

<b>Policy Supporting Document:</b>	#1-14-3
<b>Administrator Responsible:</b>	President

## RESPONSIBLE ADMINISTRATORS AND APPROVAL BODIES

### COLLEGE BOARD AND ADMINISTRATION

<b>POLICY NUMBER</b>	<b>POLICY CATEGORIES AND NAMES</b>	<b>APPROVAL BODY</b>	<b>RESPONSIBLE ADMINISTRATOR(S)</b>
#1-01	Freedom of Information and Protection of Privacy	SLT	VPLS
#1-05	Records Management	SLT	VPLS
#1-06	Use of North Island College Developed Materials by Other Users	SLT	VPLS
#1-07	Fundraising	BOG	VPSI
#1-08	Community Consultation Process	BOG	VPSI
#1-09	Land Use	BOG	VPF&F
#1-10	Naming of Buildings and Spaces at North Island College	BOG	VPSI
#1-12	Research Involving Humans	BOG	VPLS
#1-13	Partnership Policy	BOG	VPLS
#1-14	Development and Administration of Policy at North Island College	SLT	PRESIDENT
#1-17	Fair Dealing Policy	BOG	VPLS
#1-18	Emeritus Recognition	ED CO	VPLS
#1-20	Code of Ethical Conduct	BOG	PRESIDENT

**HUMAN RESOURCES**

<b>POLICY NUMBER</b>	<b>POLICY CATEGORIES AND NAMES</b>	<b>APPROVAL BODY</b>	<b>RESPONSIBLE ADMINISTRATOR(S)</b>
#2-01	College's Response to an Individual's Inability to Work or Study With a Person with a Blood-Borne Communicable Disease	BOG	DIR HROD
#2-02	Support For Persons With Communicable Diseases, Including Blood-Borne Communicable Diseases	BOG	DIR HROD
#2-04	Employee and Family Assistance Program	BOG	DIR HROD
#2-05	Discrimination In Hiring	BOG/SLT	DIR HROD
#2-08	Human Rights - Discrimination/Harassment	BOG	DIR HROD
#2-10	Protection of Employees From Violence In the Workplace	BOG	DIR HROD
#2-11	Emergency Response To Inappropriate, Disruptive Or Threatening Behaviour	BOG	DIR HROD
#2-12	Progressive Discipline: Misconduct Or Inappropriate Behaviour	BOG	DIR HROD
#2-14	Eligibility For Pension Excluded Administrators	SLT	DIR HROD
#2-15	Occupational Health and Safety	SLT	DIR HROD
#2-16	Employee Recognition	SLT	DIR HROD

**EDUCATIONAL POLICIES**

<b>POLICY NUMBER</b>	<b>POLICY CATEGORIES AND NAMES</b>	<b>APPROVAL BODY</b>	<b>RESPONSIBLE ADMINISTRATOR(S)</b>
#3-02	Equipment Use: Off-Campus	SLT	VPLS
#3-03	Cancellation Notification for Instructional Activities	ED CO	VPLS
#3-04	Internationalization	BOG	OGE
#3-06	Community Code of Academic, Personal and Professional Conduct (Code of Conduct)	ED CO	VPLS
#3-07	New Program Approval	ED CO	VPLS
#3-08	President's Award	ED CO	VPLS
#3-11	Program Evaluation	ED CO	VPLS
#3-12	Instructional Key Dates	ED CO	VPLS
#3-15	New Course and Course Revision Approval	ED CO	VPLS
#3-17	Instructional Accommodation and Accessible Learning Services	ED CO	VPLS
#3-19	Attendance and Performance In Courses and Programs	ED CO	VPLS
#3-20	Suspension, Relocation or Cancellation of Academic Credentialed Programs	ED CO	VPLS
#3-21	Deans' Honour Roll Awards	ED CO	VPLS
#3-22	Program and Course Credentials	BOG	VPLS
#3-25	Instructional Timetabling and Space Allocation	ED CO	VPLS
#3-27	Integrity In Research and Scholarship	BOG	VPLS
#3-28	Intellectual Property	BOG	VPLS
#3-30	Student Appeals	ED CO	VPLS
#3-31	Student Complaint Resolution	ED CO	VPLS
#3-32	Collection Development	ED CO	VPLS
#3-33	Evaluation of Student Performance	ED CO	VPLS
#3-34	Sexual Violence and Misconduct	BOG	VPLS
#3-35	Course Outline	ED CO	VPLS
#3-36	President's Community Engagement Award	SLT	VPLS

**STUDENT SERVICES**

<b>POLICY NUMBER</b>	<b>POLICY CATEGORIES AND NAMES</b>	<b>APPROVAL BODY</b>	<b>RESPONSIBLE ADMINISTRATOR(S)</b>
#4-04	Fees and Refunds	SLT	VPLS
#4-06	Audit Students	ED CO	VPLS
#4-09	Registration	ED CO	VPLS
#4-10	Prior Learning Assessment and Recognition	ED CO	VPLS
#4-13	Placement Assessment	ED CO	VPLS
#4-14	Grading System	ED CO	VPLS
#4-15	Reporting Final Grades	ED CO	VPLS
#4-16	Mature Student Status	ED CO	VPLS
#4-17	Admission	ED CO	VPLS
#4-18	International Tuition, Fees and Refunds	SLT	OGE

**COMMUNICATIONS**

<b>POLICY NUMBER</b>	<b>POLICY CATEGORIES AND NAMES</b>	<b>APPROVAL BODY</b>	<b>RESPONSIBLE ADMINISTRATOR(S)</b>
#5-01	Crisis Communication	BOG	VPSI
#5-02	Media Relations	BOG	VPSI
#5-03	Communicating Without Bias	BOG	VPSI
#5-04	Email	SLT	VPSI
#5-07	Corporate Graphic Identity – Use of College Logo	BOG	VPSI

**FINANCE**

<b>POLICY NUMBER</b>	<b>POLICY CATEGORIES AND NAMES</b>	<b>APPROVAL BODY</b>	<b>RESPONSIBLE ADMINISTRATOR(S)</b>
#6-01	Asset Disposal	SLT	VPF&F
#6-02	Travel	SLT	VPF&F
#6-03	Staff Computer Purchase	SLT	VPF&F
#6-04	Miscellaneous Revenue – Departmental Initiatives	SLT	VPF&F
#6-05	Cellular Telephones	SLT	VPF&F
#6-06	College Vehicles	SLT	VPF&F
#6-07	Credit Cards	SLT	VPF&F
#6-09	Honorarium Policy	SLT	VPF&F
#6-10	Expenditure Control – Signing Authority	SLT	VPF&F
#6-13	Independent Contractor	SLT	VPF&F
#6-14	Contract Signing Limits	SLT	VPF&F
#6-15	Long Term Investments	BOG	VPF&F
#6-16	Non-Base Funded Programs and Services	SLT	VPF&F
#6-17	Data Security Policy for Payment Cards	SLT	VPF&F
#6-18	Cheque Signing	BOG	VPF&F

**FACILITIES**

<b>POLICY NUMBER</b>	<b>POLICY CATEGORIES AND NAMES</b>	<b>APPROVAL BODY</b>	<b>RESPONSIBLE ADMINISTRATOR(S)</b>
#7-01	Clean Air	BOG	VPF&F
#7-02	Facility Use	SLT	VPF&F/VPSI
#7-05	Commercial and Other “Non-College” Activities On Campus	SLT	VPSI

**LEGEND**

- BOG – Board of Governors
- SLT – Senior Leadership Team
- ED CO – Education Council
- VPLS – VP Learning and Students
- VPF&F – VP Finance and Facilities
- VPSI – Director College and Community Relations
- DIR HROD – Director Human Resources and Organizational Development
- OGE – Office of Global Engagement