



DATE:	Monday, May 29, 2023, 8:00am – 11:06am
SUBJECT:	Executive Committee Meeting
ATTENDEES:	James Morrison (Chair), Sara Ingram (Vice-Chair), Christine Henderson, Siva Sivapalan, Dan Stapleton
REGRETS:	
STAFF:	Shenda Tanchak, Susan James, Angela Bates, Thomas Custers, Valentina Egboh, Stephenie Summerhill
LOCATION:	Microsoft Teams

1. *In Camera – Personnel Matter*

The meeting started at 8:00am and went in-camera to discuss a personnel matter. No item was provided by the Chair for inclusion in the minutes. The Chair called the full meeting to order at 9:56am and welcomed Staff to this portion of the meeting.

2. Land Acknowledgment

Mr. Stapleton opened the meeting with a land acknowledgement as a demonstration of recognition and respect for Indigenous peoples and the land the College occupies.

3. Declaration of Conflict

The Chair asked if any member of the Committee had any conflicts to declare. None were declared.

4. Approval of Minutes

There was a motion to approve the minutes of the meeting held March 6, 2023; all were in favour. The motion **CARRIED**.

5. Chair's Report for June 2023

The Chair presented his report for information. The Committee commended the evolution of the report and noted the table outlining the Board of Directors committee activities. The importance of transparency and acknowledgment of the contributions by Board members was noted. Staff were asked to review the attendance list for accuracy before the June Board meeting. It was also recommended that the table be kept updated and made available to the Board via Boardvantage at the end of the Board year.

6. Registrar's Report for June 2023

6.1 The Registrar presented the report for information. The following were highlighted while discussing the report:

- i. The Committee was provided with an update on the progress of the acquisition of a new Customer Relationship Management (CRM) system. Leadership was reviewing the system based on its suitability for purpose and forward-looking potential.
- ii. The Culture work was progressing and staff engagement in decision-making was having a positive impact with reports on OCP being a better place to work.
- iii. The Committee considered and made recommendations on how the development of OCP's strategic plan was presented and supported the transparency in sharing the process.
- iv. The Committee discussed Recommendations 7 & 8 on Pan-Canadian Licensure and agreed that the Registrar continues to monitor and report to the Board on any potential impact it may have on the college.

7. 2023-2024 Executive and Board Meeting Schedule

7.1 The Chair presented the 2023- 2024 Board and Executive Committee Meeting Schedule to the Committee and it was suggested that that the March 18 meeting may be during spring break and present attendance difficulties to the Board members. It was agreed that staff will review the date and revert with new dates.

8. June 2023 Board Meeting Agenda

The Committee was provided with an overview of the agenda and the Registrar informed the Committee of the presentations that will be coming forward at the June Board of Directors Meeting and the item to be discussed *in camera*.

9. Adjournment

There being no further business, the Chair called the meeting to a close at 11:06am, a motion to adjourn the meeting was moved and seconded. The motion was **CARRIED**.

Valentina Egboh
Governance Advisor

James Morrison
Board Chair