

University of Saskatchewan Governance and Executive Committee

Annual Consolidated Work Plan 2022-2023

Items in italics are presented for information

Reference	Agenda item	Oct	Dec	March	June	July	Responsible Administrator
CURRENT PRIORITIES							
Consideration of consultant report on Board governance, implementation of recommendations							
	Monitoring revisions in format and structure of Board materials			√			Comm Chair/Univ Sec
Continuing implementation of Brown Governance list							
	Review of policy statement on insurance coverage			√			Bd Chair/Comm Chair/Univ Sec
STANDING ITEMS							
Goals, performance assessment, compensation and expenses of president							
C15, D7	<i>Receive a report on the president's compensation and expenses; spouse's expenses</i>			√	√		Controller
C9, D7 University Act	Receive the president's self-assessment in preparation for performance appraisal			√			Bd Chair/Comm Chair/President
C9	Board's response to president's self-assessment and recommendation for compensation; annual				√		Bd Chair/Comm Chair

Reference	Agenda item	Oct	Dec	March	June	July	Responsible Administrator
	designation of officer as acting president if needed						
C7	Review of president's goals for next year	√	√	√	√		President
Board membership and nominations to committees							
C14	Appoint Board members to university committees as <i>required</i>						Bd Chair/Comm Chair/Univ Sec
D1	Periodic assessments of Board and Board member performance		√	√			Bd Chair/Univ Sec
C4, C5, C6	Review Board skills matrix, prospective appointments and reappointments to the board		√				Comm Chair/President/Univ Sec
D2	Appointment of standing and <i>ad hoc</i> committees (effective July 1)				√		Bd Chair/Comm Chair
C6	Review succession plan for Board chair and vice-chair				√		Bd Chair/ President/ Univ Sec
C10, D4	Board orientation and education				√		Univ Sec
	Review Board orientation materials			√			Bd Chair/ President/ Univ Sec
	Consider and/review professional development			√			Bd Chair/ President/ Univ Sec

Reference	Agenda item	Oct	Dec	March	June	July	Responsible Administrator
	opportunities for Board members						
Appointments							
	Consider recommendations of search and review committees as required	√	√	√	√		Bd Chair/Comm Chair/Univ Sec
Governance policies, procedures and guidelines							
<i>C12</i>	Commence planning for October strategy session			√			Univ Sec
D6	Annual Work Plan (committee)	√					Univ Sec
D6	Annual Work Plan (full Board)		√				Univ Sec
<i>C11</i>	Annual assessment of completion of G&E committee and Board work plans	√					Univ Sec
	Campus Community Reception			√			Bd Chair/Univ Sec
	Annual review of delegations by the Board			√			Univ Sec
C13	Internal governance and reporting structures (incl. affiliates, centres and institutes and accountability of their governing bodies)				√		Univ Sec/VP Fin & Res/VP Research
C13	Receipt of annual reports of subsidiaries, review of governance structures				√		VP Fin & Res
OTHER MATTERS ASSIGNED BY THE BOARD							

Reference	Agenda item	Oct	Dec	March	June	July	Responsible Administrator
C16	Report from VP Research and VP University Relations regarding special advisor and reporting line				√		VP Research & VP University Relations
C16	Annual review of Board of Governors budget and approval of Chancellors budget			√			Univ Sec

University of Saskatchewan Board of Governors

Annual Work Plan 2022-2023

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Bylaws Reference	Agenda item	Oct	Dec	March	June	July	Responsible Administrator
	Appointments to MVA Board (every 3 yrs)						President
G&E C14	Prairie Diagnostic, Prairie Swine, SK Food Industry Dev Centre, Agricol (no AGM with Board; will meet semi-annually with the VP (F&R])				√		VP Fin & Res
G&E C14	Annual meeting: Canadian Light Source				√		VP Fin & Res
G&E C14	Annual meeting: Sylvia Fedoruk Canadian Centre for Nuclear Innovation				√		VP Fin & Res
G&E C12	Board retreat October	√					Univ Sec
G&E C12	Risk mitigation reports	√	√	√	√		President/VPs
	University ranking reports		√				VPUR
C8	Appointment of board chair and vice chair				√		Univ Sec

Bylaws Reference	Agenda item	Oct	Dec	March	June	July	Responsible Administrator
	(normally every 2 years)						
	Report from University Relations; Comprehensive Campaign	√	√	√	√		VPUR

The "Reference" refers to the numbered Items for the Board (Section D), unless otherwise indicated, in the Terms of Reference for each committee.

Approved December 2022

**University of Saskatchewan Board of Governors
Audit & Finance Annual Work Plan 2022-2023**

Items in italics are presented for information

Agenda item	Reference	March (Q3)	June	July (YE)	Oct (Q1)	Dec (Q2)	Responsible Administrator
Audit							
A. Financial Reporting and Disclosure							
Audited year-end financial statements	E4			√			Controller/VP Fin & Resources
<i>Review draft unaudited consolidated financial statements including Management Disclosure & Analysis</i>	E4		√				Controller/VP Fin & Resources
Review and approve audited pension plan financial statements	E4			√			Controller/VP Fin & Resources
B. External Audit							
Progress report on provincial auditor's recommendations (as applicable)	E2	√	√		√	√	Controller/ VP Fin & Resources
Provincial auditor's planning memorandum	E2					√	Controller/ Provincial auditor
C. Compliance, Risk and Internal Audit							
Review and approve signing and contract signing authorization and approve significant contracts/agreements (as they occur)	E3	√					VP Fin & Res
Annual planned travel of president and spouse	E2		√				Chair
<i>Report on president's travel expenses and annual expense approval process review</i>	E2	√	√		√	√	Chair
<i>Internal controls report (includes fraud risk management program and external audit activity)</i>	E1	√	√		√	√	VP Fin & Res
<i>Fraud deterrence policy</i>	E3					√	VP Fin & Res
<i>University risk management</i>	E1	√	√		√	√	VP Fin & Res
<i>Insurance report and coverage</i>			√				VP Fin & Res
Compliance report (includes privacy, legal, safe disclosure, management attestation)	E2	√	√	√	√	√	VP Fin & Res/ General Counsel
<i>Outstanding legal matters (full report on material matters)</i>	E2		√				General Counsel

Agenda item	Reference	March (Q3)	June	July (YE)	Oct (Q1)	Dec (Q2)	Responsible Administrator
Internal audit report (including audit reports and follow-up reporting on significant audit recommendations)	E2	√	√		√	√	Chief Audit Executive
<i>Confirm internal audit independence</i>	E2		√				Chief Audit Executive
Chief Audit Executive appointment, performance and compensation review (as applicable)	E2	√					VP Fin & Res
Annual internal audit plan	E2	√					Chief Audit Executive
Internal audit charter	E2	√					Chief Audit Executive
Finance & Investment							
D. Resource Allocation and Financial Reporting							
Government Budget Request (<i>with the introduction of multi-year requests, will happen upon appropriate cycle set out by government</i>)	E1				√		Chief Financial Officer/ Provost
<i>Government Compliance Reporting (MY funding accountability report, revenue & expenditures report, performance framework reporting)</i>		√			√		Chief Financial Officer/Provost
Review budget materiality and annual budget & funding approval	E1	√					Chief Financial Officer/Provost
<i>Quarterly financial reports</i>	E4	√	√		√	√	Chief Financial Officer
E. Financing							
<i>Reporting on debt and the debt policy</i>	E1				√		VP Fin & Res
F. Investment							
Monitor compliance, investment performance, and investment strategies	E4		√				VP Fin & Res
<i>Annual investment report</i>	E4		√				VP Fin & Res
G. Pensions							
<i>Pension plan & SERP actuarial valuations</i>	E4		√				VP Fin & Res
H. Policy							
Endowment Annual Report and Spending Policy	E4					√	VP Fin & Res
<i>Student residence and meal plan rates</i>		√					VP Fin & Res

Agenda item	Reference	March (Q3)	June	July (YE)	Oct (Q1)	Dec (Q2)	Responsible Administrator
Other policies (as required)	E3						
<i>I. Other</i>							
Completeness of Audit & Finance Committee annual work plan, and review of terms of reference and workplan					√		Chair

The “Reference” refers to the numbered Items for the Board (Section E), unless otherwise indicated, in the Terms of Reference for each committee.

**University of Saskatchewan Board of Governors
Human Resources Committee Work Plan**

2022-23

Items in italics are presented for information

Agenda item	Reference	March (Q3)	June	July (YE)	Oct (Q1)	Dec (Q2)	Responsible Administrator
Human Resources							
<i>Total Compensation & Rewards Strategies:</i>							
Review of compensation of exempt staff	D1					√	AVP People & Resources
Review of compensation of senior administration and senior management compensation and expenses	D1, D6		√				AVP People & Resources
Review of non-unionized staff compensation	D1	√					AVP People & Resources
<i>Human Resource Strategies, Policies and Priorities, Compliance:</i>							
<i>Human Resources update</i>	D2,D3	√					AVP People & Resources
<i>Bargaining and Labour updates</i>	D1	√	√		√	√	AVP People & Resources
Collective agreement approvals (as needed)	D1						AVP People & Resources
<i>Safety, environment, health and wellness updates</i>	D2,D3	√	√		√	√	AVP People & Resources
<i>Appointments, Tenure, Continuing Status, Promotions, Suspension or Removal of Employees:</i>							
<i>Promotion and Tenure recommendations</i>	D4	√					Vice Provost Faculty Rel
Promotion appeals	D4		√				Univ Sec
Completeness of Human Resources Committee annual work plan, and review of terms of reference and work plan					√		Chair

The "Reference" refers to the numbered Items for the Board (Section D), unless otherwise indicated, in the Terms of Reference for each committee.

**University of Saskatchewan
Land and Facilities Committee
Annual Work Plan 2022-23**

Items in italics are presented for information

Agenda item	Reference (see notes)	March (Q4)	June (Q1)	(July)	Oct (Q2)	Dec (Q3)	Responsible Administrator
<i>Capital Projects:</i>							
Projects – Campus facilities and Major Software systems and Technology Infrastructure (as needed)	D1, 2, 3, 6, E1, 2, 4						Exec Sponsors (VPs)
<i>Land and Lease Items:</i>							
Land Purchases and Leases (land, mineral rights, etc.) (as needed – approval items)	D4						VP Fin & Res
<i>Annual Report of Land and Non-Core Building Activities (Information updates on Off Campus Holdings, Leases, Land and Mineral Rights)</i>	D4, 5				√		VP Fin & Res
<i>Annual Updates:</i>							
<i>Annual Capital Projection</i>	D5, 6, E1, 2		√				VP Fin & Res
<i>Annual Sustainability Update</i>	D1, 2, 6, 7, 8				√		VP Fin & Res
<i>Comprehensive PMR Annual Update</i>	D2, 3, 7				√		VP Fin & Res
<i>Policies:</i>							
Policies (as needed)	D8, 9						VP Fin & Res
Naming Recommendations (as needed)	E4						President
Traffic and Parking Regulation Updates (as needed)	E5						VP Fin & Res
<i>Information Items and Standing General Updates</i>							
<i>Information and Communications Technology (ICT) Update</i>	D1	√	√		√	√	VP Fin & Res
<i>Review of Campus Master Plan and other Master Plans (as needed)</i>	D5, 6						VP Fin & Res
<i>Major Capital Projects – Portfolio & Status Updates</i>	D6	√	√		√	√	VP Fin & Res
<i>Update on Delegated Administrative Approvals</i>	D2, 3	√	√		√	√	VP Fin & Res
<i>Review of Terms of Reference and Work Plan</i>					√		

Notes:

1. The “Reference” refers to the numbered Items for the Committee (Section D) and the Board (Section E) in the Terms of Reference for the committee.
2. “As needed” items will only be brought forward when a decision and/or updates are required. If no change or update is required on an Annual “As needed” item, the item will be deferred for the year in question.