**1.0 Purpose**

The purpose of the Committee is to collaborate, communicate and facilitate as a team to:

1. support the implementation of the academic hybrid program delivery model for fall
2. review/monitor the operational recommendations implemented over the past two months
3. assess the impact of BC’s “Restart Plan” for VIU operations
4. ensure the safe return of employees/students to the campus (includes non-academic off site work)
5. ensure the communication and education of employees/students on the safe return to campus protocols
6. ensure the return/continuity of operations for VIU
7. make any recommendations in reference to the above to Senior Management Group as required

**2.0 Guiding Principles**

The committee will follow these guiding principles in consideration of decisions and path forward:

1. All of our decisions are based firmly on continuing to support the safety and well-being of our students, employees and broader community.
2. Follow the advice and direction of BC’s Public Health Office, the Ministry of Advanced Education, Skill and Training and WorkSafeBC (COVID-19 and returning to safe operation guidelines).
3. When understanding the various options available, take a risk based approach and use the current reality along with the set of assumptions to help guide the decision making.
4. Decisions will be driven by student centred, high-quality education and support services.
5. The University will provide as much certainty as possible to students and staff by making and communicating decisions as early as possible.

The committee will also create a list of assumptions which will help to guide decision making given the dynamic nature of the situation. These assumptions will be review on a periodic basis.

**3.0 Roles & Responsibilities**

**Chair**

 Conduct meeting in open format

Ensure committee makes timely decisions and if required takes appropriate action

Ensure recommendations are brought forward to the Senior Management Group as necessary

Convey decisions/information by the Senior Management Group back to the committee

**Members**

Bring expertise, open mind and solutions to the discussion

Attend all scheduled meetings (or proxy)

Share all communications and information from your area for the committee to make informed decisions

Share information and decisions from the committee to your areas

Take responsibility for assigned actions

**4.0 Procedures**

Meetings shall be weekly (or as required), held every Wednesday afternoon at 1:30 pm

Members may invite subject matter experts to the meeting as relevant

An action log will be kept and updated at each meeting

**5.0 Considerations**

ACC and WFH committee – Rob Okashimo is on all 3 committees and will ensure alignment of work and ensure there is no duplication of work

Working Groups will be formed if specific areas need a deeper dive with representation from relevant areas. For example a Residence, a Student Support and a Return to Campus Working Group have already been identified.

|  |
| --- |
| **6.0 Committee Sponsor** Interim Chief Financial Officer and Vice-President Administration Marlene Kowalski**7.0 Committee Members**  |
| Director, Enterprise Risk Management (Chair) | Rob Okashimo |
| Director, Communications and Public Engagement | Janina Stajic |
| Health and Safety Advisor | Erin Bascom/Kim Sharpe |
| Registrar | Fred Jacklin |
| Director, Human Resources | Brenda McKay |
| Interim AVP, Facilities and Ancillary Services | Richard Lewis |
| Interim Associate Director, Facilities Services | Burke Gulbranson |
| Director, CIEL | Maxwell Stevenson |
| University Librarian  | Ben Hyman |
| AVP, Student Affairs | Irlanda Price  |
| Principal, International High School | Catherine Brazier |
| Manager, Student Residence | Ian Johnsrude |
| Director, International Student Services | Kate Jennings |
| Manager, Education Abroad, International Education | Kelly Muir |
| Manager, Deep Bay Field Station | Carl Butterworth |
| Powell River Campus Administrator | Greg Cran |
| Cowichan Campus Academic Administrator | Karen Leeman |
| Associate Registrar, Admissions and Registration /Parksville | Andrew Armour |
| Executive Director, Milner Gardens & Woodland | Geoff Ball |
| Co-CIO and Director, IT Operations | Darren Eveleigh |
| Interim Associate Director, Campus Development | Drew Taylor |
| AVP, Scholarship, Research, and Creative Activity | Nicole Vaugeois |
| Director of Finance | Stephen Clements |
| Director, Ancillary Services | Stuart Woodcock |