

**DOUGLAS COLLEGE BOARD  
HUMAN RESOURCES COMMITTEE**

**TERMS OF REFERENCE**

1. COMMITTEE MANDATE

- A. To manage the process for evaluation of the President, ensuring adequate participation and College Board involvement.
- B. To advise the College Board and Administration on matters relating to existing and proposed personnel policies, and to present recommendations, reports and memorandums to the Board.
- C. To review recommendations from Administration related to specific personnel and labour relations problems and/or initiatives.
- D. To review proposed new and revised policies that impact on employee relations and make recommendations to the Board, as appropriate; to review Health and Safety Committee minutes and reports; to review information related to Professional Development Programs.
- E. To examine non-budgeted proposals regarding faculty and staff additions.
- F. To advise on negotiations with faculty and staff:
  - (i) to review and advise (and on occasion to observe) on the negotiations with the Douglas College Faculty Association and the BC Government and Service Employees Union;
  - (ii) to study and consider proposals and recommendations to the negotiating committee for submission to the College Board;
  - (iii) to monitor provincial (common table) negotiations to be aware of impacts of provincial issues for Douglas College;

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- (iv) to monitor business of Post Secondary Employers' Association Board, provide advice to institutional representatives to the Board, and to identify information/issues that should be submitted to the College Board in open or closed meetings;
  - (v) to receive minutes of Labour Management Relations Committee in order to monitor issues of the Collective Agreement.
- G. In urgent circumstances to approve a Collective Agreement on behalf of the College Board where there is a deadline for approval by the College Board of the Collective Agreement and no extension of time is available for the College Board to consider approval of the Collective Agreement, provided that:
- (i) the Human Resources Committee has first attempted to convene a College Board meeting of Order-in-Council College Board Members and the College's Senior Management Team, by telephone if necessary; and
  - (ii) the College Board is unable to meet as contemplated under G (i) above before the deadline by which the College Board must approve the collective agreement.
- H. To review recommendations from the President related to the Policies Concerning Salaries, Benefits and Working Conditions for Excluded Personnel.
- I. COMMITTEE MEMBERSHIP  
3 Board members, with a quorum being 2 Members
- J. STAFF OFFICER  
Associate Vice President, Employee Relations
- K. RESOURCE PERSONNEL  
Other Administrative Personnel as needed