivalent to what one might do in their home or apartment, having a few friends over to watch a movie or play board games and require little to no extra coordination.

Larger parties **MUST**, however, be organized through the Social Committee. Events through the Social Committee have approval of Green College. Larger parties are generally where there is a broader invitation to all Resident Members as these have the potential to have an impact on the entire College. *These impact not only your*

fellow Resident Members, but also distinguished visiting scholars and other visitors who may be staying at the College.

Balancing inclusivity and risk. Green College wants you to make connections with other members, and feel "at home" while you are here. However, please also consider that an open email on a listserv with the intention of a "small" get-together has the risk of having many more people than you planned and were prepared for. Such events would not be considered "small informal social gatherings" and must go through the Social Committee first.

When in doubt about whether your activity is a "small social gathering" or a larger party, please contact the Social Committee chair or visit the Green College Office. If there is a problem with your party, it's better to find out and fix the issue *before* you send out an announcement!

Green College has some regular events programmed by the Social Committee, including four Gala dinner afterparties and Halloween celebrations. They also run a collection of smaller events throughout the year. If you have an idea for a party or fun event, please contact the Social Committee chair (listed on our website).

PARTY PLANNING PROTOCOL: Green College is your home, but it's also home to 99 other people, all with different schedules, sensitivities, and deadlines. Out of respect to your peers, College guests and the College as a whole, all parties over the threshold of a small informal social gathering must be approved through the Social Committee. Such events must be declared publically (gc-residents listserv) and with reasonable notice (~5-7 days) and convey:

- A firm start and end time, concluding before quiet hours (or specially approved extension)
- Location(s)
- Provide a single point of contact with contact information to the event organizer, should there be any concerns before and during the event.

Your event should have:

- A clear clean-up plan so as to not leave a mess for others

All parties must not

- Have an intoxicated event organizer
- Use alcohol as the inducement to attend the event
- Offer an “open invitation” for anyone (e.g. outside the College) to attend

The bottom line is we want to ensure all of you have a *safe* environment. No-one wants to see Campus Security or the RCMP at the College because of unwanted guests or an out-of-control disturbance. We trust that with the diligent application of common sense and a deep respect for others’ rights to a quiet living space that no parties at the College will be a problem.

QUIET HOURS: The understood ‘quiet hours’ at the College are between 10pm and 8am. We ask that you respect your fellow residents and keep noise to a minimum, and comply with requests by members to reduce the noise. Many residents may be studying late and/or must be awake early for work in their labs.

All residents are asked to please be mindful of the noise they create and the impact it can have on their neighbours. Sound travels through walls and floors, including voices and heavy footsteps on stairs.

C. DINE

YOUR MEALS



Much of College life revolves around dinner in the Great Hall. This is how residents become acquainted with each other and stay connected, and how they get to know other members of the College, Visiting Scholars, guests from elsewhere in

the University, and members of the public.

The meal plan is compulsory for residents, who automatically become members of the Green College Dining Society (GCDS). Residents dine together at five dinners and five breakfasts each week. There is no “opt out” possible from participating in the meal plan, though the GCDS does have ways of reducing the fees.

For more detailed information about the GCDS, including governance, fees, and support please see the Understanding the Green College Dining Society section of this document. Additional information is also available online on the College’s website.

BREAKFAST: 7:30 to 9:30am, Monday through Friday.

DINNER: 6:15 to 7:30pm, Sunday through Thursday.

HOLIDAY CLOSURES: The kitchen operates for 50 weeks of the year, including most statutory holidays. The kitchen closes for the last two weeks of December.

MEALS FOR GUESTS

Guests are welcome and encouraged at breakfast and dinner. Breakfast and dinner tickets are available for purchase from the Green College Office in advance, or cash may be used for walk-ins.

For breakfast, please leave the ticket or cash (exact change only) in the jar at the Servery entrance.

For dinner, guests require reservations by noon of the business day preceding the dinner to be attended (call the GCDS Kitchen at 604-822-0912). For Sunday and

Monday nights, reservations must be made by noon on Friday.

MEALS ON YOUR OWN

A more detailed Common Kitchen Handbook is included in your welcome package and is posted in the Common Kitchen. The following information is intended to help orient members about the general use of the space.

COMMON KITCHEN: The Common Kitchen (CK) is a community-managed space and is integral to Green College life. It is a place where residents can store, refrigerate, cook, and consume food outside of the 10 meals provided by the Dining Society. The CK is also a social hub of Green College, providing a relaxed environment for discussion with other residents outside of the meals provided by the Dining Society.

The kitchen contains cooking equipment for communal use as well as some space to store your food. Food stored in the CK belongs to individual residents unless placed in the common food areas designated in the CK.

RISK: Residents who use the Common Kitchen do so at their own personal risk. There is risk of injury with sharp knives, hot or unclean surfaces, and slippery floors.

COMMON KITCHEN COORDINATION: The Common Kitchen Committee (see the Contribute section) coordinates the activities and cleaning of the CK. Information about who is chairing the CK committee is posted in the CK and on the Green College website.

RESIDENT RESPONSIBILITIES IN THE CK: The smooth use and operation of the CK relies on collaboration from all residents to clean-up after themselves and do their fair-share of assigned cleaning duties. **Even with the efforts of many to keep the space safe and hygienic, maintaining safety and good housekeeping is your personal responsibility.** Cooking and cleaning in a crowded space can occasionally be frustrating and difficult. *Work together with a spirit of forgiveness.*

All those who use the Common Kitchen are responsible for its upkeep. Please clean up any mess made while using the kitchen.

Residents who use the CK participate in a rotating cleaning roster. Daily, pairs of residents are assigned to complete a specific set of cleaning and maintenance tasks. The roster is posted on the bulletin board in the CK and emailed to residents at the start of each roster cycle. Task descriptions and a cleaning checklist are posted on the refrigerators in the CK. You may trade places with other residents if your assigned day is unavailable. Please let the committee chairs know when you are going to be away for extended periods of time, to temporarily remove you from the cleaning duties. **If you never store, prepare, or eat food in the CK, you may opt out of these cleaning duties by contacting the CK Committee chairs.**

All residents who use the CK are expected to wash, dry, and put away all dishes they use as well as clean all kitchen items and surfaces they use, including appliances, counter space, and table space. If you use the drying rack to dry your dishes, please remove some of the dry dishes in the drying rack first. It can be very irritating for other residents if they have to clean up someone else's mess before making their own food.

Any food stored in the CK must be labelled with your name and the date it was bought. This allows everyone to keep track of their food and allows people cleaning the CK to determine if food is expired and should be discarded. Residents may leave food for common use in one of several designated areas of the kitchen. Small amounts of food can be left on the dining table, and should be labelled as common. Common spices, liquids, and other low-use cooking materials can be left in the racks on the wall behind the stoves. Small, perishable cooking materials such as condiments should be labelled as common in the fridge by the door. All other common food may be placed in the common food cupboard beside the dishwasher. **Residents should assume that all food that is not in one of these locations or not labelled as common is *not being given away and should not be taken.***

Please treat kitchen items with care and do not remove any of the and appliances from the CK. Using dishes to eat outside on the patio is permitted and encouraged as long as they are promptly returned.

Please return any Green College Dining Society dishes to the servery; they do not belong in the CK! If something is broken in the CK or you think we should have something that you can't find, please let us know.

D. CONTRIBUTE

VOLUNTEER OPPORTUNITIES



Green College depends on volunteers to participate in the community. The College's community is lively and rewarding *because* it has so many members contributing. There are dozens of ways for members to get

involved, and each year help shape the College's present and future direction.

STANDING COMMITTEES

The Standing Committees are decision-supporting bodies for the College. They are advisory to and normally chaired by the Principal. There are four spaces on each committee for Resident Members, who are chosen by ballot; the other spaces are filled by Faculty Members of the College. A resident may serve on no more than one standing committee in a given academic year and, having served on a particular committee, will not normally be eligible to serve on the same committee again. This limitation is to ensure that experience of the College's working mechanisms is spread widely, and that the College can benefit from a wide array of resident experience.

Balloting for the Standing Committees occurs in late September each year and the Committees remain in place for a year. The Standing Committees of the College are:

ACADEMIC COMMITTEE: The Academic Committee is responsible for the College's interdisciplinary academic programming, including the appointments of the Cecil H. and Ida Green Visiting Professors.

MEMBERSHIP COMMITTEE: The Membership Committee is responsible for evaluating applications for resident membership and for selecting Resident Members. The committee meets monthly, with the main business of the year falling between March and July. Members of this committee should therefore be available to review files in the spring and summer period, at least by e-mail if temporarily away.

MEDIA AND COMMUNICATIONS COMMITTEE: The Media and Communications Committee helps to plan and coordinate both external publicity and publication initiatives and internal communication channels for the College. The committee meets as necessary, usually twice per year.

RESIDENT COMMITTEES

Green College is home to many informal resident groups and committees, some of them relatively stable, others changing with the years and the interests of residents. They represent the "output" of the College's changing yet vibrant community, organized with specific mandates and reporting to the Assistant Principal. Committees form based on interest, and in recent years have formed in the summer months.

ARTS COMMITTEE: The Arts Committee provides a variety of ways for people to experience and appreciate arts at the College, such as talks, musical performances, creative activities, and exhibits. The Arts Committee has a history of producing "Coffee House" events to showcase member talent.

SUSTAINABILITY COMMITTEE: The Sustainability Committee increases environmental awareness among Green College residents and leads initiatives to decrease the environmental impact of residents. This committee also shares and coordinates community garden space on grounds with the Green College Dining Society.

OUTREACH COMMITTEE: The Outreach Committee is dedicated to helping the local and global community by arranging volunteer opportunities, raising awareness of social concerns, and initiating fundraising events. The committee also clears and donates items that accumulate in the common Laundry area.

READING ROOM COMMITTEE: The Reading Room Committee acquires and catalogues reading materials for the Reading Room in Graham House, and is responsible for keeping the collection in order. Each year, the committee surveys residents to determine which publications to subscribe to.

SOCIAL COMMITTEE: The Social Committee organizes social events at the College, such as pub nights and seasonal parties. It also assists with the programming of

major annual social events, including the Welcome Dinner, Winter Gala, and Spring Gala. Under this committee, smaller groups have formed such as College Vert (promoting French-themed dinners and films, and conversational French).

SPORTS COMMITTEE: The Sports Committee strives to provide members of the College with a variety of sporting opportunities, both recreational and organized, for individuals and teams. In addition to planning sports events at the College, the committee promotes participation in external competitions such as UBC's Legacy Games and the Vancouver Sun Run. It also provides an extensive collection of sporting equipment and games to borrow, including a pair of nets that can be used for soccer and hockey.

GREEN COLLEGE PLAYERS: The Green College Players is the College's theatrical company that mounts one show each year. The show is acted, directed, produced and designed by members of Green College, and well attended by the wider UBC community.

WELLNESS COMMITTEE. The Wellness Committee is an internally-focused group dedicated to promoting the health and well-being of Resident Members through resident-focused campaigns, events and workshops. Emotional and physical health can be easily overlooked in the social pressures of a community-based environment.

INTERCOLLEGIATE AFFAIRS COMMITTEE: This ongoing committee was struck to encourage intercollegiate activities with St. John's College. This committee is tasked with organizing the annual events around the exciting Wreck-Tower Cup.

SPECIAL PURPOSE COMMITTEES

The College's Special Purpose Committees have specific functions and responsibilities in the College and are not as fluid as a Resident Committee. These committees have important responsibilities and report to the Assistant Principal.

HEALTH AND SAFETY COMMITTEE: The Health and Safety Committee's core duties are to update the fire and safety plans of the College, assign floor/fire wardens in each building, conduct the fire drill, and work on additional health and safety improvements as needed.

COMMON KITCHEN COMMITTEE: This committee is comprised of resident volunteers and serves to maintain the kitchen as a hygienic and safe shared space. They stock certain cleaning supplies, including dish soap, sponges, washcloths, and towels. Additional responsibilities include managing the cleaning roster, washing dish towels every week, carrying out an annual inventory of kitchen resources, and doing a deep clean of the CK every few months. The committee is also a platform to listen to and implement suggestions of improvements.

WELCOME COMMITTEE: The Welcome Committee is a task-force of resident volunteers who help coordinate and execute the "Welcome" activities each summer for September. These activities are comprised of fun events to seed the College's community spirit.

GREEN LANTERN SELECTION COMMITTEE: Each summer, members volunteer to participate in the search and selection of next year's Green Lanterns. Green Lanterns are the College's independent peer-level leaders who lend support to residents in need. The committee is formed in spring/early summer, with the call for nominations, interviewing, and selection all determined by August. The committee provides an excellent opportunity for members to experience a candidate selection and interview process. Without this committee, an important community support isn't possible.

RESIDENTS' COUNCIL

The Residents' Council is a coordinating committee consisting of the Chair of the Social Committee, the President of the Green College Dining Society, and one Resident Member from each of the College Standing Committees (Academic, Membership, Media and Communications) chosen by the resident caucuses of those committees. If there is no Postdoctoral Scholar among these *ex officio* appointees, a postdoctoral resident will be added to the Council, chosen by the Postdoctoral Scholars. The Council may also co-opt additional members-at-large, as it sees fit. The Council appoints its own Chair or Co-Chairs. Its role is to assist with communications between the various group-activities of residents and between resident groups and the Green College Office, with respect to any and all matters of actual or potential concern to residents and the Principal.

OTHER ROLES

Other roles and opportunities exist for Resident Members. Openings for these positions are advertised on the College's gc-residents listserv:

Lockout Attendants – a paid position tasked to help Resident Members who have locked themselves out of their rooms.

Event Assistants – a paid position tasked to help set, strike, and gather information for the College's academic programming and events.

Woodsmen/Axemen – keepers of the College axe, responsible for chopping and supplying the wood used in the College's fireplaces.

Firestarters – authorized and trained residents permitted to light fires in the College's fireplaces.

Floor Wardens – part of the College's fire safety plan, these residents are responsible for ushering residents to the emergency meeting area in the event of an emergency. They also have an eye for safety hazards around the College, and report them to the office for correction.

E. PARTICIPATE



The academic, cultural, and artistic programs of Green College are not subject to the requirements of any existing university department or program. Rather, the College's programs are meant to provide a congenial setting

in which individuals with different kinds of disciplinary and professional expertise can meet.

Our lectures are all held between 5pm – 9pm, after work and classes for most members of the UBC community. A selection of our annual lecture series and events include:

Cecil H. and Ida Green Visiting Professors
Richard V. Ericson Lecture
Hewitt Bostock Lecture
J.V. Clyne Lecture
Dal Grauer Memorial Lecture

We host special recurring series', put on by current and past Resident Members, as well as UBC Faculty and Emeriti:

Resident Members' Series
Society Members' Series
Leading Scholars' Series
Senior Scholars' Series

Our special "in residence" programs bring special scholars, artists, and justices to live at the College for short to medium-term stays, including:

Liu Visiting Fellow
Writer in Residence
Journalist in Residence
Artist in Residence
Justice in Residence

And our partners, too, have activities here or nearby:

Vancouver Institute lectures
Early Music Vancouver performances

For descriptions of current lecture series and other programming information, please explore:

<https://www.greencollege.ubc.ca/public-lectures-and-events>

FINDING OUT WHAT'S GOING ON

Event details are all posted on the Green College website. You can also:

- Subscribe to the Green List for weekly updates.
- Review the list of booked events that is posted inside the Graham House Foyer.
- Read materials from our display cases in the breezeway leading to Graham House.

PUTTING ON AN ACADEMIC EVENT

Do you have ideas for visitors or events not covered by the College's existing programs? If so, talk to the Principal in the first instance, who is always glad to receive suggestions of this kind from resident members (and others).

HIGHLIGHTED LECTURE SERIES

RESIDENT MEMBERS' SERIES

Every week of the main academic session (September to April), the College hosts the Resident Members' Series as part of its publicly advertised academic programming. This series, which takes place at 8 p.m. on Mondays after dinner, is organized by a resident convenor to give Resident Members of the College the opportunity to share their research and interests with each other and with a public audience. Those interested in giving presentations in this series, either individually or in group-panels, are invited to consult the convenor.

CECIL H. AND IDA GREEN VISITING PROFESSORS PROGRAM

The goals of the CIGVP Program are to enhance the intellectual environment of Green College and to provide opportunities for UBC students and faculty and interested members of the public to interact with

outstanding scholars and intellectuals from outside the Province of British Columbia. Green Visiting Professors usually stay at Green College and give a series of presentations in different venues and for a variety of audiences over a period of a week or so. As a rule, they are selected and invited by the College's Academic Committee, on the basis of nominations received from the campus community.

RICHARD V. ERICSON LECTURE

This annual lecture is named after the College's founding Principal Richard V. Ericson (1948-2007), whose many acclaimed publications spanned police work, crime reporting, risk and regulation, insurance and governance, and the sociology of knowledge. Principal Ericson was especially proud of his role in the creation of Green College at UBC as a unique combination of residential academic community and public venue for non-curricular, interdisciplinary inquiry. Each year's Ericson Lecturer is a person of national or international reputation who is invited to speak on a topic of broad, interdisciplinary and public interest.

FIRESIDE CHATS

A special tradition of the College is the "fireside" chat. This is an informal and intimate opportunity to sit down in a small group of residents and guests with a distinguished visitor who also may be or has given a public lecture at the College or elsewhere on campus. Fireside chats are usually in the Piano Lounge around 8 pm. Look out for these occasional events in the Event Calendar, on the gc-residents listserv, or listen out for them when they are announced in the Great Hall during dinner.

F. SUPPORT AND SAFETY



One of the strengths of the community at Green College is the diversity of its membership. All of you come from a variety of different cultures and disciplines and have different experiences to share. That diversity creates an opportunity to explore and learn about new things, and to find support in each other.

PROCESS FOR MANAGING GRIEVANCES

The College's ordinary process for addressing issues or disputes that arise between Resident Members follows general UBC administrative process and is set out in Appendix II of the GC Residence Contract, under the heading "Conflict Resolution." That section states that the Principal will, as necessary, "facilitate a conflict resolution process," "ensure that an investigation is conducted," and take such further measures as he or she may consider appropriate, between limits specified by the contract. The same section further states that, "In addition to being investigated and acted upon by the Principal, incidents may be referred to the University's Equity and Inclusion Office, and/or investigated under the University's discipline procedures, and/or investigated under any other applicable policy of the University, and/or referred to the police or other law enforcement agency."

Any measure taken by the Principal under the terms of Appendix II of the Residence Contract may be appealed to the Associate-Provost Academic Innovation. For the appeal process, follow the link to the Appeal Brochure:

http://vancouver.housing.ubc.ca/wp-content/uploads/2014/05/GC_decisionappeal.pdf

PROCEDURE FOR MANAGING DISCLOSURE AND REPORTS OF SEXUAL HARASSMENT AND SEXUAL ASSAULT AT GREEN COLLEGE

Policy 131 – Sexual Assault and Other Sexual Misconduct:

- articulates UBC's duty and commitment to support members of the UBC community who are impacted by sexual misconduct
- provides a central site for information, resources, and options for those affected by sexual misconduct
- creates and makes available educational resources and programs about the prevention of sexual misconduct
- provides a process on the response to and investigation of allegations of sexual misconduct

UBC has established the Sexual Violence Prevention and Response Office to *act as a single point of contact and liaison on each campus for members of the UBC community who have experienced sexual misconduct.*

<http://sexualviolenceresponse.ubc.ca/>

IMPORTANT TERMINOLOGY

Disclose or *disclosure* is the sharing of information with UBC regarding any incident of sexual misconduct

Report or *reporting* is providing a statement of allegations to the Director of Investigations on the relevant campus about a sexual misconduct

When a current Resident Member or recently resident member of Green College *discloses* or *reports* to the Principal or Assistant Principal having personally experienced sexual harassment and/or sexual assault while living at the College, she or he can expect that the Principal will:

- ensure that the complainant is promptly advised of the sources of support and advice available both at UBC and from non-UBC agencies (see also the List of Emergency Contacts in this Handbook), and is provided with introductions to appropriate support personnel;

- in the case of a *disclosure*, as distinct from a *report*,*
 - respect the individual’s choice to not make a *report* and, so far as may be possible without putting persons directly at (further) risk, keep the disclosure confidential;
 - review the disclosed facts, in a timely manner, consulting as appropriate and in confidence with qualified UBC and non-UBC personnel;
 - take action in the light of such review and consultation, in accordance with procedural fairness and the requirements of pertinent law and UBC Policies, and as he or she deems necessary to secure the safety and well-being of Resident Members of the College and its wider community;
- in all cases, and at all stages, to follow up with the complainant, other immediately affected parties and other agencies, as circumstances require, and with due respect to the rights of all concerned.

* If a complainant is willing to make a *report*, she or he will be referred to the Director of Investigations at the Sexual Violence Prevention and Response Office, as per section 4.2 of Policy 131.

	Daytime (M-F) 8am-4:30pm	Evenings and Weekends
Mental Health		
<i>Urgent/Crisis – suicidal thoughts, acute anxiety and agitation, etc.</i>	Counselling Services 604-822-3811 (Brock Hall) Call ahead if possible. http://students.ubc.ca/livewell/services/counselling-services	Emergency Services – 911 Campus Security – 604-822-2222
<i>Imminent Threat of harm to self or others. – threats and violence to impairment and loss of function</i>	Emergency Services – 911 Campus Security – 604-822-2222	Emergency Services – 911 Campus Security – 604-822-2222
Physical Health		
<i>Urgent/Crisis – illness or injury</i>	Student Health Services 604-822-7011 (UBC Hospital) Call ahead if possible. http://students.ubc.ca/livewell/services/student-health-service	Emergency Services – 911 Campus Security – 604-822-2222
<i>Medical Emergency – acute or life-threatening illness and injury</i>	Emergency Services – 911 Campus Security – 604-822-2222	Emergency Services – 911 Campus Security – 604-822-2222

CAMPUS SUPPORT

There are resources available to assist you, both as a resident at Green College, and as a student/employee of the University of British Columbia. Campus support paths are:

CHAPLAIN'S ASSOCIATION

<http://students.ubc.ca/livewell/topics/spirituality/chaplains>

The Chaplain's Association seeks to serve the University community. The chaplains appreciate and share many of the University's aims, including a commitment to truth in research, the education of the whole person, and excellence in the development of skills for the service of humankind.

The chaplains develop many social and ethical programs. They are available to participate in formal occasions in the life of the university, such as memorial services and other special services of worship. In keeping with the various traditions, religious services and "open door" counselling are provided on a regular basis.

COUNSELLING SERVICES

Room 1040, Brock Hall, 1874 East Mall

8:00am – 4:30pm Mon, Tue, Thu, Fri

9:30am – 7:00pm Wed

604-822-3811

<http://students.ubc.ca/livewell>

What services does Counselling Services provide?

Individual counselling is available to assist you with a wide range of personal concerns. Students often request assistance to learn how to cope effectively with such concerns as stress, anxiety, indecision, anger management, depression, concentration, and/or relationships.

Speaking with a counsellor can help clarify concerns or situations and open up new ways of dealing with them. Depending on your needs, you may be referred to services in the community, elsewhere on campus, or internally, to one of our services and programs. Counselling Services provides primarily short-term counselling. However, if you need or are interested in long-term counselling, we will facilitate referral to external counselling resources. If you are referred internally for follow-up individual counselling, you will be

matched to one of our short-term counselling programs on the basis of the nature and urgency of your needs.

Counselling services are free to registered UBC students. To make an initial appointment, drop by Counselling Services or call them to speak with the receptionist. The hours of operation are posted on the Counselling Services website.

Emergency Appointment

If you believe that your concerns must be addressed today or if you're concerned for your immediate safety, please call to request an emergency appointment.

Counselling services are confidential. Information about you, the type of counselling services you access, and the content of your counselling sessions cannot be released without your written permission, with the following exceptions:

- information indicating that a child is in need of protection
- information indicating that you may be a risk to yourself or others
- information that leads to concerns about public safety
- other statutory or common-law provision that requires or authorizes the release of confidential information

OTHER RELATED COUNSELLING NUMBERS

General Crisis Counseling & Suicide Prevention (24 hrs)	All Regions: 1-800-SUICIDE
Vancouver	604-872-3311 (24 hrs)
Richmond	604-279-7070 (9:00am – 12:00am)
Surrey	604-951-8855 (24 hrs)
Rape Crisis Centre (Women Against Violence Against Women – WAVAV)	604-255-6344 (24hrs)
Sexual Assault Services at Vancouver General Hospital	604-875-2881
Youth In BC (web resource)	www.youthinbc.com
UBC Sexual Assault Information Line	604-827-5180

EQUITY OFFICE

Room 2306, Brock Hall,
1874 East Mall
9:00am – 4:00pm, Mon-Fri
604-822-6353
www.equity.ubc.ca

Advisors are available to discuss in confidence, questions and concerns that you may have about discrimination and harassment.

SEXUAL ASSAULT SUPPORT CENTRE (SASC)

Room 3127, AMS Nest
6133 University Blvd
8:00am – 10:00pm
604-827-5180
<http://www.amssasc.ca>

SASC provides female, male, and trans survivors of sexual assault and other forms of sexual violence (as well as their friends, family members, and partners) with caring, nonjudgmental, and emotional support. They provide hospital accompaniment, and legal accompaniment and information about other support options. All of their services are free, confidential, and conducted in a private setting. Volunteer opportunities are also available. For more information, please visit their website.

STUDENT FINANCIAL ASSISTANCE AND AWARDS (SFA&A)

1874 East Mall, Brock Hall
8:00am – 4:00pm Mon, Thu, Fri
9:30am – 4:00pm Tue
8:00am – 5:30pm Wed

General Inquiries
604-822-5111

<http://students.ubc.ca/enrolment/finances/funding-your-studies/financial-advice>

Student Financial Assistance & Awards helps students from admission to graduation; they also meet with prospective students and their parents to assist with financial planning. They answer questions about student finances and offer:

- confidential advising appointments

- workshops on financial literacy, student loan management, funding for exchange programs, and more
- information about awards programs, student loans, and other funding options
- help with financial planning
- emergency assistance

Contact them by phone or in person during their regular office hours. If you have a complicated question or a financial emergency, they will be happy to arrange a one-on-one advising appointment for you.

STUDENT HEALTH SERVICE (SHS)

Room M334 - 2211 Wesbrook Mall, Main Floor,
University Hospital
8:00am – 4:00pm Mon, Tue, Fri
8:00am – 8:00pm Wed
8:50am – 4:00pm Thu
604-822-7011
604-822-2070 (Tests Results/Nurse Inquiry Line)
<http://students.ubc.ca/livewell/services/student-health-service>

Student Health Service is a primary care clinic on the UBC Vancouver campus where family doctors and registered nurses provide care for individuals and groups.

SHS provides:

- all health care services normally available at your family doctor
- well-woman care, including physical exams and contraception
- immunizations
- sports medicine
- specialists by referral only:
 - psychiatry
 - dermatology
 - medical care for eating disorders
 - plastic surgery

There are no extra fees to use SHS. Most services are covered by your provincial health insurance. Here are pertinent details:

International students should be enrolled in IMED until they are eligible to enroll in the BC Medical Services Plan (MSP).

- Students with other insurance will be billed for services and given a receipt to apply for reimbursement from their insurance provider.
- Students who do not have health insurance will be charged for medical services.

A few services (e.g., third-party requests) are not covered by health insurance and are billed directly to the student

Medical Certificates for Academic Concessions:

Student Health Service can issue a statement of illness if Student Health provided the care during the time of illness. If care for the illness was provided by a physician outside of Student Health, this physician may also provide the statement of illness. It is advisable to contact the clinic during the time of illness.

Psychiatric Counselling:

604-822-7689

The Psychiatric Clinic, located within Student Health Service, is available to UBC students. The clinic is staffed by a number of full-time and part-time psychiatrists who counsel and treat students for a variety of conditions, including depression, anxiety disorders, interpersonal and relationship problems.

For more after hours information/contacts see Counselling Services.

COLLEGE SUPPORT

SUPPORT FROM THE OFFICE: If you are experiencing a personal, academic, financial or other concern, we encourage you to also speak to the Assistant Principal or the Membership and Accommodations Coordinator. The College may have its own means to provide support for you, separate from the rest of UBC's support network. Conversations and comments will be kept confidential unless there is direct threat to your safety or the safety of your fellow residents, in which case only professional help will be informed and enlisted for aid.

GREEN LANTERNS: These are trained Resident Members living among you to help support you at a peer-level. Most residents have supports with friends, families, etc., and those are usually the primary supports. However, they're not always available or may even be part of what's troubling you. Green Lanterns are there to help, to listen, and where possible refer you to the resources that can help you.

Green Lanterns are *independent* volunteers that work as a team, and are selected and interviewed by the Green Lantern Selection Committee (e.g., your peers). Green Lantern contact information is posted outside the Servery in Graham House.

SAFETY

The actions that individual residents, members of the larger UBC community, and the University take in concert are the key contributors to our community safety and security. Our community looks out for each other. The College asks that you take specific actions to help maintain a secure living and learning environment for themselves and others.

- Always lock your doors and windows whenever you leave your unit, or when you are sleeping.
- Cover or put-away any valuables from view and close your window blinds when you leave your unit.
- Do not let people you do not know follow you into Graham House. If they have permission to be there they have their own key or a host.
- Never prop open a building door even if you are stepping outside for just a moment.

- If a crime or stranger intrusion is in progress, call 911 immediately. Time is of the essence for police to attend.
- Part of living in a residence community is looking out for each other. So, promptly report any suspicious incident to:
 - Campus Security at 604-822-2222,
 - the RCMP at 604-224-1322 (non-emergency number),
 - and then report it to the Front Desk at 604-822-8660.
- The College's Office staff are additional resources in the community you can report matters to, should you notice something that needs attention (e.g., a damaged door, lock or other safety concern), or should you need non-emergency assistance.

BLUE LIGHT PHONES: Blue light phones are located throughout campus and connect directly to campus security for general assistance and in case of emergencies. For more information see www.security.ubc.ca .

DOORS: The main doors to Graham House are locked after the end of the last public event of each day, leaving access only for residents and other authorized holders of the IG-6 key. Those doors should never be blocked open in the late evenings or at weekends.

For the safety and security of all residents and building contents, please do not prop any doors open. While it may be more convenient to you to prop open a door, a propped door is also more convenient for thieves and unwanted animals to enter.

SAFEWALK PROGRAM: Members of the AMS Safewalk program can accompany students, staff, and faculty to help them walk safely around campus at night. To arrange a safewalk, call 604-822-5355 or approach one of the teams (wearing bright red jackets) patrolling the campus. For more information see www.ams.ubc.ca.

WINDOWS: A locked, closed door is only good if the accessible windows are also properly closed. If you are the last to leave a room and there are open windows, please close the windows.

G. UNDERSTANDING THE GREEN COLLEGE DINING SOCIETY

PURPOSE



The Green College Dining Society (GCDS) is a non-profit society and is legally independent from UBC. The GCDS constitution states its purpose is “to oversee a food plan for the provision of meals to members of Green College.”

Beyond meals to members, the GCDS provides visitor meals to distinguished visitors and also provides catering services at Green College. Dining at the College with your fellow members is an integral part of College life, and most of the College is shaped around this activity. It creates a platform for resident members to get involved in the community, and provides valuable volunteer experience to residents on how to run a non-profit organization.

ORGANIZATION

The GCDS annually elects members to its executive, where the executive guides the operation with high-level (policy) decisions and provides a pivotal feedback link between the residents and the operation run by the Executive Chef. Elections are held every fall at the annual general meeting, usually in October/November. Unelected members via the Steering Committee may also serve and vote with the executive. Members are encouraged to attend the open semi-monthly meetings and get involved. The GCDS (and your meal plan) can't run without volunteers on the board.

The Executive Chef manages the kitchen operation including budgeting and execution of the board's directives. They advise the board on any issues that arise, and on the overall health of the society.

Resident Members automatically become members of the Green College Dining Society (GCDS). Both the GCDS and Green College share the same goals of providing a

convivial environment for its members, and as such have a very close relationship. Practically-speaking all matters of the GCDS are of consequence and interest to Green College.

STEERING COMMITTEE: Board meetings are generally open for members to attend. However, if you wish to vote on matters discussed at the meeting, you need to become a member of the Steering Committee. To do so, you must attend three consecutive meetings and will automatically become part of the committee. You can resign from the position at any time, and will be automatically removed from it after missing (unexcused) three consecutive meetings. The Steering Committee is an important part of participation for the GCDS, to see and be involved in dining matters without needing election, and to explore whether you'd like to run for office.

RESIDENT MEAL PLAN

The membership-based meal plan is compulsory for residents. All Resident Members are expected to participate in the meals in the Great Hall.

Your monthly membership fee (“meal plan”) provides five dinners and five breakfasts each week. Meals are served year-round, even if the meal falls on a statutory holiday. Meals are not served for two weeks in December, during the holiday season; residents are notified in advance of the specific closure dates.

Your membership fee helps keep the GCDS kitchen operating for everyone, paying for equipment and other business overheads, and provides living wages for kitchen staff to serve and support you while you and other Resident Members focus on your studies.

BREAKFAST: Breakfast is served from 7:30 to 9:30am, Monday through Friday. Breakfast consists of a choice between a changing entrée each day or to select from a choice of cereals, bread to toast and spreads, baked goods, hard-boiled eggs, fresh fruit, etc. Juice, coffee, tea and dairy and non-dairy milk are also available.

DINNER: Dinner is served from 6:15 to 7:30pm, Sunday through Thursday. Dinner includes a salad bar, bread/rolls, a main entrée (with vegetarian and non-

vegetarian options), dessert or fruit, and beverages. Alcohol is available for purchase.

PORTIONING: Each meal prepared by the GCDS has been carefully considered and portioned by the kitchen staff, for the intended meal only (i.e. breakfast or dinner), to minimize food waste and consequently additional costs. Extra portions and substitutions are not permitted and are discouraged for that reason, as are extra-helpings (“leftovers”). As a non-profit organization, the GCDS actively works to minimize costs and waste to keep meal plan prices (and increases) small. Please do not take more than your share.

OUTSIDE FOOD CONTAINERS: The GCDS cannot serve food on dishes it did not sanitize, and therefore cannot serve food into personal containers.

POLICIES: The GCDS maintains a set of policies online on the Green College website (Green College Dining Society section).

DINING OUTSIDE THE GREAT HALL: Some residents choose to take their meal trays and meal out of the Great Hall to eat elsewhere in Graham House or on the patios. Please be mindful that this is a privilege that can be revoked if not respected.

Residents are responsible for promptly returning all dishes, cutlery, glasses, and trays to the Dining Hall racks. Each year the Dining Society struggles with dish shortages from dishes caught “in circulation” that should have been returned. Replacement costs are passed on through increases in the monthly meal plan fees. Green College also uses Graham House as a rentable space for other functions and units on campus, and stray dirty dishes are both unsightly and unhygienic.

FLEXIBLE FOOD OPTIONS

VEGETARIAN, MEAT, OR OMNIVORE PLAN: Residents elect to receive either meat entrées, vegetarian entrées or a combination referred to as the omnivore plan for dinner. *The omnivore plan is for residents who elect to eat less meat, not to choose what is wanted at the serving counter.*

Those on the omnivore plan alternate each day in a fixed pattern between the meat or vegetarian entrée. This is because food for the meals is purchased, prepared, and

portioned in advance each day. Residents may switch plans *once per month* if they provide the kitchen with advance notice.

DIETARY RESTRICTIONS: If you have any, speak to the GCDS Executive Chef. The Green College Dining Society has limited capacity to meet special dietary requirements. Medically-supported restrictions and allergies can generally be accommodated. Note that special dietary requirements are not the same as dietary preferences.

BAGGED BREAKFAST: If you are unable to attend breakfast early in the morning, a bagged breakfast is an option. Bagged breakfasts are available for whole weeks only (i.e., five breakfasts, from Monday through Friday), or on the same day of the week provided it is missed on a regular and consistent basis (i.e., at least three consecutive weeks, for instance three consecutive Tuesdays). To apply for a bagged breakfast, complete the online form available on the Green College website (GCDS section). Your breakfast will be available for pick up at dinner the night before and includes a baked good, a piece of fruit, and juice. The bagged breakfast counts as your only breakfast for the day for which it was provided; if for some reason you’ve arranged for a bagged breakfast but are able to attend breakfast, please do not take food other than that which was provided in the bagged breakfast.

BOXED DINNER: Dining together is a central focus of the Green College community and all resident members are expected to participate in the dinner in the Dining Hall. If you are unable to attend a dinner for academic reasons, you may request that the kitchen set aside your meal. There is a small deposit required for each meal box you wish to use. See the meal box policy document for details, located on the Green College website (GCDS section).

MEAL BOXES: With your deposit, a specific (numbered) meal box is assigned to you. In order to receive consecutive meal boxes, your box must be returned promptly in order to sanitize it for the next service. Putting a deposit on two boxes might alleviate any timing issues if consecutive requests are expected.

BOXED DINNER MEAL TICKET SUBSTITUTION: On the occasional evening, when a resident is unable to attend

dinner or consume a boxed dinner, they may request a single dinner ticket *once per month*. You can then use that dinner ticket for guest you'd like to bring to dinner (see section below on guests). The tickets are delivered to your mail box within a week or two of your request. Tickets must be presented at the Serving counter. Reservations for guests must be made by noon on a business day before the evening they wish to dine by calling the kitchen at 604-822-0912.

MEMBERSHIP FEE REDUCTION: GCDS is a membership-based plan, and all members share both the benefits and burdens. The fixed costs of operating the GCDS are the same whether meals are provided to 70 or 100 residents, but the revenues received are vastly different. This is why participation in the meal plan is a fundamental part of living at Green College and is made mandatory for all residents and guests. There is no "opt-out" from the plan. Temporary absences from the College for travel can use the Membership Fee Reduction program to help reduce the costs when members are away.

The Membership Fee Reduction program allows residents to temporarily reduce the monthly meal plan fees for absences from the College. If you plan to be away from the College for more than 7 consecutive days (1 week) or more within a given calendar month, you may apply for a reduction. These fee reductions are based on the fixed costs of the GCDS; approximately half of your monthly meal plan fee goes towards those costs.

Application forms and further details are available online.

The Membership Fee Reduction program is carefully created to avoid incurring additional taxes for members or add costly administration. The program requires 7 consecutive days because any 7-day period will always include the exact same number of meals. The program requires the days to be within a calendar month to preserve the tax exemption for all (student) Resident Members.

LIQUOR-SERVING RESPONSIBILITIES

The Dining Society holds a liquor licence, which permits serving alcohol with food at dinner and in most of the public areas of Green College (i.e., most of Graham House, the patios, etc. This licence is an important part of

the GCDS's business, and it is in all members' interests to ensure this license is not jeopardized.

Members must not consume alcohol personally supplied in any licensed spaces unless the license has been temporarily suspended for a special event.

LICENSED AREAS: Under the terms of the liquor licence, the Dining Society is solely responsible for the purchase, sale, and serving of alcohol in licensed areas.

Contravention of the liquor licence can result in significant fines (up to \$10,000) and/or loss of the liquor licence. The following points must be observed:

- It is unlawful to bring your own alcohol into the licensed areas for consumption; since all of Graham House is a licensed area, consuming your own alcohol in these spaces is forbidden unless a license suspension request was made for an event.
- It is unlawful to take alcohol purchased from the Dining Society outside the licensed areas.
- Alcohol served in a licensed area (even for events organized by residents) must be purchased from the Dining Society and served to participants by the Dining Society.
- The Dining Society is responsible for ensuring no guest is over-served alcohol.
- The Dining Society is responsible for ensuring no under-age guest is served alcohol.

UNLICENSED AREAS: The following areas are not covered by the licence: Green Commons, Coach House, the Common Kitchen, and residence rooms. Members may consume their own alcohol in these areas.

H. DIRECTORY



EMERGENCY CALL PROTOCOL

Call 911 if a criminal offence is in-progress or just occurred (break-ins, assault, etc.) or if someone requires first aid or an ambulance.

Call Campus Security about suspicious persons that have not committed an offense (604-822-2222).

Then **call the Green College Office** after calling 911 and/or Campus Security to inform staff. If such an event occurs outside regular office hours, leave a message (604-822-8660).

NON-EMERGENCY NUMBERS

Campus Security:	604-822-2222
Green College Office:	604-822-8660
RCMP (non-emergency):	604-224-1322
UBC Access & Diversity:	604-822-5844
Equity and Inclusion Office:	604-822 6353
AMS Safewalk:	604-822-5355
AMS Sexual Assault Support Centre:	604-827-5180
Chaplains:	604-822-0109
Counselling Services:	604-822-3811
Healthlink BC (health questions):	811

OFFICE NUMBERS

Dr. Mark Vessey, Principal
Phone: 604-822-8670
Home: 604-224-6624
Email: gc.principal@ubc.ca

Dr. Donald Fisher, Vice-Principal
Email: donald.fisher@ubc.ca

Clark Lundeen, Assistant Principal
Phone: 604-822-8663
Email: gc.asst.principal@ubc.ca

Tania Astorino, Academic Program Manager
Phone: 604-822-0676
Email: gc.programs@ubc.ca

Alan Gumboc, Events and Programming Coordinator
Phone: 604-822-1878
Email: gc.events@ubc.ca

Lyn Pedro, Membership and Accommodations Coordinator
Phone: 604-822-6067
Email: gc.membership@ubc.ca

Rani Kang, Receptionist
Phone: 604-822-8660
Email: gc.reception@ubc.ca

Lynda Callard, Finance and Administration Assistant
Phone: 604-822-9544
Email: gc.finance@ubc.ca

DINING SOCIETY NUMBERS

Joseph Collet, Executive Chef
Phone: 604-822-3211
Email: catering@gcdining.ca

Elvis Damjanovic, Sous Chef
Phone: 604-822-0912
Email: kitchen@gcdining.ca

Carolina Sartor, Second Cook
Phone: 604-822-0912

Ruy Sarmiento, Breakfast Cook
Phone: 604-822-0912

Gurmail Sohi, Steward
Phone: 604-822-0912

Lisa Mundy, Bookkeeper
Phone: 604-822-0912
Email: bookkeeper@gcdining.ca

RESIDENT COMMITTEE CHAIRS

Please see the Green College website.

