

C – Board President Relations	Incidents Involving the College President
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Background

The Northern College Discipline and Corrective Action Procedure HR-PR#5, located in the Human Resources policy manual, is designed to provide a systematic process to deal with disciplinary matters. However, as the discipline is to be maintained between the “supervisor” and the “employee” certain details of the procedure have to be modified to deal with incidents involving the College President.

Policy

The Board of Governors of Northern College (the Board) has a procedure for dealing with incidents involving the President that will:

- ensure fairness to the parties involved, to protect the interests of the institution, and to provide for a proper evaluation of the matter;
- provide consistency with the existing Human Resources policy;
- respect confidentiality.

Any and all Board discussion arising from this policy is confidential and shall be dealt with in-camera.

Procedure

For any alleged incident involving the College President, an independent investigation will occur after any involved parties have reported an alleged incident to the Chair of the Board through the Executive Assistant to the Board.

To be consistent with the principles of the discipline procedure, best efforts will be undertaken to start the investigation process in a timely manner. The investigation will be conducted by an external investigator retained by the Board to do so.

The investigator will give an opportunity for appropriate parties involved in the incident, as determined by the investigator, to appear and make presentations during the investigation. The investigator must prepare a confidential report for the Board, to be presented during the in-camera session, outlining:

1. A description of the alleged incident.
2. How the College became aware of the alleged incident.
3. The identity of those involved in the alleged incident, including their role and status.
4. The relevant facts gathered from interviewing all parties; and
5. A conclusion with respect to those facts.