



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:	March 24, 2014
Authority	<i>College Act, 1996</i>		

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

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

904.1.1 The ATIPP is followed.

904.1.2 Learner information is appropriately collected, Reviewed, stored, transmitted and protected against improper access.

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

904.2 Administration

904.2.1 All aspects of the administration of the College are managed effectively and efficiently and with the governance policies of the Board.

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

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

904.3 Appeals

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

904.4 Audit

904.4.1 Appropriate systems are in place to identify, monitor and mitigate significant operational risks that would impact the financial reporting of the College.

904.4.2 Appropriate systems of internal control over financial reporting, to ensure compliance with its policies and procedures and that these systems are operating effectively to the extent that they would impact the financial reporting of the College.

904.5 Budget

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

904.6 Code of Conduct

904.6.1 There is a code of business conduct.

904.7 Communication

904.7.1 An appropriate liaison is maintained with the Chair.

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

904.7.3 The flow of information to the media and concerned public is coordinated internally.

904.7.4 Meetings between Government and College employees are coordinated.

904.8 Conflict of Interest

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

904.9 Courses and Programs

904.9.1 An academic planning and research process is established based on comprehensive information regarding the Province's educational needs, labor market information, and the interest of the public at large, prior to providing the Academic Plan to the Board.

904.9.2 All instructional courses and programs are reviewed on a defined schedule to ensure that delivery and content are responsive and maintained at a consistently high quality.

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

904.10 Disposal of Assets

904.10.1 Processes are in place to dispose of obsolete items.

904.10.2 The fixed asset ledger is adjusted accordingly.

904.11 Employees: Evaluation

904.11.1 Appropriate mechanisms using a phased-in process are implemented to ensure that all College employees engage in a regularly scheduled continuous-improvement process of performance evaluation.

904.12 Employees: Orientation

904.12.1 New employees begin work with adequate orientation.

904.13 Employees: Travel

904.13.1 Travel costs are authorized and reimbursed in accordance with Provincial Rules and Regulations for travel or with special permission of the Minister of Advanced Education Skills and Labour.

904.14 Evaluation of the Organization

904.14.1 A comprehensive three-year evaluation of the effectiveness and efficiency of the College is conducted using measurable objectives.

904.15 Finance

904.15.1 Reports are provided, to the Board on all financial matters, as and how required by the Board and in the manner required by legislation.

904.15.2 Approval of the President is obtained for all capital allocations for renovations with a cost of less than \$ 500,000 from a general capital allocation provided for that purpose.

904.16 Harassment

904.16.1 A policy is implemented.

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

904.17 Human Resource Practices

904.17.1 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 Advanced Education Skills and Labour, in respect of non-bargaining unit and management employees.

904.18 Operations and Maintenance

- 904.18.1 Applicable aspects of the operation and maintenance of College facilities and equipment are managed effectively.
- 904.18.2 The applicable Department of the Provincial Government is informed of maintenance needs of College assigned facilities.

904.19 Policies

- 904.19.1 All areas of management are covered by management policies.
- 904.19.2 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
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