

# Human Resources and Compensation Committee

## Terms of Reference

Okanagan College Board of Governors

May 2023

### B. MEMBERSHIP

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.

