



BOARD OF GOVERNORS
Governance, Nominations & Human Resources Committee (GNHR)

February 1, 2024
2:00 p.m. – 4:10 p.m.

[Videoconference](#)

Teams Meeting ID: 230 838 419 596 - Passcode: njw2vM

Members: Maria Saros (Chair), Laura Elliott, Mitch Frazer, Steven Murphy, Gaurav Singh, Dwight Thompson, Emily Whetung

Staff: Kirstie Ayotte, Barbara Hamilton, Krista Hester, Beth Partlow, Lauren Turner

AGENDA

No.	Topic	Lead	Allocated Time	Suggested Start Time
PUBLIC SESSION				
1	Call to Order	Chair	5	2:00 p.m.
2	Agenda (M)			
3	Conflict of Interest Declaration			
4	Chair's Remarks	Chair	5	2:05 p.m.
5	President's Remarks	Steven Murphy	5	2:10 p.m.
6	Nominations – Elections 2024 – Review of Process and Key Dates*	Lauren Turner	10	2:15 p.m.
7	Consent Agenda (M):	Chair	5	2:25 p.m.
7.1	Minutes of the Public Session of the Meeting of October 27, 2023*			
7.2	Board of Governors Dates – 2024/2025; 2025/2026*			
7.3	Annual Policy Review Update: Policy Against Violence in the Workplace*			
8	Adjournment (M)	Chair		2:30 p.m.

No.	Topic	Lead	Allocated Time	Suggested Start Time
BREAK – 10 minutes				
NON-PUBLIC SESSION (material not publicly available)				
9	Call to Order	Chair	5	2:40 p.m.
10	Conflict of Interest Declaration			
11	Chair's Remarks	Chair	5	2:45 p.m.
12	President's Remarks	Steven Murphy	10	2:50 p.m.
13	Nominations			
13.1	Re-Appointment of Board Chair* (M)	Lauren Turner	5	3:00 p.m.
14	Human Resources			
14.1	Strategic Discussion: Differentiated Growth: Leading People Through Organizational Change* (D)	Beth Partlow	30	3:05 p.m.
14.2	Human Resources Update	Beth Partlow	10	3:35 p.m.
14.3	Labour Relations Update	Beth Partlow	10	3:45 p.m.
15	Consent Agenda (M):	Chair	5	3:55 p.m.
15.1	Minutes of the Non-Public Session of the Meeting of October 27, 2023*			
15.2	GNHR 2023-2024 Work Plan*			
15.3	GNHR Action Points*			
16	<i>In Camera</i> Session (M)	Chair	10	4:00 p.m.
17	Termination (M)	Chair		4:10 p.m.

Lauren Turner, University Secretary

COMMITTEE REPORT

SESSION:

Public
Non-Public

ACTION REQUESTED:

Decision
Discussion/Direction
Information

TO: Governance, Nominations and Human Resources Committee (GNHR)

DATE: February 1, 2024

FROM: Lauren Turner, University Secretary

SUBJECT: Board of Governors 2024 Election Process

COMMITTEE MANDATE:

- Section ii) of the GNHR Terms of Reference provides that GNHR is responsible for “overseeing the process of recruiting, selecting and electing new governors and recommending their appointment to the Board, in accordance with the university’s Act and By-laws”
- A timeline for the 2024 election is presented to GNHR for approval
- A list of elected positions to be filled by the 2024 election is presented for information

BACKGROUND/CONTEXT:

- The 2024 Board of Governors Election is proposed to take place from February 12 to March 17, 2024 in accordance with the Election Timeline provided
- As of August 31, 2024 the following positions will be vacant; it is expected that they will be filled for a September 1, 2024 appointment via the election:
 - 1 teaching staff governor
 - Current governor, Ahmad Barari, has reached the end of his second term and is not eligible for re-election
 - 1 administrative staff governor
 - Current governor, Matthew Mackenzie, is eligible for re-election should he choose to run again
 - 1 student governor
 - Current governor, Michael Watterworth, is eligible for re-election should he choose to run again

PROPOSED TIMELINE FOR 2024 ELECTION:

- February 12, 2024: Nominations Open
- March 8, 2024: Nominations Close
- March 11-13, 2024: Review Nomination Eligibility
- March 15, 2024: Mandatory Student Candidate Information Meetings (if required)
- March 18-27, 2024: Campaign Period (if required)
- March 27-29, 2024: Online voting (if required)
- May 30, 2024: Results presented to GNHR for recommendation to the Board of Governors
 - Note that if all seats are acclaimed, the results may be presented to GNHR on March 21, 2024 instead
- June 27, 2024: Board of Governors approval of GNHR recommendation
 - Will take place on April 18, 2024 if all seats acclaimed

Note: The Board of Governors election will run concurrently with the election for Academic Council and its Committees.

MOTION:

That the Governance, Nominations and Human Resources Committee approve the proposed election process for 2024, as presented.

NEXT STEPS:

- The University Secretariat will share the election timelines with the Board of Governors and commence the election process.



BOARD OF GOVERNORS

Governance, Nominations and Human Resources Committee

Minutes of the Public Session of the Meeting of October 27, 2023 2:00 p.m. to 2:09 p.m. via videoconference

Members: Maria Saros (Chair), Laura Elliott, Mitch Frazer, Stephen Murphy, Dwight Thompson

Staff: Jamie Bruno, Krista Hester, Lori Livingston, Kimberley McCartney, Sarah Thrush, Lauren Turner

Guests: Lisa McBride, Governor

1. Call to Order

The Chair called the meeting to order at 2:00 p.m. and read aloud the land acknowledgment.

2. Agenda

Upon a motion duly made by D. Thompson and seconded by L. Elliott, the Agenda was approved as presented.

3. Conflict of Interest Declaration

No conflicts were declared.

4. Chair's Remarks

The Chair welcomed members to the first Committee meeting of the academic year. She expressed enthusiasm for working with the new governors who have joined the Board.

5. President's Remarks

The President shared that a number of great events have taken place since the academic year started. He noted the University's first fall convocation and the strong showing of Ontario Tech at the recent Ontario Universities Fair as two examples. He shared some updates on the performance of the University's varsity soccer teams and

closed by advising that an email about the process for the Provost's renewal will go out shortly to the university community.

6. Consent Agenda

6.1. Minutes of Public Session of the Meeting of May 25, 2023.

Upon a motion duly made by D. Thompson and seconded by L. Elliott, the Consent Agenda was approved as presented.

7. Adjournment

There being no other business, upon a motion duly made by L. Elliott, the meeting adjourned at 2:09 p.m.

Lauren Turner, University Secretary

DRAFT

COMMITTEE REPORT

SESSION:

Public
Non-Public

ACTION REQUESTED:

Decision
Discussion/Direction
Information

TO: Governance, Nominations and Human Resources Committee

DATE: February 1, 2024

FROM: Lauren Turner, University Secretary

SUBJECT: 2024-2025 and 2025-2026 Board and Committee Schedule

COMMITTEE MANDATE:

- In accordance with its Terms of Reference, the Governance, Nominations and Human Resources Committee (GNHR) “is responsible for providing advice to the Board on its governance structure and processes”.

BACKGROUND/CONTEXT & RATIONALE:

- The proposed Board and Committee schedules for 2024-2025 and 2025-2026 are presented for information
- If GNHR identifies any conflicts or issues with the dates, they are asked to convey them to the Secretariat
- In order to secure time in governors’ busy calendars, a two-year calendar of dates is provided. This is a change from the past where the calendar was only set for the upcoming academic year.

NEXT STEPS:

The University Secretary will submit the schedule to Board for information

SUPPORTING REFERENCE MATERIALS:

- Draft Board Schedule 2024-2025 and 2025-2026

DRAFT BOARD SCHEDULE 2024-2025

COMMITTEE	2024-2025	TIME
Audit & Finance Committee	November 21, 2024	2:00 - 5:00 p.m.
Audit & Finance Committee	February 13, 2025	2:00 - 5:00 p.m.
Audit & Finance Committee	April 10, 2025	2:00 - 5:00 p.m.
Audit & Finance Committee	June 12, 2025	2:00 - 5:00 p.m.
Board of Governors Retreat	April 3, 2025	9:00 a.m. - 12:00 noon
Board of Governors - Orientation	October 10, 2024	9:00 a.m. - 12:00 p.m.
Board of Governors	October 10, 2024	12:00 - 2:00 p.m.
Board of Governors	November 28, 2024	12:00 - 5:00 p.m.
Board of Governors	February 20, 2025	12:00 - 5:00 p.m.
Board of Governors	April 17, 2025	12:00 - 5:00 p.m.
Board of Governors - AGM	June 26, 2025	9:00 a.m. - 3:00 p.m.
Governance, Nominations & Human Resources Committee	October 24, 2024	2:00 - 5:00 p.m.
Governance, Nominations & Human Resources Committee	January 30, 2025	2:00 - 5:00 p.m.
Governance, Nominations & Human Resources Committee	March 20, 2025	2:00 - 5:00 p.m.
Governance, Nominations & Human Resources Committee	May 29, 2025	2:00 - 5:00 p.m.
Strategy & Planning Committee	November 14, 2024	2:00 - 5:00 p.m.
Strategy & Planning Committee	February 6, 2025	2:00 - 5:00 p.m.
Strategy & Planning Committee	April 3, 2025	2:00 - 5:00 p.m.
Strategy & Planning Committee	June 19, 2025	2:00 - 5:00 p.m.
OTHER DATES		
Fall Convocation	October 17, 2024	To be confirmed
Convocation	June 4 - 6, 2025	To be confirmed

DRAFT BOARD SCHEDULE 2025-2026

COMMITTEE	2025-2026	TIME
Audit & Finance Committee	November 20, 2025	2:00 - 5:00 p.m.
Audit & Finance Committee	February 12, 2026	2:00 - 5:00 p.m.
Audit & Finance Committee	April 9, 2026	2:00 - 5:00 p.m.
Audit & Finance Committee	June 11, 2026	2:00 - 5:00 p.m.
Board of Governors Retreat	April 2, 2026	9:00 a.m. - 12:00 noon
Board of Govenors Orientation	October 1, 2026	
Board of Governors	October 1, 2026	12:00 - 2:00 p.m.
Board of Governors	November 27, 2025	12:00 - 5:00 p.m.
Board of Governors	February 19, 2026	12:00 - 5:00 p.m.
Board of Governors	April 16, 2026	12:00 - 5:00 p.m.
Board of Governors - AGM	June 25, 2026	9:00 a.m. - 3:00 p.m.
Governance, Nominations & Human Resources Committee	October 23, 2025	2:00 - 5:00 p.m.
Governance, Nominations & Human Resources Committee	January 29, 2026	2:00 - 5:00 p.m.
Governance, Nominations & Human Resources Committee	March 19, 2026	2:00 - 5:00 p.m.
Governance, Nominations & Human Resources Committee	May 28, 2026	2:00 - 5:00 p.m.
Strategy & Planning Committee	November 13, 2025	2:00 - 5:00 p.m.
Strategy & Planning Committee	February 5, 2026	2:00 - 5:00 p.m.
Strategy & Planning Committee	April 2, 2026	2:00 - 5:00 p.m.
Strategy & Planning Committee	June 18, 2026	2:00 - 5:00 p.m.
OTHER DATES		
Fall Convocation	October 15, 2026	To be confirmed
Convocation	June 3 - 5, 2026	To be confirmed

COMMITTEE REPORT

SESSION:

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ACTION REQUESTED:

Decision
Discussion/Direction
Information

Financial Impact Yes No

Included in Budget Yes No

TO: Governance, Nominations and Human Resources Committee

DATE: February 1, 2024

PRESENTED BY: Beth Partlow, Director, Human Resources

SLT LEAD: Jamie Bruno, Vice President, People and Transformation

SUBJECT: Annual Policy Review Update: Policy Against Violence in the Workplace

BACKGROUND/CONTEXT & RATIONALE:

- The current versions of both the policy and procedures *Against Violence in the Workplace*, approved by GNHR in October 2021, formalized the disentanglement from the previous version that also captured the procedures and processes related to complaints of harassment and discrimination which now reside within the university's *Respectful Campus Policy*.
- As part of the university's annual review process, outreach to each of our joint health and safety committees was recently initiated and concluded.
- The feedback from the committees reserved for grammatical changes and embedded hyperlinks have been accepted as noted in Appendix A.
- A proposed revision to refresh the list of related policies, specifically the representation of the Exempt Academic Staff policy, has not accepted in part (rationale provided in Appendix A below).
- Additionally, a proposed revision related to direct contact with 911 emergency response has been reviewed and denied. The decision to not accept this proposal followed consultation with the Office of Campus Safety and affirms that the current language represents instruction that best supports a safe environment for campus community members.
- As assigned policy owner, the Vice President, People and Transformation affirms that the policy maintains appropriate and responsive measures to responsibly support the reporting and management of complaints.

IMPLICATIONS:

- The approval of the policy review will allow the University to continue to support staff in a responsible and responsive manner when managing a complaint under the policy.

NEXT STEPS:

- As per the collective agreement, the University will notify the Faculty Association of the housekeeping changes approved by the GNHR committee.
- The University will continue its work to administer the provisions of this policy, and to record and review relevant information that will inform the next annual review.

APPENDIX A: Summary of Proposed Revisions

Section	<i>Applicable to both the Policy and the Procedures.</i> (2) Definitions
Proposed Revision	Capitalize “workplace”
Recommendation	Accepted.
Section	<i>Applicable to the Procedures.</i> (10) Preventative Measures
Proposed Revision	Under subsection 10.1, insert updated hyperlink to health and safety website.
Recommendation	Accepted.
Section	<i>Applicable to both the Policy and Procedures</i> Related Polices, Procedures and Documents
Proposed Revision	Replace “Academic Staff Employment Policies” with “Exempt Academic Staff policy” to appropriately reflect the current roster of university policies.
Recommendation	Accepted, in part. Reference to the <i>Academic Staff Employment Policies</i> should be removed, as it has been replaced within the university’s policy library. In consultation with the university’s policy and compliance advisor, the old and new policies are different, both in the groups to which they apply, and in the matters they apply to. In particular, the <i>Academic Staff Employment Policies</i> had a section on “Security of Person and Property”, which the newer policy does not include because the <i>Policy Against Violence in the Workplace</i> makes it redundant.
Section	<i>Applicable to both the Policy and Procedures</i> (i) Preamble (ii) Scope and Authority (iii) Monitoring and Review
Proposed Revision	Replace “Chief Work Transformation and Organization Culture Officer” with “Vice President, People and Transformation” to reflect current naming convention within the university’s organizational structure.
Recommendation	Accepted.

Section	<i>Applicable to the Procedures.</i> (11) Reporting
Proposed Revision	<p>Modify the instruction as it applies to “(a)nyone who witnesses or is involved in an incident of attempted or actual Workplace Violence...” to contact Security and not to call 911, as currently captured.</p> <p>The practice understood by the submitting JHSC member as part of previous discussions is that Security was to contact 911, where required.</p>
Recommendation	<p>Not accepted.</p> <p>In consultation with the Office of Campus Safety, direct contact from an individual to 911 is always recommended in emergency situations.</p>