



## IMPORTANT

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*This handbook contains supplemental information about how to live at Green College and what is expected of you as a 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.*

*Due to COVID-19, additional measures and restrictions may overrule some of the privileges and rules contained in this handbook. These changes will variously be communicated to you online (Green College, Student Housing and Community Services, or UBC websites), by email, and/or by physical notices posted around the College.*

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## LAND ACKNOWLEDGEMENT

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We acknowledge that Green College and the UBC Vancouver campus is situated within the traditional, ancestral and unceded territory of the xʷməθkʷəy̓əm (Musqueam)

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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; our presence here 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  
considerate  
patient  
kind

**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 willing and open to unlearn.** Our strength in diversity is lost when we are not open to new perspectives. Moreover, what we have learned may be harmful to equally valid perspectives and lived experiences of marginalized populations. Practice a willingness to critically evaluate knowledge claims and be open to reconsider new perspectives.

**+Be comfortable voicing boundaries.** Individuals are not obligated nor expected to engage in, and have the right to exit, conversations or activities that they do not wish to engage with further. Acknowledge other people's boundaries and communicate our own to avoid prolonged conflict.

**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 community-oriented.** Community is created in our active involvement together, and conflict if left unchecked can foster an unhealthy environment for many near to it. Make use of conflict resolution supports that exist at the College (e.g., the Green Lanterns) to help prevent the escalation of disputes and contextualize the situation for the greater good.

**Be friendly and patient.** The community values outlined above are at the very centre of Green College culture. The community values outlined above are at the very centre of Green College culture. Patience may look like engaging in good faith with others with awareness and sensitivity that everyone's capacity is different and changes over time. It may look like inviting other residents to join at the dining table or to other activities.

*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. For each year you are eligible, a *residence contract* is offered to secure your residency.

*Membership terms* vary by degree. They 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 to a maximum of four 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: <https://vancouver.housing.ubc.ca/applications/residence-contracts/>.

## SOCIETY MEMBERSHIP AND YOU

While living at the College, you may hear about or encounter *Society Members*. When Resident Members and Faculty Members leave the College they become Green College Society Members, joining an esteemed and dynamic network of over 1,500 former residents and associated faculty around the world.

Society Members are welcome and encouraged to return to the College, whether through a reunion or current social and academic events. Society Membership has no term limit.

The purpose of the society is:

- To foster continuing relationships with the college by enabling past residents and others to remain involved in the community, even from a distance
- To provide a network of contacts around the world for all those closely associated with the College, including current residents

Your time at Green College as a Resident Member is just the beginning of your journey and your connection with a greater whole. That whole, we trust, is an opportunity and a commitment towards enrichment both local and afar in their communities – wherever they are.

When an opportunity presents itself to connect with a Society Member, seize the moment. Those serendipitous moments may lead to something new and exciting.



## 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. They 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 SC7: Discrimination and Harassment

[https://universitycounsel.ubc.ca/files/2019/08/Discrimination-Policy\\_SC7.pdf](https://universitycounsel.ubc.ca/files/2019/08/Discrimination-Policy_SC7.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>.

<http://www.hr.ubc.ca/respectful-environment/files/UBC-Statement-on-Respectful-Environment-2014.pdf>.

3. UBC Policy SC17: Sexual Misconduct and Sexualized Violence Policy

[https://universitycounsel.ubc.ca/files/2020/09/Sexual-Misconduct-Policy\\_SC17.pdf](https://universitycounsel.ubc.ca/files/2020/09/Sexual-Misconduct-Policy_SC17.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 behaviour that is disrespectful but doesn't refer to a protected characteristic – such as bullying, intimidating, etc.

## **TIPS FOR HARMONIOUS LIVING**

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 behaviour 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. **Spread the positive:** Be careful with email, Facebook, text, etc.: Avoid sending email when feeling strong emotions ("in the heat of the moment"). Emails and Facebook are frequent sources of problems, and are covered by UBC policy.
5. **Apologize:** If necessary, apologize, stop the behaviour, and correct it in the future. Apologizing demonstrates strength of character, not weakness.
6. **Forgive:** If someone has offended you and they've apologized, give yourself time and space to reflect and forgive.
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.

## **GETTING HELP**

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

<https://equity.ubc.ca/>

604-827-1773

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. LIVING

### MAINTENANCE AND REPAIRS



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

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

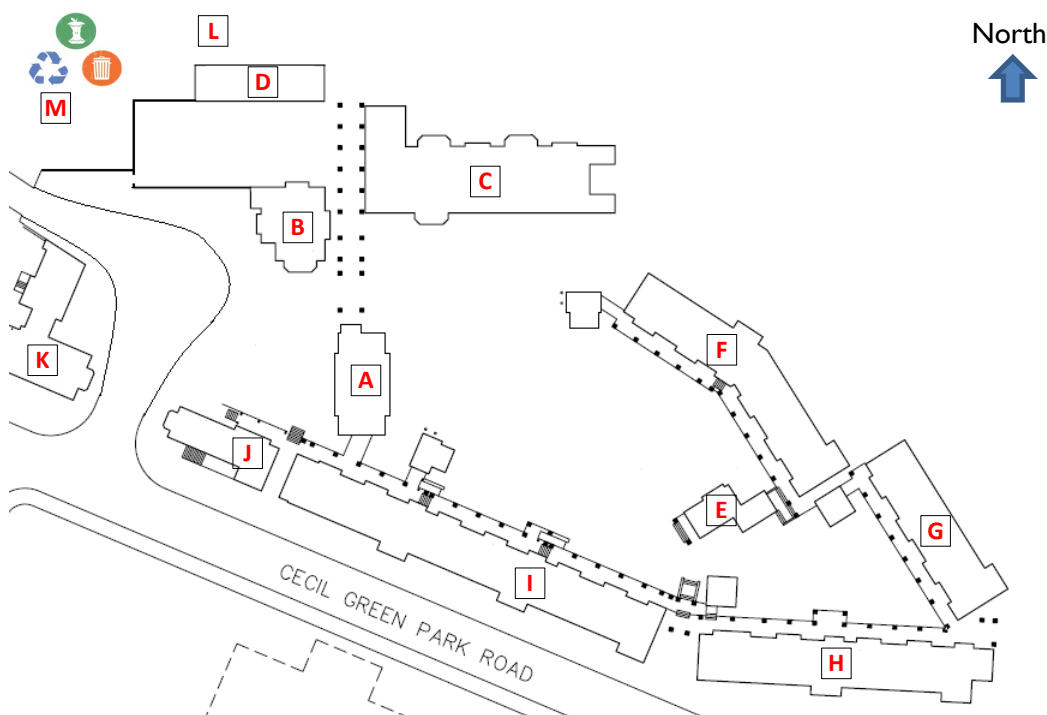
Call or go to the Green College Office and see a staff member.

**Weekday evenings and weekends:** Call the *Exchange Residence Front Desk* at 604-822-1181. 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
M	Garbage, Compost, Recycling

## ABOUT COMMUNICATIONS

Upon joining the College, all members are automatically subscribed to the Weekly Bulletin and the Green List newsletters. These weekly digests cover important information about what's going on.

The **WEEKLY BULLETIN** features important news and announcements for those living at the College. Facility shutdowns, security alerts, contract reminders, and opportunities in the community are all compiled and distributed in this newsletter and it is vitally important that you receive and read it. The list is emailed weekly, every Wednesday.

The **GREEN LIST** features upcoming lectures and other academic events at Green College and by our partners. The list is emailed weekly, every Thursday of the academic year. Anyone can manually subscribe to this newsletter from the College's website.

**GREEN-CHAT** ([green-chat@lists.ubc.ca](mailto:green-chat@lists.ubc.ca)) is an *optional, informal mailing list managed by residents*. 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](mailto:listserv@lists.ubc.ca) with "subscribe green-chat" in the body of the email.

The College has several **BULLETIN BOARDS**. Our boards contain a variety of news and information about events and resources at the College and around UBC. With the exception of the resident bulletin board outside the Servery (2<sup>nd</sup> Floor, Graham House), permission to post must be obtained from the College office.

## 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.

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 promptly to the office during office hours to collect your package.

If you cannot pick up your packages during office hours, with written consent you can delegate others to get packages on your behalf. To do so, send an email to [gc.reception@ubc.ca](mailto:gc.reception@ubc.ca) and provide the name of the person and for how long they have this consent.

The Office cannot accept “Cash on Delivery” items (usually Customs and Duties charged on the package).

**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](http://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.

**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 Community Services Online Student Service Centre, and require a \$50 fee. Transfers may not be possible for a number of reasons.

**SMOKING:** 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 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. If fees for damage or cleaning are levied, both tenants will be charged.

**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 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 in this handbook 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 SHCS 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 SHCS online through [secure.housing.ubc.ca](http://secure.housing.ubc.ca). Payment may also be made in-person at the SHCS main office located at 2205 Lower Mall, Building 6 (Marine Drive Residence).

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 and methods of payment, see [www.greencollege.ubc.ca/fees](http://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.

An announcement is made each term about this program, collecting applications for award in the following term.

Note that while away from the College you are still required to pay fees 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 with cash (\$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.

**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. See the area map on page 10.

Please do not leave garbage, compost, and/or recycling outside your door, or it will attract vermin and other animals. Do not leave personal garbage, compost, or recycling in the common kitchen.

**SHARED BATHROOMS, SHARED RESPONSIBILITY.** A shared bathroom means a shared *use and 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 is your home while you are a Resident Member, and we understand that you will want to share it with people you know. From time to time, you may even encounter a Society Member returning to the College for a visit. Our guiding principle is that people who visit the College should be put at ease and not made to feel like strangers. In practice, that means they will need some guidance on how things work around here.

If you invite a visitor to the College, whether it's just for an hour or two or for a period of several days, please be an attentive host. You are responsible for your guests at all times.

Please note the following policies regarding guests:

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

**Length of Stay:** As per your Residence Contract, you are permitted to have a (single) guest stay with you in your room at the College for *up to seven days in a calendar month*. Longer periods for guests may be permitted, but only with the Office's prior written permission. Alternative accommodation arrangements may also be possible, such as renting one of the College's Guest House rooms or an unoccupied resident room. Please discuss your needs with the Green College Office.



Having a guest puts extra pressure on your relationship with your roommate (if you share a bathroom), and may incrementally impact the lives of others at the College. It is always good practice to speak with your roommate to discuss the guest prospect to make sure they are ok with the arrangement and to make suitable plans regarding cleaning and use of shared spaces.

**Guest Meals:** Guests staying overnight at Green College are expected to participate in the community over dinner in the Great Hall. Please see section 3 (Dining) for more information about making reservations.

## ABOUT SHARED SPACES

Green College has many spaces for hospitality for residents, guests, and others from the wider UBC community and beyond. These spaces are *not* for exclusive personal use.

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.

### COMMON SPACE RULES

1. Do not prop open exterior doors
2. If you re-arrange furniture for any reason, please return the furniture to its original position.
  - a. Please lift (never drag!) all furniture to move it, as the floors are easily damaged.
3. Only Resident Committee chairs may book one of these spaces and audio-visual equipment for a resident event's exclusive use (e.g. a committee activity). They do so by submitting a resident event request form on the Green College website to Assistant Principal for approval.
4. Do not leave personal or shared belongings in these spaces, such as bags, laptops, kettles, etc.
5. The last person leaving the room must ensure all windows are properly closed and the lights turned off.

**RESPECTING COMMON SPACES:** Bear in mind that the College is “home” to a lot of constituents, not just resident members. 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.

**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.

*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 can be used 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.
- Please use your time playing the piano responsibly and equitably; allow others to use the piano and limit your play time in a way that ensures others can both enjoy the lounge. The Piano Lounge is not a private practice room.
- 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. 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 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 Servery 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](mailto: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. Wood from the woodshed is exclusively for use in the College's fireplaces.

*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, two per term. These College-wide events all have a different focus. If a safe way (due to COVID-19) to host these Galas or their equivalent can be found, their dates will be announced in the Weekly Bulletin.

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 relationships among residents and are end-of-term social events.



**Photo Consent.** The College often hires a professional photographer to capture the events at these Galas. By attending these events, there is implied consent to the use of these photos. These photos capture the moment and spirit of the event, and may be used for promotional materials by the College.

**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 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 coordinated through the Social Committee. Such events must be declared publicly (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.

## ABOUT THE NEIGHBOURHOOD

Next-door Cecil Green Park House (CGPH) is a rentable venue that is frequently used for large weddings and commercial filming. Less often, the Museum of Anthropology (MOA) uses its outdoor spaces for paid events. These units have their own protocols and measures to keep their patrons on their property and minimize disturbance to the rest of the neighbourhood. (Koerner's Pub on Marine Drive is also known for blasting loud music from its patio late into the night but its patrons are unlikely to stray as far as the College.)

Of whatever type they may be, these activities usually involve a lot of people who may not be aware of property boundaries. This is especially true for weddings at CGPH, which are managed on behalf of Alumni UBC according to protocols that the College can only minimally influence. Arriving guests may get lost and/or not follow directions and park illegally. Partying guests may wander over to our fields and lower patio. Departing guests can be disorderly. Music, traffic noise and loud voices from wedding parties or other social events are often audible around the College.

All filming at UBC must be approved by both Campus and Community Planning and the UBC unit being used. Blockbuster movies and popular TV series are frequently filmed at CGPH, bringing a steady volume of production traffic throughout the academic year and especially in Term 2. However, filming on Green College premises is *rare*. When filming is approved here an official notice is emailed to residents separately and/or an announcement is made via the Weekly Bulletin, specifying dates, times, and any restrictions. Windfall revenue from filming helps fund projects or programs at the College that might not otherwise be possible.

**If you have concerns about neighbourhood activities such as disorderly guests, rogue parking, excessive noise, patrons and film crews encroaching on the College's private spaces please call Campus Security at 604-822-2222. Or if the activity is occurring during office hours, please see one of our staff in the College Office.**

## C. DINING

### YOUR MEALS



Much of College life revolves around dinner together. This is how residents are 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 and at [gcdining.ca](http://gcdining.ca).

**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, though for dinner please note that a reservation is required. Dinners may be purchased with cash or card at the Served counter during the meal service. Please call 604-822-0912 to make a reservation by noon the business day prior to the dinner.

For breakfast, please leave cash (exact change only) in the jar at the Served entrance, or pay for it the night before at dinner.

Adding guest meals to your monthly invoice may be possible. Please contact [bookkeeper@gcdining.ca](mailto:bookkeeper@gcdining.ca).

### 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 also central 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 server; 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. CONTRIBUTING

### 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.

**COMMUNICATING WITH RESIDENTS:** Committee events shouldn't be a secret or have to rely on word-of-mouth. If you have content relating to a committee activity that you think should be broadcast to all residents, send a message to [gc.events@ubc.ca](mailto:gc.events@ubc.ca) or come to the office. If the message is appropriate, we can help find a way to broadcast it via email, the website, twitter, etc.

### 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-focussed group dedicated to promoting the health and well-being of Resident Members through resident-focussed 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 largely considered a Resident Committee and is comprised of resident volunteers and serves to maintain the kitchen as a hygienic and safe shared space. Their coordination is so vital it is also considered a special operational committee. 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 listens to and implements suggestions for improvements.

**WELCOME COMMITTEE:** The Welcome Committee is also largely considered a Resident Committee and 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 broadcast by email to Resident Members:

**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.

**Fire 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. PARTICIPATING



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:

Early Music Vancouver performances

For descriptions of current lecture series and other programming information, please see our website.

## 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. STAYING SAFE AND SUPPORTED



The actions that individual residents, members of the larger UBC community, and the University take in concert contribute to our community safety and support. Our community looks out for each other.

### SAFETY

The College asks that you take specific actions to help maintain a secure living and learning environment for themselves and others.

#### GENERAL TIPS

- 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.
- 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.

**DOORS:** The doors to Graham House, Coach House, and Green Commons are locked, leaving access only for residents and other authorized holders of the IG-6 key.

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.

**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.

**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](http://www.security.ubc.ca).

**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](http://www.ams.ubc.ca).

## SUPPORT

Our community looks out for each other, and there are various sources of support at Green College and across the campus

**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. They are your super peer-helpers, and are not Residence Advisors. 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 (i.e., your peers). Green Lantern contact information is posted outside the Servery in Graham House.

### PROCESS FOR MANAGING GRIEVANCES

The College's ordinary process for addressing issues or disputes that arise between Resident Members follows the process set out in Appendix II of the GC Residence Contract, under the heading "Conflict Resolution." 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 Dean of Graduate and Postdoctoral Studies. For the appeal process, follow the link to the Appeal Brochure:

<https://vancouver.housing.ubc.ca/wp-content/uploads/2018/12/Green-College-Decision-Appeal-2019.pdf>

## INCIDENTS OF SEXUAL MISCONDUCT

Since the College is part of UBC, our procedure for addressing issues of sexual misconduct is guided by UBC's Policy SC17 – Sexual Misconduct and Sexualized Violence Policy.

This policy articulates UBC's duty and commitment to support members of the UBC community who are impacted by sexual misconduct. It:

- 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 for response to and investigation of allegations of sexual misconduct

UBC established the Sexual Violence Prevention and Response Office (SVPRO) to act *as a single point of contact and liaison for members of the UBC community who have experienced sexual misconduct*. Green College staff rely upon this resource to help implement Policy SC 17 and to ensure there is an empathetic and supportive environment for all parties.

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

UBC also established the Investigations Office, an office that conducts arms-length and impartial investigations into sexual misconduct and discrimination which are guided by the principles of fairness, respect, and a trauma-informed approach.

<https://io.ubc.ca/>

Policy SC17 is a comprehensive policy covering key definitions, and processes around disclosure, reporting, and anonymous and third-party allegations. Because the challenges presented by incidents of sexual misconduct can be extreme, we strongly recommend that you avail yourselves of the resources offered by SVPRO (see above), should the need ever arise. This recommendation extends to anyone with questions about what behaviours are considered to be sexual misconduct and sexualized violence.

In cases where current or recent Resident Members of Green College share information with College staff about an incident of sexual misconduct (i.e. make a *disclosure*), they can expect the College to respond with empathy and support, and to be guided by Policy SC17 in ensuring that they have the full benefit of the resources in place at UBC.

### IMPORTANT TERMINOLOGY

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

*Report or reporting* means providing a statement of allegations to the Director of Investigations about an incident of sexual misconduct

*Sexual misconduct* includes sexualized violence and refers to any sexual act or act targeting an individual's sexuality, gender identity or gender expression--whether the act is physical or psychological in nature--that is committed, threatened, or attempted against an individual without that individual's consent.

	Daytime (M-F) 8am-4:30pm	Evenings and Weekends
<b>Mental Health</b>		
<i>Urgent/Crisis – suicidal thoughts, acute anxiety and agitation, etc.</i>	Counselling Services 604-822-3811 (Brock Hall) Call ahead if possible. <a href="https://students.ubc.ca/health/counselling-services">https://students.ubc.ca/health/counselling-services</a>	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
<b>Physical Health</b>		
<i>Urgent/Crisis – illness or injury</i>	Student Health Services 604-822-7011 (UBC Hospital) Call ahead if possible. <a href="https://students.ubc.ca/health/student-health-service">https://students.ubc.ca/health/student-health-service</a>	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

<https://students.ubc.ca/campus-life/religion-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

<https://students.ubc.ca/health/counselling-services>

#### *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 at 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)	<a href="http://www.youthinbc.com">www.youthinbc.com</a>
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  
<https://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.

**SEXUAL VIOLENCE PREVENTION AND RESPONSE OFFICE (SVPRO)**

Room 4071  
6363 Agronomy Road  
8:30am – 4:30pm  
604-822-1588  
<https://svpro.ubc.ca>

SVPRO is a safe place for students, faculty, staff who have experienced sexual violence, regardless of where or when it took place. This includes any attempt or act of a sexual nature without your consent. All gender identities, expressions and sexualities are welcome. Their website includes information about what to do (and how they can help advise) both survivors and witnesses of sexual violence.

**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  
<https://students.ubc.ca/enrolment/finances/funding-studies>

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)  
<https://students.ubc.ca/health/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.



## G. UNDERSTANDING THE GREEN COLLEGE DINING SOCIETY

### PURPOSE



The Green College Dining Society (GCDS) is a non-profit member-funded society. It is legally independent from Green College / UBC. In practice, however, the GCDS is an inseparable and integral part of the experience at Green College.

The GCDS constitution states its purpose is “to oversee a food plan for the provision of meals to members of Green College.” It is also way more than that. The GCDS creates the environment for one of the best parts of living in the community – by creating community through the dining together with fellow members and invited scholars. Beyond meals to members, the GCDS provides food to other audiences including visitor meals to distinguished visitors and catering services at Green College. The GCDS also creates a platform for Resident Members to get involved in the community and provides valuable volunteer experience in running a non-profit organization.

### ORGANIZATION

The GCDS is run by Resident Members with support from Green College and UBC. 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 have a close working relationship. Practically-speaking, all matters of the GCDS are of consequence and interest to Green College.

Annually, the GCDS elects members to its executive, where the executive guides the operation with high-level (policy) decisions and communications between the membership and the operation by the Executive Chef. Elections are held every fall at the annual general meeting, usually in October/November. Members are encouraged to get involved. The GCDS (and your meal plan) can’t run without Resident Member participation.

The Executive Chef manages the kitchen operation and execution of the board’s directives. They advise the board on any issues that arise.

For more information about who is currently on the GCDS Executive and for how to get involved, please visit [gcdining.ca](http://gcdining.ca).

### RESIDENT MEAL PLAN

The membership-based meal plan is compulsory for residents. 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. Residents are responsible for sourcing meals outside of those ten meals per week and during the holiday shutdown.

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.

**DIETARY RESTRICTIONS:** If you have any, please review the dietary accommodation form on [gcdining.ca](http://gcdining.ca) and 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 accommodations are not diet preferences.

**COMMUNITY OVER MEALS:** 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.

**TAKE-AWAY MEALS:** The GCDS recognizes that sometimes members cannot dine together in the Great Hall. The GCDS has developed a set of flexible dining options it uses to help members for this and more information can be found at [gcdining.ca](http://gcdining.ca).

The GCDS cannot serve food on dishes it did not sanitize, and cannot serve food into personal containers.

**MEMBERSHIP FEE REDUCTION:** GCDS is a membership-based plan, and all members share both the benefits and



burdens. Temporary absences from the College for travel can use the Membership Fee Reduction (MFR) program to help reduce the costs when members are away. Application forms and further details are available online.

## POLICIES

The GCDS maintains a set of policies online at [gcdining.ca](http://gcdining.ca). In the event of a discrepancy between text in the handbook and text on the website, the text on the website prevails.

**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.

## LIQUOR-SERVING RESPONSIBILITIES

The Dining Society holds a liquor licence, which permits serving alcohol with food at dinner and in most of the shared/public-facing areas of Green College. 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; consuming your

own alcohol in these spaces is forbidden unless the licence was suspended 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 and served 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, Lower Patio, Common Kitchen, and residence rooms.

## 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

<b>Campus Security:</b>	<b>604-822-2222</b>
<b>Green College Office:</b>	<b>604-822-8660</b>
RCMP (non-emergency):	604-224-1322
Exchange Residence (24hr facilities):	604-822-1181
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](mailto:gc.principal@ubc.ca)

Clark Lundeen, Assistant Principal  
Phone: 604-822-8663  
Email: [gc.asst.principal@ubc.ca](mailto:gc.asst.principal@ubc.ca)

Vacant, Academic Program Manager  
Phone: 604-822-0676  
Email: [gc.programs@ubc.ca](mailto:gc.programs@ubc.ca)

Alan Gumboc, Academic Program Lead  
Phone: 604-822-1878  
Email: [gc.events@ubc.ca](mailto:gc.events@ubc.ca)

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

Refano Lumempouw, Receptionist  
Phone: 604-822-8660  
Email: [gc.reception@ubc.ca](mailto:gc.reception@ubc.ca)

Anna Tam, Finance and Administration Assistant  
Phone: 604-822-9544  
Email: [gc.finance@ubc.ca](mailto:gc.finance@ubc.ca)

### DINING SOCIETY NUMBERS

Joseph Collet, Executive Chef  
Phone: 604-822-3211  
Email: [catering@gcdining.ca](mailto:catering@gcdining.ca)

Damien Terezakis, Sous Chef  
Phone: 604-822-0912  
Email: [kitchen@gcdining.ca](mailto:kitchen@gcdining.ca)

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

Lynn Chiam, Bookkeeper  
Phone: 604-822-0912  
Email: [bookkeeper@gcdining.ca](mailto:bookkeeper@gcdining.ca)

### RESIDENT COMMITTEE CHAIRS

Please see the Green College website.

