

FANSHAWE COLLEGE
BOARD OF GOVERNORS' POLICY MANUAL

CATEGORY B - BOARD PROCESS

TITLE: MONITORING REPORTS

POLICY NUMBER: B-20
EFFECTIVE DATE: 2015 02 26
REFERENCE: 51404, 53403

BACKGROUND INFORMATION:

Consistent with the Board's Terms of Reference, the Board of Governors has established monitoring as a key Board responsibility. The purpose of this policy is to identify principles and processes to support the monitoring function of the Board.

THE POLICY:

1. The President provides monitoring reports in accordance with requirements identified in each Ends Policy and Executive Limitations Policy.
2. Monitoring reports shall be in writing and provided to the Board with the agenda for the meeting at which they are to be discussed.
3. Each monitoring report shall include the following components:
 - 3.1 each clause in the relevant policy
 - 3.2 an interpretation of each clause in the policy supported by a rationale
 - 3.3 evidence demonstrating progress with each clause towards the achievement of the Ends Policy or compliance with the Executive Limitations Policy
 - 3.4 A statement from the President confirming achievement of the Ends Policy or compliance with the Executive Limitations Policy, as applicable
 - 3.5 where the report indicates non-compliance with any aspect of an Executive Limitations Policy, an action plan to achieve compliance
4. To maximize the Board's time on strategic issues, the presentation of monitoring reports shall be limited to Board concerns regarding policy interpretation and/or sufficiency of evidence.
5. The Board Chair will guide the Board's discussion of each monitoring report.
6. At the conclusion of the Board's discussion of the monitoring report, the Board Chair will invite the President to speak to the achievement of the Ends Policy or

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compliance with the Executive Limitations Policy. If there has been insufficient progress towards the End or non-compliance with Executive Limitations, the President will address when the Board can expect to see achievement or compliance.

7. The Board will reach a conclusion concerning the evaluation of the monitoring report and will reflect the conclusion in a motion.
8. The resolution will follow one of the following formats:
 - 8.1 “The Board approves the monitoring report based on reasonable interpretation of the policy and evidence demonstrating the achievement of the policy, representing effective performance in this area.”
 - 8.2 “The Board does not approve the monitoring report for the following reasons The Board will then identify the action it wishes the President to take with regard to the report.”
9. Upon review of each monitoring report, the Board may also determine that its policy may need to be improved. This will not impact the assessment of the monitoring report in accordance with existing Board policy. In this circumstance, the Board will place the review of the policy on its “parking lot” for future consideration in the establishment of the Board’s priorities.
10. Assessments of each monitoring report shall be used in the normal process for assessing the President’s performance.