



COLLEGE OF THE NORTH ATLANTIC

GOVERNANCE POLICY

TOPIC: ROLES AND RESPONSIBILITIES

TITLE: ROLE OF THE PRESIDENT

Policy No.	GP-RR-904	Supersedes	BP-PO-01,002,003B; BP-AC-101,103,302B; BP-FA- 303,304,305B BP-FA-311B; BP-HR-400,401,404B BP-HR-406,407B
Related Policy	BP-RR-901	Effective Date:	October 28, 2011
Authority	<i>College Act, 1996</i>		

904. The President shall not fail to ensure that management policies and procedures are in place to ensure that:

1.0 Access to Information and Protection of Privacy (ATIPP) Act

1.1 The *ATIPP Act* is followed.

1.2 Learner information is appropriately collected, reviewed, stored, transmitted and protected against improper access.

1.3 Client/learner rights and confidentiality is protected during research.

2.0 Administration

2.1 All aspects of the administration of the College are managed effectively and efficiently and within the governance policies of the Board.

2.2 There is a review process that determines whether resources are being utilized appropriately.

2.3 Collaboration takes place with internal and external partners to enhance the quality and efficiency of programs and service.

3.0 Appeals

3.1 There is an appeals process which is known to relevant staff and learners.

4.0 Budget

4.1 Expenditures are not authorized beyond the limits approved by the Board.

5.0 Code of Conduct

5.1 There is a code of business conduct.

6.0 Communication

6.1 An appropriate liaison is maintained with the Chair.

6.1.1 The President acts as the official spokesperson for the Board on management matters or delegates it within the College.

7.0 Conflict of Interest

7.1 There is a Conflict of Interest policy which is consistent with the governance policy of the Board.

8.0 Courses and Programs

8.1 An academic planning and research process is established so that the Board receives comprehensive information regarding the Province's educational needs, labor market information, and the interest of the public at large prior to seeking approval for regular courses and programs.

8.2 All regular instructional courses and programs are reviewed on a regularly defined schedule (every five years) to ensure that delivery and content are responsive and maintained at a consistently high quality.

8.3 Admission standards are implemented to facilitate success in courses/programs.

- 8.4 Learners applying admission for contract training and continuing education shall not fail to be based on the contract and/or the requirements of the specific course.
- 9.0 Disposal of Assets
 - 9.1 Processes are in place to dispose of obsolete items.
 - 9.2 The fixed asset ledger is adjusted accordingly.
- 10.0 Employees: Evaluation
 - 10.1 Appropriate mechanisms using a phased process are implemented to ensure that all College employees engage in a regularly scheduled continuous-improvement process of performance evaluation.
- 11.0 Employees: Orientation
 - 11.1 New employees begin work with adequate orientation.
- 12.0 Employees: Travel
 - 12.1 Travel costs are authorized and reimbursed in accordance with Provincial Rules and Regulations for travel or with special permission of the Minister of Education.
- 13.0 Evaluation of the Organization
 - 13.1 A comprehensive three-year evaluation of the effectiveness and efficiency of the College is conducted using measurable objectives.
- 14.0 Finance
 - 14.1 Reports are provided, to the Board on all financial matters, as and how required by the Board and in the manner required by the Board.
 - 14.2 Approval of the President is obtained for all capital allocations for renovations with a cost of less than \$100,000 from a general capital allocation provided for that purpose.

15.0 Harassment

15.1 A comprehensive process is in place for a hearing and action in the event individual rights are perceived to be violated.

15.2 Appropriate action is administered after allegations of harassment have been confirmed.

16.0 Human Resource Practices

16.1 The College follows procedures, rules and guidelines that are consistent with: a) applicable legislation and labor law, b) the prevailing Collective Agreements, in respect of bargaining unit employees, and c) the Human Resources Administration Procedures of the Province unless an exemption is granted by the Minister of Education, in respect of non-bargaining unit and management employees.

17.0 Operations and Maintenance

17.0 Applicable aspects of the operation and maintenance of College facilities and equipment are managed effectively.

17.2 The applicable Department of the Provincial Government is informed of maintenance needs of College assigned facilities.

18.0 Policies

18.1 All areas of management are covered by management policies.

18.2 There is no contravention of the Collective Agreements, relevant Provincial Government policies, and governance bylaws or policies.

Approved by: Board of Governors, BM 06-11-06
Date: October 28, 2011