

# Human Resources and Compensation Committee Terms of Reference



## Okanagan College Board of Governors

May 2023

### A. PURPOSE

The purpose of the Human Resources and Compensation Committee (the "Committee") is to assist the Board of Governors (the "Board") in fulfilling its obligations relating to human resources matters in alignment with the College's Mission, Vision, and Inspire Strategy. This includes, but is not limited to, president evaluation and compensation, succession planning, collective bargaining, and significant human resource policies affecting employee working conditions and conduct.

### B. MEMBERSHIP

The membership of the Committee shall include:

- A minimum of three to a maximum of five Board Members all of whom are appointed by an Order in Council to the Board.
- Board Chair (ex officio)
- President (ex officio)

The Chair of the Committee will be appointed by the Board Chair from members appointed by Order in Council.

### C. OKANAGAN COLLEGE RESOURCE STAFF

The Committee is supported by:

- Governance and Privacy Coordinator
- Associate Vice President, People Services

### D. EXTERNAL ADVISORS

The Committee may engage independent advisors at the expense of Okanagan College when it deems it necessary, subject to the approval of the Board.

### E. MEETINGS

The Committee shall meet at least four (4) times per year. Additional meetings may be held as necessary as determined by the Committee Chair or the Board Chair.

### F. VOTING AT COMMITTEE MEETINGS

Each member of the Committee, except the President, has one vote on the Committee.

## G. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the Committee will perform the following:

- i) President
  - When required, prepare the terms of reference for a President Selection Committee (PSC), review the job description, and advise on the terms and conditions of employment for the President.
  - The Committee shall recommend, for the Board's approval, members of the President Selection Committee as well as advise on the President's term, compensation, and duties.
  - Oversee the development of the President's annual goals and objectives, for recommendation to the Board.
  - Oversee the President's annual performance review and evaluation and compensation review, for recommendation to the Board.
- ii) Compensation Philosophy
  - Ensure Okanagan College's compensation and human resource philosophies and strategies are in keeping with the College's mission, vision, and strategic goals as well as legislative and policy guidelines and requirements.
- iii) Executive Succession Planning and Development
  - Review and recommend to the Board, the College's development and succession plan, and affiliated strategies, for Okanagan College's President and executive leadership team.
  - Review major changes in the management organizational structure as proposed by the President.
- iv) Collective Bargaining
  - Review and provide feedback on proposed bargaining strategy, bargaining mandates, and bargaining committee proposals.
  - Review and recommend for approval or rejection by the Board tentative collective agreements.
- v) Human Resources
  - Annually receive and review reports regarding the outcome of employee surveys and the College's plans related to employee and organizational wellness and engagement.
  - Ensure that senior leadership has implemented processes to receive and respond to complaints or allegations of wrong-doing or questionable acts by any member of the College's community including, but not limited to, employees, Board Members, contractors, volunteers, and students.
  - Review reports regarding human resource related issues and incidents reportable under applicable College policies.
  - Annually review and monitor the College's risk appetite, tolerance, and profile for risks relevant to the Committee's mandate.
  - Annually receive and review reports regarding human resources key indicators applicable to the business and operations as well as the College's strategic plan.
  - Review, and recommend for approval to the Board, any new or revised human resources related policies that require approval by the Board.

## H. ACCOUNTABILITY

The Committee shall report its discussions to the closed meetings of the Board by maintaining minutes of its meetings and providing a verbal report at the next closed meeting of the Board.

I. **REVIEW**

The Terms of Reference for this Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the Board for approval.

J. **REVIEW HISTORY**

<b>Date</b>	<b>Review</b>
2023-05-23	Revision approved by Okanagan College Board of Governors
2022-05-24	Revision approved by Okanagan College Board of Governors
2016-11-29	Revision approved by Okanagan College Board of Governors
2008-09-30	Revision approved by Okanagan College Board of Governors
2008-02-15	Revision approved by Okanagan College Board of Governors
2007-06-20	Revision approved by Okanagan College Board of Governors
2007-03-27	Approved by Okanagan College Board of Governors