



NUMBER **GP 110**

TITLE **BOARD COMMUNICATIONS POLICY**

## **BOARD OF GOVERNORS POLICY**

APPROVAL DATE May 26, 2020

NEXT REVIEW April 15, 2023

---

Selkirk College will be accessible and responsive when communicating with stakeholders, employees, the public and Government. The Board will ensure that management has adopted appropriate communications strategies that reflect that Selkirk College is a part of the public sector where transparency is an important feature of our accountability. The Board will be satisfied that all salient information about the College and its operations is made accessible by management.

The Communication strategies will promote open dialogue through its open session meetings, within Selkirk College and between Selkirk College, the public and Government. The Chair is the authorized spokesperson for the Board, and the President is the primary spokesperson for the College. The Board's primary vehicle for transparency is through the regularly scheduled public Board meetings.

The College will have communication strategies to address the following:

### **1. Strategic Directions/Outcomes**

The Board recognizes its primary responsibility to provide leadership for the development of the College's overall long-term vision. The Board will ensure that a communication process exists to provide transparency for the development of the College's long-term vision, and the annual review and implementation of the strategic directions and outcomes.

#### **a. Review of the Overall Long-Term Vision**

In three to five-year intervals, the Board will provide for a renewal of the College's long-term vision. The Board will provide for the engagement of the internal and external College communities in connection with the renewal.

#### **b. Review and Monitoring of Outcomes**

The Board has a process for the regular monitoring of the College's performance relative to its strategic outcomes. In addition to the assessment of accomplishment of key goals as agreed in advance with the President, the performance measures and targets are reviewed for relevancy and appropriateness.

#### **c. Review and approval of annual planning**

On an annual basis, the Board reviews and approves the College's operational plan and capital plan as well as the Institutional Accountability Plan and Report (IAPR) submitted to the Ministry of Advanced Education, Skills and Training. The annual IAPR provides information of the College's performance against expectations set by the Ministry and the College itself.

### **2. Financial Management and Accountability**

The Board will ensure that a communication process exists to provide transparency for the tuition and fee review, annual budget development, regular monitoring of the College finances and annual financial audit.

#### **a. Tuition and Fee Review**

Each year the Board of Governors approves a set of guiding principles and reviews relevant research

regarding the history and status of tuition fees at Selkirk and across the post -secondary system in BC. Based on this information the Board provides a notice of motion to the College community regarding the tuition fee bylaw for the following year. This provides the College community, including students the opportunity to provide feedback for consideration in the Board's decision making process.

b. Annual Budget

The budget development process is initiated at the Board level with the approval of the preliminary budget planning assumptions. These broad budget planning assumptions are based on estimated cost and revenue information. The assumptions are refined, updated and shared with the Board as new information becomes available during the development process.

c. Financial Monitoring

The Board reviews the monthly financial statements at regularly scheduled Board meetings. In addition, the Board is provided with quarterly variance reports which identify material deviations accompanied by a strategy to address known shortfalls.

d. Audited Financial Statements

The College Board appoints an independent auditor and assesses the independence annually. In connection with the annual audit the Board is provided with: the audited financial statements and auditor's opinion there on; the annual enrolment report and a management letter providing internal control and operational recommendations to the Board.

3. **Advocacy**

The Board recognizes its major responsibilities for advocacy and issue management. With respect to these responsibilities the Board may approve an annual advocacy plan and develop issue management strategies as required.

4. **Disclosure**

The Board recognizes that disclosure is at the heart of best practice in corporate governance. With respect to this, the Board undertakes an annual audit of its disclosure practices and reports the results of this annual audit in its Annual General Meeting, in an annual report to Government and posts same on its website for public access.