

ACTIONS ON RECOMMENDATIONS FROM THE REPORT OF DR. SHIRLEY KATZ

Please note: All interim reports are expected to be submitted by each committee by **December 31, 2006.**

	Recommendation	Action/Assignment
1.	A crisis and risk management team should be established.	<p>Action: Develop organization and structure, mandate and policies</p> <p>Assignment: Lilly Walker, Dean, Student Affairs and Services Victoria Collins, Director, Marketing and Communications Darrell Miles, Director, Facilities Management David Head, Director, Enterprise Risk Management Karen Hollett, Director Facilities Management Lisa Hollett, Director, Human Resources Sarah Stoodley, MUNSU representative Michael Jackman, GSU representative</p>
2.	In-house training for academic administrators, recently instituted in April 2006, should be continued.	<p>Action: Training Plan and modules (include non-academic administrators)</p> <p>Assignment: Eddy Campbell, Vice-President (Academic) Karen Hollett, Director, Faculty Relations Lisa Hollett, Director, Human Resources Sheila Devine, Director, Student Recruitment Robert Barker, Manager, Organizational Development Lynn Best, Learning and Development Officer, Human Resources</p>

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3.	Better lines of communication should be established between and among units and divisions.	<p>Assignment:</p> <p>Senior Executive Committee (SEC): Axel Meisen, President and Vice-Chancellor Margot Brown, Executive Director, President's Office Eddy Campbell, Vice-President (Academic) Christopher Loomis, Vice-President (Research) Kent Decker, Vice-President (Administration and Finance) Lilly Walker, Dean, Student Affairs and Services Victoria Collins, Director, Marketing and Communications Glenn Blackwood, Executive Director, Marine Institute</p>
4.	Unionized employees who have ongoing complaints against the administration should be dealt with decisively and resolutely.	<p>Action: Review current situation and prepare report for changes; engage unions and non-unionized staff</p> <p>Assignment: Eddy Campbell, Vice-President (Academic) Kent Decker, Vice-President (Administration and Finance) Lisa Hollett, Director, Human Resources Karen Hollett, Director, Faculty Relations</p>
5.	The general area of policies and procedures and in particular, policy formulation, development and dissemination, should be reviewed.	<p>Action: Develop plan for review and execution of policies and procedures.</p> <p>Assignment: Axel Meisen, President and Vice-Chancellor Glenn Collins, Registrar Eleanor Bennett, Secretary, Board of Regents Donna Ball, Assistant Registrar</p>

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6.	The specific policies governing student conduct and student complaints should be reviewed so that remaining ambiguities are addressed. The policy and procedures concerning sexual harassment should urgently be revised.	<p>Assignment: Lilly Walker, Dean, Student Affairs and Services Lisa Hollett, Director, Human Resources Lori Yetman, Sexual Harassment Advisor Katherine Giroux-Bougard, MUNSU Representative Rebekah Robbins, GCSU Representative</p> <p><u>Subcommittee on Student Code of Conduct:</u> Lilly Walker, Dean, Student Affairs and Services John Quaicoe, Associate Dean, Engineering and Applied Science Mary Sparkes, Coordinator, Student Affairs, SWGC Gary Green, Student Affairs Officer, Marine Institute Greg French, Faculty Relations Officer/Asst. Legal Counsel Rebekah Robbins, GCSU Representative Stephen Winsor, Marine Institute Students' Union</p> <p><u>Subcommittee on Sexual Harassment Procedures:</u> Ian Emerson, Associate Professor, Biology Maureen Ryan, External Legal Counsel Louise Webb, Administrative Assistant, MI International Nathalie Pender, Lab Instructor, Division of Arts Lori Yetman, Sexual Harassment Advisor</p>
7.	Certain lacunae (i.e. gaps) in policies should be addressed. A policy on personal harassment should be a priority.	<p>Assignment: Axel Meisen, President and Vice-Chancellor Glenn Collins, Registrar Eleanor Bennett, Secretary, Board of Regents Donna Ball, Assistant Registrar</p>

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8.	A Centre for Human Rights and Equity should be established.	<p>Action: Comparison with what is available elsewhere, proposal for action at Memorial University</p> <p>Assignment: Doreen Neville, Associate Vice-President (Academic) Karen Hollett, Director, Faculty Relations Lisa Hollett, Director, Human Resources Noreen Golfman, Associate Dean, Graduate Studies</p>
9.	A position of Advisor to the President on the Status of Women should be created immediately.	<p>Action: Mandate, outcomes</p> <p>Assignment: Senior Executive Committee (SEC): Axel Meisen, President and Vice-Chancellor Margot Brown, Executive Director, President's Office Eddy Campbell, Vice-President (Academic) Christopher Loomis, Vice-President (Research) Kent Decker, Vice-President (Administration and Finance) Lilly Walker, Dean, Student Affairs and Services Victoria Collins, Director, Marketing and Communications Glenn Blackwood, Executive Director, Marine Institute</p>

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10.	A survey should be conducted by the Centre for Institutional Analysis and Planning for the purpose of obtaining the views of women employees on a variety of subjects including compensation, career development and conditions of employment.	<p>Action: Construct and analyze survey</p> <p>Assignment: Lilly Walker, Dean, Student Affairs and Services Lisa Hollett, Director, Human Resources Karen Hollett, Director, Faculty Relations Cathryn Button, Professor, Psychology Department Rosemary Smith, Information Access & Privacy Protection Coordinator Robert Barker, Manager, Organizational Development Reeta Tremblay, Dean, Faculty of Arts Holly Pike, Vice-Principal, Sir Wilfred Grenfell College Sharon Pippy, Senior Institutional Analyst, CIAP Amy Wyse, Equity Officer, Human Resources Catherine Dutton, Head, School of Maritime Studies, MI Aileen MacDonald, Professor, French and Spanish</p>
11.	The Sexual Harassment Advisor should in the immediate future provide informational sessions to meetings of Faculty Councils, departments, and senior administrators so that all are familiar with what sexual harassment is and how it is dealt with at Memorial.	<p>Action: Review of current materials, modification of existing materials, identification of target groups, schedule, meetings with Advisory Board</p> <p>Assignment: Axel Meisen, President and Vice-Chancellor Lori Yetman, Sexual Harassment Advisor</p>

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12.	The Women's Studies Program should be supported and strengthened as a matter of urgency, in accordance with the report on the Women's Studies Program dated April 13, 2005.	Action: Communication of actions taken, meeting with Advisory Board, future actions Assignment: Eddy Campbell, Vice-President (Academic) Christopher Loomis, Vice-President (Research) Reeta Tremblay, Dean, Faculty of Arts