



BOARD OF GOVERNORS

NOTICE OF MEETING

January 24, 2022

The Agenda and documents for the Open Session meeting of the Board of Governors of Concordia University held on Thursday, January 27, 2022, are now posted on the website.

Please note that while there is an Open Session, given that the meeting is being held by video conference, only Governors, resources and invited guests will be admitted to the meeting.

Exceptionally, the Open Session meeting will be recorded and made available for viewing on the [Board website](#) for one week following the meeting. The recording will be removed and deleted thereafter.

Shelina Houssenaly
Secretary of the Board of Governors



**AGENDA OF THE OPEN SESSION
OF THE MEETING OF THE BOARD OF GOVERNORS**

Thursday, January 27, 2022, at 4 p.m.
via Zoom video conferencing

Time	Item	Presenter(s)	Action
4:00	1. Call to order	H. Antoniou	
	1.1 Approval of the Agenda	H. Antoniou	Approval
	CONSENT AGENDA		
	2. Approval of December 16, 2021 Minutes		Approval
	3. Request for the use of Concordia logo (Document BG-2022-1-D1)		Approval
	4. Finance Committee recommendations regarding the revisions to the <i>Travel and Conference Policy</i> (CFO-3) (Document BG-2022-1-D2)		Approval
	REGULAR AGENDA		
4:05	5. Business arising from the Minutes not included in the Agenda		
4:10	6. President's report (Document BG-2022-1-D3)	G. Carr	Information
4:25	7. Other business		
4:30	8. Adjournment	H. Antoniou	

MINUTES OF THE OPEN SESSION
OF THE MEETING OF THE BOARD OF GOVERNORS

Thursday, December 16, 2021, at 4:00 p.m.
via Zoom video conferencing

PRESENT

Governors: Helen Antoniou (Chair), Françoise Bertrand, Kenneth Brooks, William Bukowski, Graham Carr (President and Vice-Chancellor), Gary N. Chateram, Roy Cross, Selvadurai Dayanandan, Pat Di Lillo, Adriana Embiricos, Caroline Jamet, Claude Joli-Cœur (Vice-Chair), Eduardo Malorni, Frédérica Martin (Vice-Chair), Georges Paulez, Shalini Peruka, Philippe Pourreaux, Robert Soroka, Ted Stathopoulos

Alternative Governor: Lauren Perozek

Also attending: Philippe Beauregard, William Cheaib, Paul Chesser, Denis Cossette, Michael Di Grappa, Nadia Hardy, Frederica Jacobs, Karan Singh, Melodie Sullivan, Lisa Ostiguy, Anne Whitelaw, Paula Wood-Adams

ABSENT

Governors: Gina P. Cody, Kim Fuller, Rana Ghorayeb, Odile Joannette, Suzanne Sauvage

Non-voting observer: Jonathan Wener

1. Call to order

The Chair called the meeting to order at 4:03 p.m., and briefly reminded the Governors of the key elements for an orderly conduct of the meeting on Zoom.

1.1 Approval of the Agenda

Upon motion duly moved and seconded, it was unanimously RESOLVED:

R-2021-9-1 That the Agenda be approved, including the items on the Consent Agenda.

CONSENT

2. Approval of October 21, 2021 Minutes

R-2021-9-2 *That the Minutes of the meeting of October 21, 2021, be approved.*

3. Requests for the use of Concordia name (BG-2021-9-D1)

R-2021-9-3 *That, subject to the conditions set out in the Policy on the Use of Concordia University's Name, Logo and Related Insignia, and the Governance of its Visual Character and Digital Presence (SG-4), the Board of Governors approve the following request to use the Concordia name:*

- *Concordia Film Festival*
- *Musical Theater Concordia*
- *Olami JBiz*

4. Collection of undergraduate student fee levies (Document BG-2021-9-D2)

R-2021-9-4 CSU Diversity Services Office

That the Board of Governors authorize Concordia University to collect a Diversity service Office fee levy of \$0.20 per credit to support resources, referrals and guidance on diversity issues, from all undergraduate students, annually adjusted to the Consumer Price Index of Canada, to be implemented with registration for the winter 2022 (2214) term in accordance with the University's tuition, Refund and Withdrawal Policy.

CSU Advocacy Centre

That the Board of Governors authorize Concordia University to collect the CSU Student Advocacy Centre's fee levy of \$0.45 per credit (an increase of \$0.14 per credit from \$0.31 per credit), from all undergraduate students, annually adjusted to the Consumer Price Index of Canada, to be implemented with registration for the winter 2022 (2214) term, in accordance with the University's tuition, Refund and Withdrawal Policy.

Seize

That the Board of Governors authorize Concordia University to collect a fee levy of \$0.29 cents per credit towards the establishment of a solidarity economy incubator that will primarily engage students through the support, development, study and promotion of democratic enterprises, from all undergraduate students, annually adjusted to the Consumer Price Index of Canada, to be implemented with registration for the winter 2022 (2214) term in accordance with the University's tuition, Refund and Withdrawal Policy.

Sustainability Concordia

That the Board of Governors authorize Concordia University to collect a Sustainable Concordia's fee levy of \$0.22 per credit (an increase of \$0.07 per credit), from all

undergraduate students, annually adjusted to the Consumer Price Index of Canada, to be implemented with the registration for the winter 2022 (2214) term in accordance with the University's tuition, Refund and Withdrawal Policy.

5. Environment Legislation and Health and Safety (EH&S) Compliance Q3 Report
(Document BG-2021-9-D3)

This document was provided for information only.

6. Executive Committee recommendation: revisions to the Policy on the Establishment of Tribunal Hearing Pools (BD-6) (Document BG-2021-9-D4)

R-2021-9-5 That, on recommendation of the Executive Committee, the Board of Governors approve the revisions to the Policy on the Establishment of Tribunal Hearing Pools (BD-6).

7. Governance and Ethics Committee recommendation: revisions to the Policy on the Conferral of the Emeriti Title by the Board of Governors (SG-7)
(Document BG-2021-9-D5)

R-2021-9-6 That, on recommendation of the Governance and Ethics Committee, the Board of Governors approve the revisions to the Policy on the Conferral of the Emeriti Title by the Board of Governors (SG-7).

8. Real Estate Planning Committee recommendation: revisions to the Policy on the Naming of University Spaces, Buildings, and Other Assets, Programs or Activities (VPA-3) (Document BG-2021-9-D6)

R-2021-9-7 That, on recommendation of the Real Estate Planning Committee, the Board of Governors approve the revisions to the Policy on the Naming of University, Buildings and other Assets, Programs or Activities (VPA-3).

REGULAR

9. Business arising from the Minutes not included on the Agenda

There was no business arising from the Minutes not included on the Agenda.

10. President's report (Document BG-2021-9-D7)

As complementary information to his written report, Dr. Carr's remarks are summarized as follows:

- Dr. Carr shared news with the Board of a new Rhodes Scholarship awardee, Sabine Plummer, a first Concordia student in a decade and the 11th Concordian to be awarded this great honor. He apprised the Board that S. Plummer, an undergraduate

student in chemistry, with a minor in multidisciplinary sciences and art history, is one of two from Québec who has been awarded the scholarship for this year.

- Dr. Carr also shared the news of Aiden Cyr, an undergraduate student in the School of Community and Public Affairs, who is doing work in First People's Studies, becoming the first Concordian to win the prestigious Schwarzman Scholar Award, which will allow A. Cyr to pursue masters level research at Tsinghua University in Beijing. He also informed the Board that A. Cyr was a Grand Challenges Canada fellow for the Indigenous Innovation Initiative and is recognized for his climate advocacy.
- Dr. Carr offered thanks to L. Mitchell from the Student Success Centre, for their work in identifying potential groups of students early in the year and then providing them the needed support during the interview and award process.
- President Carr informed the Board of a \$1 million donation from the Calgary based Flanagan Foundation in support of Concordia's Social Justice Research Centre to support doctoral and post-graduate research in social justice areas of research. He reported that the Foundation was pleased with the use of the first contribution and has added a second gift to the original donation.
- Dr. Carr apprised the Board of another \$1 million donation from a former alumnus, G. Lengvari, in support of men's and woman's basketball. He reminded Governors that G. Lengvari was captain of the Loyola basketball team and a former member of the Board.
- In other philanthropic news, Dr. Carr shared with the Board a news piece in the Globe and Mail on Concordia's positioning as a Next-Gen University. Dr. Carr thanked the team from UCS for help in preparing that piece and in particular thanked G. Cody for agreeing to be interviewed for it and featured in the piece.
- Dr. Carr reported to the Board that the full 13 weeks of classes had been completed without any cases of COVID transmission linked to academic activities. Unfortunately, in the last week there had been 10 individuals in student residences on both campuses combined, who have tested positive for COVID as a result of social activities. Given the nature of their activities, he informed the Board that it was not possible to determine where they contracted the virus, and that those individuals are self-isolating. The University was delivering food to them three times daily at their door.
- President Carr informed the Board of the announcement in the previous week, where thousands of organizations worldwide and also in Québec were alerted to a cyber security vulnerability, focused on website presence. Dr. Carr reported that, after a comprehensive situation review, there was no direct threat to Concordia. He thanked M. Di Grappa, N. Hardy, P. Beauregard and others for their work, and that of their teams, over the weekend to deal with the situation.

- Dr. Carr also reported on the successful launch of UNITY's key modules, He thanked the hundreds of colleagues and the external partners who worked around the clock over the past months, as well as the project leaders and champions across the university who are so committed to this project.
- Dr. Carr informed the Board that in the last two weeks the major credit rating agencies, DBRS and Moody's, have released their annual reports, and that Concordia had maintained its credit ratios, Aa3 in the case of Moody's. Dr. Carr congratulated D. Cossette and M. Gauthier for their work.
- Dr. Carr concluded with thanking the community and the Governors for their work, support and guidance over the past year.

11. Honorary Degrees and Convocation Committee recommendations (Document BG-2021-9-D8)

11.1 New Policy on Revocation of Awards and Other Types of Recognition

H. Antoniou introduced the item and provided some context for the need to develop a policy regarding the revocation of a University award or recognition.

Me Jacobs reminded the Board that following a request from the HDCC in 2020, research was conducted to review the policies, practices and lived experiences of other universities. She provided background information on the process for developing the Policy. Me Jacobs underlined that the purpose of such a policy was to preserve the University's reputation and provided some high-level items of the Policy.

11.2 Revisions to the Guidelines for the Awarding of Honorary Degrees (BD-15)

Me Jacobs summarized the proposed modifications to amend the Guidelines for the Awarding of Honorary Degrees (BD-15), some of which were related to the new policy on revocation.

Upon motion duly moved and seconded, it was unanimously RESOLVED:

R-2021-9-8 That, on recommendation of the Honorary Degree and Convocation Committee, the Board of Governors approve the new Policy on Revocation of Awards and Other Types of Recognition (SG-15) and the revisions to the Guidelines for the Awarding of Honorary Degrees (BD-15), which, going forward, would be referred to as the Policy on the Awarding of Honorary Degrees.

12. COPIBEC Copyright License Agreement renewal (2021-2024) (Document BG-2021-9-D9)

Me Jacobs introduced the item, informing the Board that this is an agreement that comes to the Board every three or four years. COPIBEC is a collective, general licensing agreement, that facilitates copying of educational works. The previous agreement expired on May 31, 2021, and this was a request to renew the agreement. Me Jacobs commended the negotiation

team, on a job well done as they were able to keep a fee unchanged under the agreement, and added benefits were that the users' rights were enhanced.

Me Jacobs also informed the Board that this agreement was signed by all of the Québec universities, save one, for a brief exceptional period, which university also ended up coming into the agreement's fold.

Upon motion duly moved and seconded, it was unanimously RESOLVED:

R-2021-9-9 ATTENDU QUE la « Convention concernant la reproduction d'œuvres littéraires dans les établissements d'enseignement d'ordre universitaire (2017-2021) » est venue à échéance le 31 mai 2021;

ATTENDU l'entente intervenue avec COPIBEC sur le texte de la Convention concernant la reproduction d'œuvres littéraires dans les établissements d'enseignement d'ordre universitaire (2021- 2024);

ATTENDU l'approbation par le Conseil d'administration du BCI du texte de la Convention concernant la reproduction d'œuvres littéraires dans les établissements d'enseignement d'ordre universitaire (2021-2024) et la recommandation du Conseil d'administration du BCI de sa ratification par les conseils d'administration de chaque établissement universitaire;

ATTENDU l'intérêt pour l'Université Concordia, comme établissement d'enseignement de niveau universitaire, d'adhérer à la Convention concernant la reproduction d'œuvres littéraires dans les établissements d'enseignement d'ordre universitaire (2021-2024) aux fins de sa mission d'enseignement et de recherche;

IL EST RÉSOLU:

d'approuver l'adhésion de l'Université Concordia à la Convention concernant la reproduction d'œuvres littéraires dans les établissements d'enseignement d'ordre universitaire (2021-2024), selon le document BG-2021-9-D9 joint à la présente résolution; et

d'autoriser la Secrétaire générale à signer, pour et au nom de l'Université Concordia, la Convention concernant la reproduction d'œuvres littéraires dans les établissements d'enseignement d'ordre universitaire (2021-2024).

13. Copyright fees (2021-2024) (Document BG-2021-9-D10)

D. Cossette introduced the item and noted that following Me Jacob's presentation on item 12, the copyright fees were being kept the same at \$0.45 per credit, \$13.50 for full-time students, as there was no increase in fees under the new COPIBEC agreement..

Upon motion duly moved and seconded, it was unanimously RESOLVED:

R-2021-9-10 Whereas pursuant to the 2017 renewal of the copyright license agreement with COPIBEC, at its meeting of May 24, 2017, the Board of Governors approved a decrease

in the Copyright fee from \$0.53 to \$0.45 per credit collected from all students beginning with the summer term 2017/1 term and applicable for the next four successive years; Whereas the same Copyright fee will be maintained for the duration of the three-year 2021 COPIBEC Agreement which will be in effect retroactively from June 1, 2021 to May 31, 2024;

Whereas the Copyright fee to be collected from all students for the three-year term of the 2021 COPIBEC Agreement must be adopted by the Board of Governors with the adoption of the 2021 COPIBEC Agreement, with retroactive effect as of June 1, 2021;

Be it resolved that the Board of Governors approve the collection of a Copyright fee of \$0.45 per credit from all students for the three successive years (2021-22, 2022-23, 2023- 24), retroactively, effective with registration for the summer term 2021 (SIS term code: 2211), in accordance with the University billing, refund and withdrawal policy.

14. Mise en place de la convention par marge de crédit auprès de Financement-Québec
(Document BG-2021-9-D11)

D. Cossette introduced the item and briefly explained that the Auditor General of Québec conducted an audit and concluded that the funding practises of capital projects funded by the government didn't align with best practises. He further explained that the government of Québec had agreed with the audit recommendation and thus the government had to change their process and activate a new approach. D. Cossette apprised the Board that the motion allows the University to sign documents to align with the new approach but does not change the government's capacity to fund capital projects.

Upon motion duly moved and seconded, it was unanimously RESOLVED:

R-2021-9-11 ATTENDU QUE conformément à l'article 78 de la Loi sur l'administration financière (RLRQ, chapitre A-6.001), l'Université Concordia (l' « Emprunteur ») souhaite instituer un régime d'emprunts, valide jusqu'au 31 décembre 2022, lui permettant d'effectuer des emprunts par marge de crédit auprès de Financement-Québec, pour financer ses projets d'investissement pour lesquels une subvention est accordée par la ministre de l'Enseignement supérieur (les « Projets »);

ATTENDU QUE le montant des emprunts à contracter en vertu de ce régime d'emprunts ne devra pas excéder les montants autorisés par la ministre de l'Enseignement supérieur, conformément à la Loi sur l'administration financière;

ATTENDU QUE les Projets seront financés uniquement auprès de Financement Québec;

ATTENDU QUE tout emprunt temporaire effectué auprès d'institutions financières pour le financement des Projets, doit, à l'échéance ou dès que possible, être financé auprès de Financement-Québec;

ATTENDU QU'il est opportun, à cet effet, d'autoriser le régime d'emprunts en vertu duquel l'Emprunteur peut effectuer des emprunts par marge de crédit auprès de Financement- Québec, et d'en approuver les conditions et modalités;

ATTENDU QUE, conformément à l'article 83 de la Loi sur l'administration financière, l'Emprunteur souhaite, dans le cadre de ce régime d'emprunts, que le pouvoir d'emprunter et celui d'approuver les conditions et les modalités des emprunts soient exercés par au moins deux de ses dirigeants;

ATTENDU QUE ce régime d'emprunts doit être autorisé par la ministre de l'Enseignement supérieur, conformément à la Loi sur l'administration financière;

IL EST RÉSOLU:

1. *QUE, sous réserve de l'autorisation requise de la ministre de l'Enseignement supérieur, l'Emprunteur soit autorisé à instituer un régime d'emprunts, valide jusqu'au 31 décembre 2022, lui permettant d'effectuer des emprunts par marge de crédit auprès de Financement-Québec, pour financer ses projets d'investissement pour lesquels une subvention est accordée par la ministre de l'Enseignement supérieur (les « Projets »), selon les limites et caractéristiques suivantes :*
 - a) *le taux d'intérêt payable sur les emprunts sera établi selon les critères déterminés par le gouvernement en vertu du décret numéro 430-2018 du 28 mars 2018, tel que ce décret peut être modifié ou remplacé de temps à autre;*
 - b) *les emprunts par marge de crédit seront réalisés en vertu d'une convention de marge de crédit à intervenir avec Financement-Québec, conformément aux conditions et aux modalités qui y sont établies;*
 - c) *le montant des emprunts effectués par marge de crédit ne devra, en aucun temps, excéder les montants autorisés par la ministre de l'Enseignement supérieur en vertu de lettres d'autorisation qu'elle délivre de temps à autre.*
2. *QUE les Projets soient financés uniquement auprès de Financement-Québec;*
3. *QU'aux fins de déterminer le montant des emprunts auquel réfère le paragraphe 1c), il ne soit tenu compte que du solde des emprunts en cours et non encore remboursés contractés auprès de Financement-Québec, ainsi que des emprunts temporaires contractés auprès d'institutions financières pour les Projets, antérieurement à la présente résolution;*
4. *QUE tout financement temporaire en cours contracté auprès d'institutions financières pour les fins des Projets soit, à l'échéance ou dès que possible, réalisé auprès de Financement-Québec;*
5. *QU'aux fins de constater chaque emprunt ou un remboursement de capital ou d'intérêt sur les marges de crédit, l'Emprunteur soit autorisé à remettre à Financement-Québec, une confirmation de transaction;*

6. *QUE le recteur et vice-chancelier, le chef de la direction financière, la secrétaire générale et directrice, service des affaires juridiques, le vice-recteur aux services et au développement durable, la vice-rectrice adjointe aux finances et contrôleur, le vice-recteur adjoint aux finances et contrôleur par intérim, le trésorier et chef de placement, le directeur principal, planification financière et budgets, la directrice des immobilisations et du financement ou le directeur, investissements de l'Emprunteur, pourvu qu'ils soient deux agissant conjointement, soit autorisé, pour et au nom de l'Emprunteur, à signer toute confirmation de transaction aux fins de constater chaque emprunt contracté aux termes des marges de crédit ou tout remboursement d'emprunt sur ces marges;*
7. *QUE le recteur et vice-chancelier ou le chef de la direction financière de l'Emprunteur, pourvu qu'ils soient deux agissant conjointement, soit autorisé, pour et au nom de l'Emprunteur, à signer la convention de marge de crédit, à consentir à tout ajout ou modification non substantiellement incompatible avec les dispositions des présentes et à poser tous les actes et à signer tous les documents nécessaires ou utiles pour donner plein effet aux emprunts par marge de crédit;*
8. *QUE la présente résolution remplace toutes les résolutions antérieurement adoptées pour les mêmes fins.*

15. Other business

There was no business not included on the Agenda.

16. Adjournment

The Chair declared the Open Session adjourned at 4:37 p.m.

Shelina Houssenaly

Shelina Houssenaly
Secretary of the Board of Governors



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of January 27, 2022**

AGENDA ITEM: Request for the use of Concordia logo

ACTION REQUIRED: For approval

SUMMARY: Organizations wishing to use the Concordia logo must obtain the permission of the Board of Governors, as set out in the *Policy on the Use of Concordia University's Name, Logo and Related Insignia, and the Governance of its Visual Character and Digital Presence* ([SG-4](#)).

BACKGROUND:

The request for the use of the Concordia logo is to allow the Montreal bookbinding studio, La Tranchefile, to print Concordia's logo for clients (Concordia students) who would like to include it on the hard copy of their Concordia thesis. La Tranchefile already possesses the logos of the following universities: McGill, UQAM and Ottawa.

The request was reviewed by University Communications Services who is recommending Board approval.

DRAFT MOTION:

That, subject to the conditions set out in the *Policy on the Use of Concordia University's Name, Logo and Related Insignia, and the Governance of its Visual Character and Digital Presence* ([SG-4](#)), the Board of Governors approve the request to use the Concordia logo by La Tranchefile.

PREPARED BY:

Name: Shelina Houssenaly

Date: January 20, 2022



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of January 27, 2022**

AGENDA ITEM: Revisions to the *Travel and Conference Policy* (CFO-3)

ACTION REQUIRED: For approval

SUMMARY: On recommendation of the Finance Committee, the Board of Governors is being asked to approve of the revisions to the *Travel and Conference Policy* (CFO-3).

BACKGROUND:

On recommendation of the Finance Committee, modifications to the *Travel and Conference Policy* were last approved by the Board of Governors on April 18, 2018, and the Policy was made effective on May 1, 2018.

In 2018, the modifications were done following an in-depth review of policies at other universities as well as consultations and discussions with the University's key stakeholders.

The current review was triggered by the implementation of the UNITY project. Suggested modifications to the Policy were made to ensure alignment with the University's new system. Other changes are being proposed to update the Policy to comply with the current policy template.

Clean and marked versions of the Policy are attached.

DRAFT MOTION:

That, on recommendation of the Finance Committee, the Board of Governors approve of the revisions to the *Travel and Conference Policy* (CFO-3).

PREPARED BY:

Name: Shelina Houssenaly
Date: January 20, 2022

TRAVEL AND CONFERENCE POLICY

Effective Date: [insert date]

Approval Authority: Board of Governors

Supersedes /Amends: May 1, 2018

Policy Number: CFO-3

PREAMBLE

The present policy (the “Policy”), and its supporting procedures, which can be found in the [Travel and Conference Handbook](#) (the “Handbook”), provide university wide administrative guidelines for the approval, reporting and what constitutes Allowable Expenses (as defined below) incurred on behalf of Concordia University (the “University”).

Nothing in this Policy shall replace or supersede any other existing University policy. In addition to this Policy, the University community is also guided by other related documents as far as they relate to travel and conferences, including but not limited to: *Procurement Policy* ([CFO-20](#)) and its related [Handbook](#) and [PCard Guidelines](#), *Policy on the Sale and Service of Alcohol on University Premises* ([VPS-3](#)), and *Policy on Travel Outside of Quebec* ([VPS-53](#)).

SCOPE

This Policy applies to all Allowable Expenses incurred by a person for the University’s operations, paid from any source of funding administered by the University including, but not limited to, operating, research and restricted funds.

For Allowable Expenses incurred to support research activity and paid using research grants or contracts, claims presented for reimbursement must comply with this Policy unless the granting agency or sponsor’s reimbursement policy differs, in which case the policy of the granting agency or sponsor will supersede this Policy.

PURPOSE

The purpose of this Policy is to:

- Communicate what expenses constitute Allowable Expenses;
- Communicate that Allowable Expenses are to be incurred to promote the University’s activities while ensuring appropriate use of all University funds, including, without limitation, all funds entrusted to the University to administer;

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- Set out guidelines and general protocols for claiming and reporting Allowable Expenses;
- Set out the responsibilities for Travel Card holders (“TCards”) with a view to ensure adherence to all credit card regulations stipulated by the University; and
- Ensure accountability and compliance with internal and external reporting regulations.

DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

“Allowable Expense(s)” means University-related expenses, including travel, Conferences (as defined below) or other expenses, that have been paid directly by an Employee, Student (as such terms are defined below), or visitor, for the University’s operations and which will be reimbursed to such Employee, Student, or visitor by the University from a source of funding administered by the University including, but not limited to, operating, research and restricted funds.

“Approver” means an individual who approves an [Expense Report](#) of a Claimant (as defined below) and who must be at a hierarchal level higher than the Claimant, and/or who is responsible to approve on the account(s) the Allowable Expense is being charged to.

“Claimant(s)” or “Traveler(s)” means the individual who incurs Allowable Expenses on behalf of the University and that submits an [Expense Report](#) to initiate a claim for reimbursement of Allowable Expenses.

“Conference(s)” means symposiums, conferences, and training events taking place either locally or outside of the University’s campuses.

“Cost Object Owner” means the owner of the account(s) that the Allowable Expenses are allocated to; the Cost Object Owner is responsible for ensuring that all Allowable Expenses are in a line with the spending strategy of the approved budget.

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“Employee(s)” means a full-time, part-time, or temporary employee of the University, including staff, faculty, postdoctoral fellows, researchers, members of the administration, stagiaires and interns, or any individual engaged by the University on a consulting basis or in virtue of any other contractual agreement; and appointees (including volunteers) of the University. For the purposes of this Policy, Employee includes a Principal Investigator (as defined below)

“One-up” means the system-based position identifying the direct manager, who approves an Allowable Expense, is responsible for validating that the expense(s) incurred is aligned with the job functions and nature of the position of the individual incurring the expenses and are incurred for the benefit of the University.

“Personal Expenses” mean expenses and costs that are not Allowable Expenses and include expenses and costs which are personal in nature to the Claimant or their family or are unrelated to the University’s operations.

“Principal investigator” means a faculty member of the University who is the responsible individual of one or more research accounts, which represent internal and/or external funding sources.

“Student(s)” means any person registered in a course or program on a full or part-time basis, for credit or not, and includes undergraduate and graduate students, independent students as well as visiting students, exchange students and interns. A Student may be an Employee of the University.

POLICY

1. All Employees and Students of the University must be prudent, mindful, and responsible when using the University’s funds, as these funds come from varied private and public sources. It is the responsibility of all faculty, Principal Investigators, Employees, and Students to be as economical as possible when incurring Allowable Expenses.
2. The University strongly encourages all Travelers to make transportation and all other choices with sustainability in mind. To be sustainable in decisions and activities is to take a long-term perspective keeping the environment as a priority without compromising the needs of future generations.

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3. The authority to approve an [Expense Report](#) may be delegated during temporary absences of the individual having signing approval authority. Approval authority can only be delegated to a faculty or staff member at the same level or higher in the Human Resources hierarchy and provided this delegation is made in writing.
4. Once the event has occurred, Allowable Expenses will be reimbursed by the University upon the submission of a properly completed and approved [Expense Report](#). The [Expense Report](#) must be supported by original detailed receipts and other supporting documentation as outlined in the [Handbook](#). For [Expense Report](#) submission deadlines, please see the [Handbook](#).
5. Personal Expenses incurred by the Claimant, or the Claimant's family, friends, or relatives will not be reimbursed by the University. Personal Expenses must be clearly identified on the [Expense Report](#).
6. Employees, including Principal Investigators, and Students, are reimbursed via direct deposit in the amount equivalent to the approved Allowable Expenses incurred as per the approved [Expense Report](#) plus or minus any compliance related adjustment identified by Financial Services during the final verification process. Financial Services may make necessary adjustments to ensure the amount paid meets all stipulated regulations and guidelines as set out in this Policy and the [Handbook](#).
7. For information on how to avoid out of pocket expenditures, please refer to the [Handbook](#) for information on booking airfare, train, hotels, etc. The University strongly encourages all Employees that incur travel, Conference, hospitality related expenses as well as professional memberships to apply for a TCard to avoid being out of pocket for these business expenditures.
8. The [Expense Report](#) must be comprehensive and include all Allowable Expenses that were incurred, as well as any Personal Expenses paid for by the University. See [Handbook](#) for details.
9. The most senior member who is part of the event triggering Allowable Expenses must be the individual who pays directly for the charges and claims the expense on an [Expense Report](#).

TRAVEL AND CONFERENCE POLICY

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10. There are no exceptions to this Policy unless approved in writing by the Associate Vice-President, Finance and Controller or the Chief Financial Officer of the University.

Foreign Currency and Visitors

11. Out of country Claimants and Travelers may claim Allowable Expenses and be reimbursed in currencies other than the Canadian Dollar ("CAD") for Allowable Expenses incurred in foreign currencies.

Responsibilities

12. The Claimant is the individual who will be reimbursed for the Allowable Expenses being claimed. The Claimant is responsible for ensuring that the Expense Report is complete, accurate, legitimate, eligible, appropriate, and reasonable as per all applicable University policies. The Claimant must also ensure that the Allowable Expenses were incurred for University purposes, in accordance with this Policy and will not be submitted for reimbursement against any other University funds or to third parties and that the Claimant will not claim any financial benefit for income tax purposes related to such Allowable Expenses.
13. It is the responsibility of the Claimant to ensure that an [Expense Report](#) is submitted in accordance with this Policy and the [Handbook](#). Incomplete and / or inaccurate Expense Reports will result in reimbursement delays. The University is not responsible for any interest or financing charges levied upon the personal credit card used for a Claimant's Allowable Expenses as a result of delays associated with incomplete and/or inaccurate [Expense Reports](#).
14. All Allowable Expenses, including without limitation, with regards to any travel or Conference, are the responsibility of the Claimant including the availability of funds budgeted for their purpose.
15. If Allowable Expenses are charged to a research grant or contract or a sponsor contract, the grant holder or Principal Investigator is responsible for ensuring:
 - Allowable Expenses charged to the research grant or contract, or sponsor contract comply with such contract and the granting agency or sponsor policies;

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- Allowable Expenses relate to the research for which the grant/contract was awarded;
 - Allowable Expense claims include sufficient documentation and description of the purpose of these Allowable Expenses;
 - Allowable Expenses are charged to the correct grant/contract; and
 - Allowable Expenses incurred under a research grant or contract or sponsor contract have sufficient funds to cover these expenses.
16. When Allowable Expenses are charged to a research grant or contract and the Claimant is not the Principal Investigator, the affiliation of the Claimant to the research grant or contract and / or to the Principal Investigator must be stated on the [Expense Report](#) (i.e. Student, research assistant, visitor/guest etc.) and be compliant with the related research grant or contract requirements.
 17. A clear description of the purpose and link for how these Allowable Expenses claimed relate to the research grant or contract must be provided on the [Expense Report](#). Please see [Handbook](#) for research related Allowable Expenses and travel requirements.
 18. The Claimant is responsible for ensuring that all Allowable Expenses paid in advance by the University and Allowable Expenses reimbursable to the Claimant by any other party have been noted as such on the [Expense Report](#) and reduce the amount reimbursable to the Claimant by said amount. In the event that reimbursements for Allowable Expenses are subsequently received from other organizations and the University has already reimbursed the Claimant for these expenses, a refund must be made to the University by the Claimant as soon as it is known.
 19. It is the Claimant's responsibility to ensure Allowable Expenses that have already been, or will be, reimbursed by the University or another organization comply with all personal income tax laws.
 20. The University is responsible for maintaining appropriate records for all Expense Reports as per the University's document retention regulations.

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University Travel Card (TCard)

21. The TCard is available to Employees, including Principal Investigators, who are expected to incur Allowable Expenses in the course of discharging the responsibilities of their position.
22. Allowable Expenses charged to the TCard must have a clear University purpose. In the event of a personal item being charged to the TCard in error or due to travelling circumstances, a reimbursement to the University must be made as soon as possible.
23. Any charge on a TCard that is not approved/accepted by Financial Services must be personally reimbursed by the Claimant when such charge or charges do not constitute Allowable Expenses.
24. All TCard expenses must be supported by a complete and accurate [Expense Report](#) including detailed receipts, and the monthly TCard statement. All transactions on the TCard statement must be included on the related month's [TCard Expense Report](#).
25. Cardholders are strongly encouraged to complete and submit their monthly [TCard Expense Reports](#) as soon as possible after TCard monthly statement becomes available. The monthly [TCard Expense Report](#) must be received by Financial Services, no later than the 15th of the month following the purchases. It is the responsibility of the cardholder to ensure this deadline is met.
26. Failure to comply with the deadline above and as defined in the [Handbook](#) will result in the suspension of the TCard. Refer to the [Handbook](#) for details.
27. If a TCard is lost or stolen, it is the cardholder's responsibility to contact the TCard provider as soon as possible. Contact information for the TCard provider can be found in the [Handbook](#) Appendix 1. Failure to report a lost or stolen card could result in fraudulent charges on the TCard account.
28. Failure to use the TCard as prescribed by the terms and conditions of use will result in the suspension or cancellation of the card.

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29. All TCard holders must acknowledge the terms and conditions for using the TCard. All cardholders will be required to sign the “Responsibility Form” upon taking possession of their TCard.

Allowable Expenses

30. All travel arrangements should be made using the most economical, responsible, sustainable and efficient route possible without resulting in any personal gain as per this Policy and the [Handbook](#).
31. Refer to the [Handbook](#) for details regarding items such as per diem rates, processing controls and procedures related to the application and interpretation of this Policy.

Ineligible Expenses

32. Allowable Expenses exclude any costs or expenses linked to alcohol, including as part of travel or meal expenses, and will not be reimbursed.
33. If alcohol is permitted by a research grant or contract it must be expensed pursuant to the *Policy on Hospitality, Meetings and Events* ([CFO-10](#)).
34. For the reimbursement of alcohol as a non-travel related expense, please refer to the *Policy on Hospitality, Meetings and Events* ([CFO-10](#)) and its related [Handbook](#).
35. Expenses that are Personal Expenses are not Allowable Expenses. Personal Expenses, such as the ones listed below, will not be reimbursed. Please note that this is not a comprehensive list of all Personal Expenses, and Personal Expenses could encompass expenses not listed below:
- Expenses that are personal in nature;
 - Expenses reimbursed by another organization or funding source;
 - Expenses of a travelling companion (*), see below for exceptions;

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- Fees arising from failure to cancel transportation expenses, Conference/seminar/event registrations or hotel reservations;
- Any computer hardware or software purchases regardless of the dollar amount;
- Any equipment regardless of the dollar amount;
- Traffic violations; and
- Airfare paid for with frequent flyer points.

*Companions may accompany a University member during a University related trip, however all incremental costs constitute Personal Expenses and cannot be claimed as Allowable Expenses. An exception to this will be made in the following circumstances:

- Childcare expenses for a single parent while travelling during a University related trip
- Childcare expenses for a nursing mother/caregiver while travelling during a University related trip

Miscellaneous Non-Travel Expenses

36. Some Allowable Expenses may be paid under this Policy. Please refer to the [Handbook](#) for details.
37. The authority to approve an [Expense Report](#) may be delegated during temporary absences of the individual having approval authority. The delegation of approval authority must be to an employee at the same level or higher in the HR hierarchy and in writing.
38. Approval and reimbursement of Allowable Expenses claimed on an [Expense Report](#) does not constitute final acceptance by the University. All Allowable Expense reimbursements are subject to subsequent review and adjustment by Financial Services, Internal Audit,

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granting agencies, or at the request of the Claimant, faculties, or departments. The final decision related to any adjustment rests with Financial Services.

Policy Responsibility and Review

39. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Chief Financial Officer.

Approved by the Board of Governors on May 21, 2014, and amended on April 18, 2018, and [insert date].

Draft

TRAVEL AND CONFERENCE POLICY

Effective Date: ~~May 1, 2018~~ ~~Originating Office: Office~~ [insert date]
~~Approval Authority: Board of the~~
~~Chief Financial Officer~~ ~~Governors~~

Supersedes /Amends: ~~January 5, 2015~~ ~~May 1, 2018~~ Policy Number: CFO-3

PREAMBLE

The present ~~Travel and Conference Policy~~ policy (the "Policy"), and its supporting procedures, which can be found in the ~~Travel and Conference Handbook~~ Travel and Conference Handbook (the "Handbook"), provide university -wide administrative guidelines for the approval, reporting and what constitutes Allowable Expenses (as defined below) incurred on behalf of Concordia University (the "University").

Nothing in this Policy shall replace or supersede any other existing University policy. In addition to this Policy, the University community is also guided by other related documents as far as they relate to travel and conferences, including but not limited to: Procurement Policy (CFO-20) and its related Handbook and PCard Guidelines, Policy on the Sale and Service of Alcohol on University Premises (VPS-3), and Policy on Travel Outside of Quebec (VPS-53).

SCOPE

This Refer to the Handbook for details regarding items such as per diem rates, processing controls and procedures related to the application and interpretation of this Policy.

Policy applies to all Allowable Expenses incurred by a person for the University's operations, paid from any source of funding administered by the University including, but not limited to, operating, research and restricted funds.

For Allowable Expenses incurred to support research activity and paid using research grants or contracts, claims presented for reimbursement must comply with this Policy unless the granting agency or sponsor's reimbursement policy differs, in which case the policy of the granting agency or sponsor will supersede this Policy.

PURPOSE

The purpose of this Policy is to:

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- Communicate what expenses constitute Allowable Expenses;
- Communicate that Allowable Expenses are to be incurred to promote the University's activities while ensuring appropriate use of all University funds, including, without limitation, all funds entrusted to the University to administer;
- Set out guidelines and general protocols for claiming and reporting Allowable Expenses;
- Set out the responsibilities for Travel Card holders ~~of a University Corporate Credit Card ("CCC("TCards")~~ with a view to ensure adherence to all credit card regulations stipulated by the University; and
- Ensure accountability and compliance with internal and external reporting regulations.

SCOPE

~~This~~ DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

~~"Allowable Policy applies to all Allowable Expenses incurred by a person for the University's operations paid from all sources of funding administered by the University including, but not limited to, operating, research and restricted funds.~~

~~For Allowable Expenses incurred to support research activity and paid using research grants or contracts, claims presented for reimbursement must comply with this policy unless the granting agency or sponsor's policy is different, in which case the policy of the granting agency or sponsor will supersede this Policy.~~

Expense(s)" means DEFINITIONS

~~For the purpose of this Policy:~~

~~"Allowable Expenses" refer to~~ University-related expenses ~~(, including~~ travel, ~~Conference~~ Conferences (as defined below) or other expenses, that have been paid directly by a person an Employee, Student (as such as faculty, principal investigator, staff, student terms are defined below), or visitor, for the University's operations and which will be reimbursed to ~~that~~

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~~persons~~ such Employee, Student, or visitor by the University from a source of funding administered by the University including, but not limited to, operating, research and restricted funds.

“Approver” ~~refers to~~ means an individual who approves an ~~Expense Report~~ Expense Report of a Claimant (as defined below) and who must be at a hierarchal level higher than the Claimant, and/or who is responsible to ~~sign~~ approve on the ~~fund~~ account(s) ~~being charged~~ the Allowable Expenses. ~~The Approver can be a delegate provided conditions explained in the Handbook are met. Expense is being charged to.~~

“Claimant” ~~“(s)”~~ or “Traveler” ~~are terms used interchangeably which mean(s)”~~ means the individual who incurs Allowable Expenses on behalf of the University and that submits ~~and signs~~ an ~~Expense Report~~ Expense Report to initiate a claim for reimbursement of Allowable Expenses.

~~“Conferences” include~~

“Conference(s)” means symposiums, conferences, and training events taking place either locally or outside of the University’s campuses.

“Cost Object Owner” means the owner of the account(s) that the Allowable Expenses are allocated to; the Cost Object Owner is responsible for ensuring that all Allowable Expenses are in a line with the spending strategy of the approved budget.

“Employee(s)” means a full-time, part-time, or temporary employee of the University, including staff, faculty, postdoctoral fellows, researchers, members of the administration, stagiaires and interns, or any individual engaged by the University on a consulting basis or in virtue of any other contractual agreement; and appointees (including volunteers) of the University. For the purposes of this Policy, Employee includes a Principal Investigator (as defined below)

“One-up” means the system-based position identifying the direct manager, who approves an Allowable Expense, is responsible for validating that the expense(s) incurred is aligned with the job functions and nature of the position of the individual incurring the expenses and are incurred for the benefit of the University.

“Personal Expenses” ~~refer to~~ mean expenses and costs that are not Allowable Expenses and include expenses and costs which are personal in nature ~~that relate~~ to the Claimant or their family or are unrelated to the University’s operations.

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“Principal investigator” means a faculty member~~POLICY~~
~~All members~~ of the University ~~(faculty, principal investigators, staff~~who is the responsible individual of one or more research accounts, which represent internal and/or external funding sources.

“Student(s)” means any person registered in a course or program on a full or part-time basis, for credit or not, and includes undergraduate and graduate students, independent students as well as visiting students, exchange students and interns. A Student may be an Employee of the University.

POLICY

1. ~~All~~ Employees and Students of the University must be prudent, mindful, and responsible when using the University’s funds, as these funds come from varied private and public sources. It is the responsibility of all faculty, ~~principal investigators, staff and students~~Principal Investigators, Employees, and Students to be as economical as possible when incurring Allowable Expenses.
2. The University strongly encourages all ~~Travellers~~Travelers to make transportation and all other choices with sustainability in mind. To be sustainable in ~~our~~ decisions and activities is to take a long-term perspective keeping the environment as a priority without compromising the needs of future generations.

General Policy Guidelines

3. The authority to approve an Expense Report may be delegated during temporary absences of the individual having signing approval authority. Approval authority can only be delegated to a faculty or staff member at the same level or higher in the Human Resources hierarchy and provided this delegation is made in writing.
- ~~3.4.~~ Once the event has occurred, Allowable Expenses will be reimbursed by the University upon the submission of a properly completed and approved Expense Report. ~~The Expense Report~~Expense Report. The Expense Report must be supported by original detailed receipts and other supporting documentation as outlined in the Handbook and must be submitted to the Accounts Payable Unit of Financial Services (“Accounts Payable”) within the maximum number of days (as set out in the Handbook) of the return date of the event for which

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~~Allowable Expenses are being claimed Handbook. For Expense Report submission deadlines, please see the Handbook.~~

~~4.5.~~ Personal Expenses incurred by the Claimant, or the Claimant's family, friends, or relatives will not be reimbursed by the University. Personal Expenses must be clearly ~~shown as reduction of the total amount claimed by the Claimant on the Expense Report. identified on the Expense Report.~~

~~5.6.~~ ~~Faculty, principal investigators, staff and students~~ Employees, including Principal Investigators, and Students, are reimbursed via direct deposit in the amount equivalent to the approved Allowable Expenses incurred as per the approved Expense Report plus or minus any compliance related adjustment identified by Financial Services during the final verification process. Financial Services may make necessary adjustments to ensure the amount paid meets all stipulated regulations and guidelines as set out in this Policy and the Handbook Handbook.

~~1.~~ ~~If a receipt is missing, a "Missing Receipt Form" must be completed as per the procedures outlined in the Handbook.~~

~~7.~~ For information on how to ~~prevent~~ avoid out of pocket expenditures, please refer to the Handbook Handbook for details information on booking airfare, train, hotels, etc. The ~~Expense Report~~ University strongly encourages all Employees that incur travel, Conference, hospitality related expenses as well as professional memberships to apply for a TCard to avoid being out of pocket for these business expenditures.

~~6.8.~~ The Expense Report must be comprehensive and include all Allowable Expenses that were incurred, ~~less as well as~~ any Personal Expenses paid for by the University. ~~See Handbook~~ See Handbook for details.

~~7.9.~~ The most senior member who is part of the event triggering Allowable Expenses must be the individual who pays directly for the charges and ~~submits an Expense Report. claims the expense on an Expense Report.~~

~~8.10.~~ There are no exceptions to this Policy unless approved in writing by the Associate Vice-President, Finance and Controller or the Chief Financial Officer of the University.

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Foreign Currency and Visitors

~~9.11.~~ Out of country ~~visitors~~Claimants and Travelers may claim Allowable Expenses and be reimbursed in currencies other than the Canadian Dollar ("CAD") for Allowable Expenses incurred in foreign currencies.

Responsibilities

~~10.12.~~ The Claimant is the individual who will be reimbursed for the Allowable Expenses being claimed. The Claimant is responsible for ensuring that the Expense Report is complete, accurate, legitimate, eligible, appropriate, and reasonable and signed by an Approver as per all applicable University policies. The Claimant must also ensure that the Allowable Expenses were incurred for University purposes, in accordance ~~to~~with this Policy and will not be submitted for reimbursement against any other University funds or to third parties and that the Claimant will not claim any financial benefit for income tax purposes related to such Allowable Expenses.

~~11.13.~~ It is the responsibility of the Claimant to ensure that an ~~Expense Report~~Expense Report is submitted in accordance with this Policy and the ~~Handbook~~Handbook. Incomplete and / or inaccurate Expense Reports will result in reimbursement delays. The University is not responsible for any interest or financing charges levied upon the personal credit card used for a Claimant's Allowable Expenses as a result of delays associated with incomplete and/or inaccurate ~~Expense Reports.~~Expense Reports.

~~12.14.~~ All Allowable Expenses, including without limitation, ~~with~~ regards to any travel or Conference, are ~~subject to~~the responsibility of the Claimant including the availability of funds budgeted for their purpose ~~and approval by the Approver.~~

~~13.15.~~ If Allowable Expenses are charged to a research grant or contract or a sponsor contract, the grant holder or ~~principal investigator~~Principal Investigator is responsible for ensuring ~~that the Allowable Expenses:~~

- That are Allowable Expenses charged to the research grant or contract, ~~or~~ sponsor contract comply with such contract and the granting agency or sponsor policies;

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- ~~Relate~~Allowable Expenses relate to the research for which the grant/contract was awarded;
~~That any claim~~
- Allowable Expense claims include sufficient documentation and description of the purpose of these Allowable Expenses;
~~Are~~
- Allowable Expenses are charged to the correct ~~fund codes~~grant/contract; and
~~Are~~
- Allowable Expenses incurred under a research grant or contract or sponsor contract ~~which has~~have sufficient funds to cover these expenses.

~~14.16.~~ When Allowable Expenses are charged to a research grant or contract and the Claimant is not the ~~principal investigator~~Principal Investigator, the affiliation of the Claimant to the research grant or contract and / or to the ~~principal investigator~~Principal Investigator must be stated on the ~~Expense Report~~Expense Report (i.e. ~~student~~Student, research assistant, visitor/guest etc.) and be compliant with the related research grant or contract requirements.

~~15.17.~~ A clear description of the purpose and link for how these Allowable Expenses claimed relate to the research grant or contract must be provided on the ~~Expense Report. Please see Handbook~~Expense Report. Please see Handbook for research related Allowable Expenses and travel requirements.

~~16.18.~~ The Claimant is responsible for ensuring that all Allowable Expenses paid in advance by the University and Allowable Expenses reimbursable to the Claimant by any other party have been ~~deducted from the Expense Report submitted.~~noted as such on the Expense Report and reduce the amount reimbursable to the Claimant by said amount. In the event that reimbursements for Allowable Expenses are subsequently received from other organizations and the University has already reimbursed the Claimant for these expenses, a refund must be made to the University by the Claimant as soon as it is known.

~~17.19.~~ It is the Claimant's responsibility to ensure Allowable Expenses that have already been, or will be, reimbursed by the University or another organization comply with all personal income tax laws.

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~~18-20.~~ The University is responsible for maintaining appropriate records for all Expense Reports as per the University's document retention regulations.

University ~~Corporate Credit~~ Travel Card (TCard)

~~19-21.~~ The ~~CCCT~~Card is available to ~~permanent faculty, principal investigators and staff members~~ Employees, including Principal Investigators, who are expected to incur Allowable Expenses (*) in the course of discharging the responsibilities of their position. ~~In rare cases, a non-permanent employee may require and obtain a CCC. In such cases, a request must be submitted to Financial Services for approval.~~

~~20-22.~~ Allowable Expenses (*) charged to the ~~CCCT~~Card must have a clear University purpose. In the event of a personal item being charged to the ~~CCCT~~Card in error or due to travelling circumstances, a reimbursement to ~~Concordia~~the University must be made as soon as possible.

~~21-23.~~ Any charge on a ~~CCCT~~Card that is not approved/accepted by Financial Services must be personally reimbursed by the Claimant when such charge or charges do not constitute Allowable Expenses.

~~2.~~ All CCC claims must be supported by an approved Expense Report supported by detailed receipts in order for the CCC charges to be paid by Financial Services.

~~3.~~ Cardholders are strongly encouraged to send their Expense Reports to Accounts Payable as soon as possible after receiving the monthly CCC statement.

~~It is the cardholder's responsibility to ensure that their approved and properly supported Expense Report is received by Accounts Payable no later than the maximum number of days (as set out in the Handbook) following the CCC statement date. The Expense Report submitted must be complete, accurate, correctly approved by the Approver and have fund availability.~~

~~Accounts Payable is not responsible for administrative delays within a faculty or department which happen before a claim is submitted to Accounts Payable.~~

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24. All TCard expenses must be supported by a complete and accurate Expense Report including detailed receipts, and the monthly TCard statement. All transactions on the TCard statement must be included on the related month's TCard Expense Report.
25. Cardholders are strongly encouraged to complete and submit their monthly TCard Expense Reports as soon as possible after TCard monthly statement becomes available. The monthly TCard Expense Report must be received by Financial Services, no later than the 15th of the month following the purchases. It is the responsibility of the cardholder to ensure this deadline is met.
- 22-26. Failure to comply with the deadline (~~above and~~ as defined in the Handbook) Handbook will result in ~~temporary deactivation~~ the suspension of the ~~CCC-TCard~~. Refer to the Handbook Handbook for details.

~~It is strongly recommended that faculty, principal investigators and staff who travel for university purposes use a CCC for all Allowable Expenses (*) incurred.~~

~~Recurring late submissions of Expense Reports may potentially result in the termination of CCC privileges. Details of administrative charges and CCC suspension is found in the Handbook.~~

~~(*) The CCC is not intended to be used for miscellaneous or other expenses where the University provides more efficient processes for procurement of the items listed in the Miscellaneous section of the Handbook.~~

- ~~4. Failure to provide supporting documentation within the appropriate timeline will result in the application of the applicable tax regulations, as explained in the Handbook.~~
- 23-27. If a ~~CCC~~ TCard is lost or stolen, it is the cardholder's responsibility to contact the ~~CCC's~~ client support line at the number located behind the ~~CCC~~ TCard provider as soon as possible. Contact information for the TCard provider can be found in the Handbook Appendix 1. Failure to report a lost or stolen card could result in fraudulent charges on the ~~faculty, principal investigator or staff member's~~ CCCTCard account.

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~~24.28.~~ Failure to use the [CCCTCard](#) as prescribed by the terms and conditions of use will result in the ~~cancellation~~ [suspension or cancellation](#) of the card.

~~Please refer to the [Handbook](#) for an overview of the University's CCC program and terms and conditions of use.~~

~~5. — See the Handbook for the information concerning the Waiver of Liability between the University and the CCC provider, including for details when the University is not responsible with the cardholder for charges incurred and posted to the CCC.~~

~~25.29.~~ All ~~cardholders~~ [TCard holders](#) must acknowledge the terms and conditions for using the [CCCTCard](#). All cardholders will be required to sign the "Responsibility Form" upon ~~picking up the CCC.~~ See the [Handbook](#) for this form. ~~taking possession of their TCard.~~

~~Allowable Expenses~~

Allowable Expenses

~~26.30.~~ All travel arrangements should be made using the most economical, responsible, [sustainable](#) and efficient route possible without resulting in any personal gain as per ~~the General Policy Guidelines set forth in~~ this Policy and the [Handbook](#).

~~The University encourages the use of its official travel agencies to book travel. This will prevent Travelers from being "out of pocket" for the transportation cost of their trip.~~

~~The below expense categories are Allowable Expenses, when incurred in conformity with this Policy. See the [Handbook](#) guideline for all related details.~~

- ~~• Air~~
- ~~• Train~~
- ~~• Kilometers for the use of private vehicles~~
- ~~• Rental vehicles~~

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- ~~Other transportation expenses~~
- ~~Accommodations~~
- ~~Meals~~
- ~~Miscellaneous expenses~~

31. Refer to the Handbook for details regarding items such as per diem rates, processing controls and procedures related to the application and interpretation of this Policy.

Ineligible Expenses

27.32. Allowable Expenses exclude any costs or expenses linked to ~~Alcohol~~alcohol, including as part of travel or meal expenses, and will not be reimbursed.

28.33. If alcohol is permitted by a research grant or contract it must be expensed ~~under the Policy on Hospitality, Meetings and Events (CFO-10)~~ pursuant to the Policy on Hospitality, Meetings and Events (CFO-10).

29.34. For the reimbursement of alcohol as a non-travel related expense, please ~~see refer to~~ refer to the Policy on the Sale and Service of Alcohol on University Premises (VPS 3)-Policy on Hospitality, Meetings and Events (CFO-10) and its related Handbook.

30.35. Expenses that are Personal Expenses are not Allowable Expenses. Personal Expenses, such as the ones listed below, will not be reimbursed. Please note that this is not a comprehensive list of all Personal Expenses, and Personal Expenses could encompass expenses not listed below:

- Expenses that are personal in nature;
- Expenses reimbursed by another organization or funding source;
- Expenses of a travelling companion ~~(*)(*)~~ (*)(*), see below for exceptions;
- Fees arising from failure to cancel transportation expenses, ~~conference~~Conference/seminar/event registrations or hotel reservations;
- Any computer hardware or software purchases regardless of the dollar amount;

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- ~~Any equipment (see Handbook for details about the monetary threshold level)~~
- Any equipment regardless of the dollar amount;
- Traffic violations; and
- Airfare paid for with frequent flyer points.

*Companions may accompany a University member during a University related trip, however all incremental costs constitute Personal Expenses and cannot be claimed as Allowable Expenses. An exception to this will be made *only if expenses for a companion are expressly permitted by a research grant or contract.* in the following circumstances:

- Childcare expenses for a single parent while travelling during a University related trip
- Childcare expenses for a nursing mother/caregiver while travelling during a University related trip

Miscellaneous Non-Travel Expenses

~~31.36.~~ Some Allowable Expenses ~~of low value not directly captured on the Policy on Petty Cash (CFO-8) will be~~ may be paid under this ~~policy.~~ Policy. Please refer to the Handbook ~~Handbook~~ for details.

Approvals

- ~~6.~~ The Claimant must sign the Expense Report submitted. Please refer to the Handbook for the important details to ensure the claim is properly approved prior to submission to Accounts Payable for reimbursement.

~~Travellers are required to obtain approval when a travel agency is used to book flights, hotels or rail transport by way of filling out and signing the Travel Voucher Form at time of booking. See the Handbook for details.~~

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~~32-37.~~ The authority to approve an ~~Expense Report~~ Expense Report may be delegated during temporary absences of the individual having signing approval authority. The delegation of signing approval authority ~~has to~~ must be to an employee at the same level or higher in accordance with the *Policy on Contract Review, Signing and Required Approvals (BD-1)*, the HR hierarchy and in writing.

~~33-38.~~ Approval and reimbursement of Allowable Expenses claimed on an ~~Expense Report~~ Expense Report does not constitute final acceptance by the University. All Allowable ~~Expenses~~ Expense reimbursements are subject to subsequent review and adjustment by Financial Services, Internal Audit, granting agencies, or at the request of the Claimant, faculties, or departments. The final decision related to any adjustment rests with Financial Services.

RELATED POLICIES

~~*Policy on Contract Review, Signing and Required Approvals (BD-1)*~~

~~*Policy on Hospitality, Meetings and Events (CFO-10)*~~

~~*Policy on Petty Cash (CFO-8)*~~

~~*Policy for Professional Development Allowance (Under Development)*~~

~~*Procurement Policy (CFO-20)*~~

~~*Policy on the Sale and Service of Alcohol on University Premises (VPS-3)*~~

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Policy on Travel Outside of Quebec (VPS 53)

RELATED HANDBOOKS

Travel and Conference Policy Handbook

Hospitality, Meetings and Events Policy Handbook Policy Responsibility and Review

39. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Chief Financial Officer.

Approved by the Board of Governors on May 21, 2014, and amended on April 18, 2018, and [insert date].



REPORT TO THE BOARD OF GOVERNORS

GRAHAM CARR
PRESIDENT AND VICE-CHANCELLOR

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INTRODUCTION

I begin my first report of the year with some truly sad news. Our community is mourning the death, just before the holiday break, of **Justin Powlowski**. Justin was an accomplished researcher, professor and administrator who most recently served as Associate Vice-President of Research, Strategic Initiatives and Partnerships. He joined Concordia as an assistant professor in our Department of Chemistry and Biochemistry in 1990 and began his administrative career as an associate dean in the Faculty of Arts and Science in 2006. Through his research and administrative work he had a major impact on the direction of our university, as co-founder of the Centre for Structural and Functional Genomics, the pilot of our successful Canada Excellence Research Chair application, and as a key player in the design and implementation of major infrastructure projects, notably the PERFORM Centre, Genomics Building, and Applied Science Hub, as well as the launch of 4TH SPACE. His is a huge, huge loss for our community. At some point in the future, when public health guidelines permit, we'll find a way to properly celebrate Justin's life.

Unfortunately, we begin this new calendar year in the grip of another **COVID-19 outbreak**. We had successfully completed the fall semester without experiencing any outbreaks linked to in-person academic activities on campus or exams. Nevertheless, prior to the holiday pause, we announced that we would begin the new year with most of our teaching and work taking place remotely. We are now poised for a return to in-person instruction on February 3rd but continue to monitor the situation. We consult regularly with our community, exchange information with other universities, and closely follow public health advice and ministerial directives. Concordia's campuses remain open. Faculty and staff have access to their offices, research and teaching labs, and our libraries and front-line student services are open. As our community is well aware, should the public health situation warrant, we will adjust our return-to-campus plans accordingly.

HONOURS AND AWARDS

Fortunately, there's also plenty of excellent news to report. A team of John Molson School of Business students placed 1st overall in the **Jeux du Commerce** and 1st in the Academic Cup, in a competition that took place from January 7th to 10th. The Jeux du Commerce is the largest competition of its kind in Eastern Canada, with 1,100 students from 14 universities taking part.

Meanwhile, five of six teams from John Molson earned podiums at the **Inter-Collegiate Business Competition (ICBC)**, which wrapped up in mid-January, and is one of the longest-running undergraduate case competitions in the world. In addition, the Molson School won the VVIP award for outstanding support of the competition.

Nadia Myre, MFA 02, an interdisciplinary artist and assistant professor in Concordia's Department of Studio Arts, has won this year's **Prix Louis-Comtois**. The Canada Research Chair in Indigenous Arts Practice is a member of the Kitigan Zibi Anishinabeg First Nation. She is the recipient of many commissions and awards, notably the 2014 Sobey Art Award

for Canadian artists under 40, and she was inducted into the Order of Arts and Letters of Quebec in 2019. Celebrating its 30th anniversary, the Prix Louis-Comtois recognizes an artist who has made their mark on Montreal's contemporary arts scene over the past 15 years. The award includes a \$7,500 grant as well as \$2,500 for the organizing of an exhibition.

Several members of the Concordia community were named to the **Order of Canada**. **Barry Bultz**, BA 69, a professor at the University of Calgary's Cumming School of Medicine, was named an Officer. Barry was recognized for his sustained contributions to the field of psychosocial oncology – helping patients and their families deal with the fear, depression and life concerns following a cancer diagnosis and during treatment. Concordia donor **Morris Goodman** was named a Member for his success in the pharmaceutical industry as co-founder of Pharmascience in 1983, but also for his philanthropy, which includes support for health care and education sectors, including at Concordia. **Joy MacPhail**, a long-time advocate for different communities, co-owns OUTtv, the world's longest airing LGBTQ+ television network, with her husband James Shavick, BA 72, LLD 16, a loyal donor to Concordia. **Tomson Highway**, a playwright, novelist, pianist and songwriter, was also honoured. Tomson was a writer-in-residence at Concordia during the 1990s and returned to Concordia in 2014 to deliver the keynote to kick off the Encuentro for National Indigenous Peoples Day.

TEACHING, RESEARCH, INNOVATION

The **Otsenhákta Student Centre** has a new **coordinator of student success**. **Katsistohkwí:io (Tsisto) Jacco** becomes the first person to occupy this position and will act as an advisor to Indigenous students on academic and non-academic programs and services. Hailing from Kahnawà:ke, Jacco brings a wealth of academic and professional experience to the role. After completing her BA in political science from Syracuse University in New York State, she returned home to work for the Mohawk Council of Kahnawà:ke for two years. She is also completing a master's from the University of Victoria in political science with a certificate in Indigenous Nationhood.

The Centre for Teaching and Learning (CTL), welcomes **Carole Brazeau** as the new **Indigenous Curriculum and Pedagogy Advisor**. A graduate of Concordia, Carole brings more than thirty years of national and international experience in the areas of human rights and Indigenous issues. She is a citizen of the Anishinabeg Algonquin Nation and a member of the Kitigan Zibi Anishinabeg First Nation.

Space Concordia's Rocketry division has secured its most significant partnership to date. Stardust Alliance, a non-profit focusing on creating opportunities for young people in rural communities to be exposed to STEM fields, will provide **\$120,000** toward Space Concordia's launch costs, while also bringing Chief Wayne Wabie from Beaverhouse First Nation and Grand Chief Derek Fox from Nishnawbe Aski Nation to participate with their respective groups of young people from Northern Ontario. Space Concordia will also develop a launch

facility in Northern Ontario in the years to come, as an educational facility focused primarily on promoting space exploration and technologies for young people all throughout Canada.

For the fifth consecutive year, Concordia Library is collaborating with McGill University and Université de Montréal on a program for Indigenous students in the library and information studies field. Through the **Indigenous Student Librarian Program**, a First Nations, Métis or Inuit graduate student from McGill or Université de Montréal gets access to a two-year paid position at the Vanier or Webster library. The program is experiential learning at its best. The selected student works on several activities in an academic library setting, with mentorship from professional librarians, while completing their master's degree. From reference and instruction to special collections and projects, the student gets to contribute to the library and the wider Concordia community while strengthening their professional skills.

Concordia is also pleased to welcome **Cherine Zananiri** as the new **Director of the Office of Experiential Learning and Co-op**. Having once served as Director of the Career Placement Centre at the John Molson School of Business, Cherine is returning to Concordia after fifteen years working in the private sector and consulting, including more than 10 missions for the World Health Organization in the Middle East to improve staff skills development and transition capacity from emergency to recovery modes in different country contexts.

Jean-Philippe Lessard, associate professor in the Department of Biology, has been named the new **editor-in-chief** of the American-based **Ecological Monographs**, considered one of the most influential journals in ecology. In this role, Jean-Philippe will lead *Monographs* in publishing research that elaborates on new directions for the field. *Monographs* was launched by the Ecological Society of America in 1931 and consistently ranks in the top 10 journals in the ecology subcategory of the Journal Citation Reports, published by Clarivate Analytics.

On February 4th the university will launch its **17 Rooms** exercise as a next step in the Concordia's commitment to joining the worldwide Decade of Action to achieve the UN Sustainable Development Goals (SDGs) by 2030. The exercise will feature stocktaking and brainstorming sessions around each of the 17 SDGs. Each room will bring together 12 to 15 faculty, students and staff to participate in a semi-structured conversation about how Concordia can have more impact and be more effective as a contributor to a more sustainable future. The 17 Rooms conversations will continue for consecutive weeks over the winter semester and into late spring. Anyone interested in participating in a 17 Rooms conversation around one or more SDG can complete the 17 Rooms Inquiry online.

The impact of land-based pollution on our waterways is the focus of an upcoming massive open online course (MOOC) being offered once again by Concordia's Department of Geography, Planning and Environment. **From Source to Sea to Sustainability: Integrated Cycles in Wastewater and Nutrient Management** is a collaboration with the United Nations Environment Programme – and it's free to anyone around the world. The course

outlines the various causes of wastewater pollution and nutrient runoff, from growing populations to large-scale agriculture to booming urbanization. Combining case studies and lectures by experts in the field, the course aims to equip students with a broad and holistic understanding of the key actors, drivers, impacts and challenges involved in wastewater and nutrient pollution. So far more than 2,000 people have taken the course, which runs anywhere from four to 10 weeks, depending on whether students pursue the advanced certificate option. Registration is currently open for the next installment.

Under the **CIHR Understanding and mitigating the impacts of the COVID-19 pandemic on children, youth and families in Canada program**, **Nicole Alberts** (Department of Psychology) received **\$149,750** for her project “Impact of the COVID-19 pandemic on the psychosocial health of children with cancer, survivors, and family caregivers: A pan-Canadian study of issues and solutions” and **Erin Barker** (Department of Psychology) received **\$100,632** for her project “Distinguishing the Impacts of the COVID-19 Pandemic on Canadian Post-Secondary Student Mental Health”.

Updates from 4TH SPACE:

- After 105 successful hybrid events during the Fall 2021 semester, **4TH SPACE reverted back to fully online programming** for January 2022, in keeping with safety measures. In-person new student orientation activities were reimaged as virtual encounters, and research-related events were reignited via Zoom in early January. The first month of 2022 features the start of three new collaborative event series: radio, documentary storytelling, and DJing workshops co-hosted with CJLO; a four-part event series hosted by the Dramaturgical Ecologies research group; and Conversations in Community Health: a winter-long forum for research exchange and future directions relating to health, well-being, policy, and action, organized by the Centre for Interdisciplinary Studies in Society and Culture.
- On January 26th, 4TH SPACE hosted two important events: a panel discussion developed by the Black Perspectives Office on **servicing Black faculty and staff members in Canadian universities** and a student town hall on the **preliminary recommendations made by the President’s Task Force on Anti-Black Racism**.

Activities at MILIEUX:

- The **Humour and Games Podcast** – a project developed by the TAG Cluster – interviewed **Ida Toft** of the Speculative Life cluster for their final episode of 2021, which aired on December 17th. As their site details by way of description, Ida is a media artist who works with games and game-like sculptures, especially games that cater for not-quite-human and cross-species environments. Their current work investigates technologies for felt and mechanical vibrations such as vibrotactile motors, phone notifications and rumble in video game controllers as a case for thinking about playful companionships across normalized affiliations.

- On January 12th via Zoom, **André Brock** – author of *Distributed Blackness: African American Cybercultures* – spoke to how social media platforms impact Black communities. André’s book asks where Blackness manifests in the ideology of Western technoculture. This critical intervention for internet research and science and technology studies (STS) reorients Western technoculture’s practices to visualize Blackness as technological subjects rather than as “things.” The talk was co-hosted by Concordia’s DIGS Lab (under the direction of **Stefanie Duguay**).
- The Institute announced its selection for the 2022 **Undergraduate Fellows**: Alanna Mitchell (Indigenous Futures), Malte Leander (LePARC), Theodore Fox and Andrew Rochon (Media History Research Centre), Geneviève Lamarche (Participatory Media), Patrick Seeman-Ricard and Nadine Abdel Latif (Post Image), Jungmuk Lim and Sophie Dummett (TAG), Christine White and Emily Blair (Textiles & Materiality), and Maxime Gordon (Speculative Life). The fellows will benefit from a stipend and focused resources for the projects they will undertake during this fellowship.

Update from Concordia International:

- Concordia partnered with Chandigarh University, India, to organize the 2nd **International Conference on Functional Materials & Simulation Techniques (ICFMST-2022)** that took place in India on January 10th and 11th. This conference included the participation of her Excellency Ada Yonath, 2009 Nobel laureate for Chemistry and Concordia professor **Rafik Naccache** (Department of Chemistry and Biochemistry) who presented his research on the use of metallic and luminescent nanoparticles for the development of novel sensors, imaging probes and drug delivery vehicles.
- **Isabelle Benoit** (Research Assistant Professor, Department of Biology) obtained the **Coopération Québec-Israël award** for the project “Utilisation de résidus agricoles pour la recherche de molécules antimicrobiennes.” This project aims at testing an anti-fungal bio-molecule that can be obtained from pomegranate residues thanks to a method developed in Israel and that could also be used in fruits produced in Quebec, such as blueberries and cranberries. This project will be conducted in partnership with the Government of Israel (The Volcani - Department of Postharvest Science, Agricultural Research Organization (ARO)).

UNIVERSITY ADVANCEMENT

As part of Giving Tuesday 2021, donors gave **\$385,000** to more than 60 Concordia programs and initiatives, including the Student Emergency and Food Fund. Stingers athletics received an overwhelming show of support, with **more than 550 donations totalling \$227,000**.

Advancement celebrated a previously announced gift of **\$1 million** to the Campaign for Concordia from the **Flanagan Foundation** to support the work of the Faculty of Arts and Science’s Social Justice Centre. More than 70 people registered for the virtual announcement on December 1st.

Concordia received a gift of **\$1 million** from long-time donor **George Lengvari, BA 63**, to boost basketball at his alma maters. McGill also received \$1 million and the universities jointly celebrated at the Molson Conference Centre and virtually on December 14th.

A **\$1-million** gift from the **Ajram Family Foundation**, made by long-time donors Gaby Ajram, BA 71, and Genevieve M. Dabrowski-Arjram, BA 71, in honour of the former's parents, designated to the Beat the Odds program, the Student Emergency and Food Fund and other student support.

Molson Coors has committed to donating **\$125,000** over the next five years in support of bursaries for Black students at Concordia. The university will be able to offer five bursaries per year of \$5,000 each for the next five years.

George Lengvari and the **Eric Weider Foundation** have provided **\$320,000** in support for the Joe and Ben Weider Athletic Leadership Award Endowment. The fund provides annual awards and medals for varsity student-athletes based on athletic performance, academic excellence and community engagement.

Robert Walsh, BSc 63, DSc 09, made a bequest commitment of **\$200,000** to create the Denyse and Robert Walsh Endowment Fund for Innovation and Entrepreneurship at the Gina Cody School of Engineering and Computer Science.

An anonymous donor made a gift of **\$179,000** to further support students at Concordia's Department of Journalism.

A **\$100,000** gift from **Richard Mackay, BA 58**, in honour of legendary coach Mag Flynn, will support men's varsity basketball.

With a gift of **\$60,000**, **Ruth Steinberg** renewed her commitment to support student scholarships offered by the Department of English.

In memory of his mother, **Sheldon Landsberger, BSc 72, MSc 76**, made a gift of **\$26,355** to renew his support for student scholarships offered by the Department of Chemistry and Biochemistry.

Paris Arnopoulos, BSc 56, BA 58, a professor emeritus at Concordia, donated **\$50,000** towards the Arnopoulos Endowment Fund for Political Science.

The **Dr. Louis G. Johnson Foundation** provided a point-of-care ultrasound machine to the Faculty of Arts and Science worth approximately **\$50,000**.

A **tribute video to the Azrieli Foundation** was prepared to commemorate five decades of Concordia support from the family and the 10th anniversary of a transformative gift to establish the Azrieli Institute of Israel Studies.

To commemorate the importance of philanthropic support towards post-secondary education and research, the **Campaign for Concordia was promoted in supplements published by *The Globe and Mail* and *Le Devoir*.**

Alumni engagement

Alumni Relations organized 10 events attended by close to 1,300 guests in November alone.

About 300 students, alumni and friends joined an in-person talk, the first of 2021, co-presented by the Faculty of Fine Arts. The **Wild Talks Lecture** featured filmmakers **Jean-Marc Vallée, Yves Bélanger, BFA 84, and Tim Southam**. An outstanding event it was, sadly, one of the last public appearances by Jean-Marc Vallée prior to his untimely death in late December.

The first-ever **John Molson School Day** featured an array of virtual alumni panels and on-campus student activities. An EMBA alumni reunion was held with **Anne-Marie Croteau**, dean of the John Molson School, as well as a portfolio update from student fund managers at the Kenneth Woods Portfolio Management Program.

Approximately 150 guests attended **Spotlight on Hockey**, a virtual panel featuring **Julien BriseBois, EMBA 07**, vice-president and general manager of the Tampa Bay Lightning, **Julie Chu**, four-time Olympic medallist and head coach of Stingers women's hockey, **Mark Weightman, BComm 96**, president and CEO of the Trois-Rivières Lions, and **TSN's Salim Valji, BA 17**.

SERVICES AND SUSTAINABILITY SECTOR

The Office of Sustainability launched the **Employee Sustainability Ambassadors Program**. It is currently accepting applications from staff who want to increase the sustainability of their departments. In partnership with units throughout Concordia, the pilot year of the program will run January - August 2022 and will equip participating staff members with targeted training, resources, and support to improve sustainability related to waste, Fair Trade and sustainable food, energy and water, commuting and transport, and urban ecology.

Campus Security launched a **new online training platform for security personnel**. The first course assignment is a one-hour anti-bias training designed for law enforcement and security personnel.