Annual Report on Activities of the Senior Operations Committee, July 2010 – November 2011

The terms of reference of the Senior Operations Committee are set out in Special Resolution No. 1-M of the Board of Governors, attached.

1. PERSONNEL MATTERS

Conducted the annual review of the President
- Invited written submissions from Board members
- Invited written submissions from the broader University community (*Western News* and *Gazette* advertisements)
- Received and reviewed comments from Governors which were shown (without attribution) to the President and discussed with him

Began reviewing the performance appraisal process for the President, in response to comments received from members of the Board

Received the annual performance appraisal of:
- The "statutory senior salary group" (Vice-Presidents, Deans, Registrar, University Librarian, and the Secretary of the University)
- The Senior Administrative Staff Group (SASG**)**
- Members of faculty excluded from the UWOFA bargaining unit, including Associate Deans, Board members, Vice-Provost (Policy, Planning and Faculty), and Vice-Provost (Graduate & Postdoctoral Studies)

Reviewed and approved negotiation mandates and/or made recommendations to the Board to ratify negotiated collective agreements and policy provisions for:
- CUPE 2361 Physical Plant
- UWOFA-LA
- UWOFA
- UWOSA
- PSAC
- IUOE
- PMA
- Hospitality Services
- Campus Police

Recommended to the Board the following appointment(s) and/or approved conditions and terms of employment:

- Dean, Faculty of Education – Vicki Schwean
- Dean, Faculty of Science – Charmaine Dean
- Dean, Faculty of Law – W. Iain Scott
- Dean, Don Wright Faculty of Music – Betty Anne Younkers
- Acting Dean of the Faculty of Arts & Humanities – Michael Milde
- Associate Vice-President (Principal Gifts)
- Associate Vice-President (Alumni Relations & Development)

Advised the President on a senior personnel matter

2. NOMINATING COMMITTEE MATTERS

Made recommendations to the Board for the following appointments:
- Chair and Vice-Chair of the Board (terms beginning January 1, 2011)
- Chairs and Vice-Chairs of Board Standing Committees for 2011

- Members of Board Standing Committees for 2011
- University Discipline Appeal Committee (UDAC)
- Chancellor Electoral Board
- Associate Vice-President (Research

Made appointments to a number of bodies external to the Board (reported to the Board, for information)

3. BOARD OPERATIONS

- Annual Board Retreat organization
- Discontinuation of Board approval of membership on the Advisory Council on Western Engineering and the Ivey Advisory Board

4. ADVICE TO AND REPORTS FROM SENIOR ADMINISTRATION

- Discussions with the City re Downtown Plans
- Government Funding
- Potential off-campus land purchases
- Processes & Resources for Responding to Students in Crisis
- Flowthrough Shares Proposal
- Discussions with the City re Gibbons Wetlands

5. OTHER

- President's Annual Expenses
- Annual Report on University Functions Held at Gibbons Lodge
- Receipt of Annual Report on the Code of Student Conduct
- Recommended policy amendments/new policies:
    - MAPP 1.51 – Policy on Establishing University Policies
    - MAPP 1.35 – Non-Discrimination/Harassment Policy Revisions
    - MAPP 2.16 – Travel & Expenses Reimbursement Policy Revisions
- Delegation of administrative policy set to the President for oversight

The UNIVERSITY _of_ WESTERN ONTARIO
BOARD OF GOVERNORS

SENIOR OPERATIONS COMMITTEE

Ref: Special Resolution No. 1-M

Terms of Reference

1. The Senior Operations Committee is a standing committee of the Board with the duties, responsibilities and authorities as set out below.

2. The Committee's principal responsibilities are:

   (a) personnel issues, including:

      (i) to review and make recommendations to the Board regarding negotiated collective agreements

      (ii) to negotiate and approve on behalf of the Board the terms of the contract with the President

      (iii) to fix and provide for the remuneration, retirement and superannuation of the following employees of the University:

         President & Vice-Chancellor
         Vice-Presidents
         University Librarian
         Vice-Provosts
         Registrar
         Secretary of the Senate
         Secretary of the Board
         Deans

      (iv) to fix, on the recommendation of the President, the salary of those occupying positions in the Senior Administrative Staff Group, numbering not more than 20, as identified by the Board on the recommendation of the President.

      (v) when not so determined by approved policies, group plans or collective agreements, to authorize expenditures of such sums as may be required to establish funds for the payment of gratuities, retirement allowances, pensions, life insurance or other insurance (including health insurance) for the benefit of employees

      (vi) to review recommendations from the President in personnel matters which fall outside existing University policies

      (vii) to review annually the performance of the President and to receive from the President and Provost the performance appraisals of the other employees listed in (iii) and (iv) above;

      (viii) to receive from the President the President's proposed priorities for each forthcoming academic year and to make a recommendation thereon to the Board

In all of the foregoing, the Committee shall have due regard for collective agreements which have been approved by the Board.

(b) to advise the Board or the President in matters concerning compensation, and to report and make recommendations to the Board on matters of policy as the Chair deems advisable

(c) to advise the Board or the President in matters concerning community relations (internal and external) and the University's reputation, including:

(i) general relationships with the external community
(ii) affiliation and other agreements which require Board approval, or as may be referred by the President
(iii) vehicles of community relations (e.g., publications, special events, media relations)
(iv) general University/student relations in non-academic matters, including student disciplinary codes
(v) responses for requests for access to the Board (in accordance with the process outlined in **Appendix A**, attached hereto)

(d) to act as the Nominating Committee of the Board for the purpose of making recommendations to the Board

- for the appointment of external members to the Board in accordance with Guidelines for the Identification and Appointment of External Board Members as may be approved by the Board from time to time

- for the appointment of members to standing committees of the Board [1]

- for the appointment of members to other bodies as may be appropriate in the judgment of the Committee

(e) to plan initial and ongoing orientation activities for Board members

3. On behalf of the Board, the Committee may approve and authorize actions noted in 2.(a)(ii), (iii), and (iv) above and may report thereon to the Board in summary form.

Membership and Procedure

4. The membership of the Committee shall be:

Chair of the Board, who shall be Chair of the Committee
Vice-Chair of the Board, who shall be Vice-Chair of the Committee
Chair of the Audit Committee
Chair of the By-Laws Committee
Chair of the Development & Fund Raising Committee
Chair of the Property & Finance Committee
Immediate Past Chair of the Board

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[1] The Senior Operations Committee may fill vacancies in the membership of committees and subcommittees as necessary in the succeeding twelve months [following the Board's approval of the initial list in January each year]. [By-Law No. 1, sec. G.5.(a).]

Notwithstanding the ex officio membership of the Committee, in light of the mandate of the Committee with respect to personnel, employee contract and remuneration issues, all members of the Committee must be external members of the Board.

5. The Committee shall meet as directed by the Board, at the call of the Chair, or as requested by the President.

APPENDIX A

Requests for Access to the Board

1. Requests for access to the Board for particular issues should be submitted to the Board Secretary who will forward them to the Board Chair and the President.

2. The Board Chair will consult with the President on the appropriate response.

3. When appropriate, the Chair will deputize a member of the Board to discuss the issue with the requester and the appropriate member(s) of the administration will be involved in that discussion.

4. The Board member will report to the Senior Operations Committee on the issue, the discussion and any steps that might follow (i.e., whether the matter should be referred back to the administration for consideration, whether it should be referred to a Board committee for review, or whether no further action is appropriate).

5. The Senior Operations Committee will then make the determination as to how to proceed.