

BOARD OF GOVERNORS 2023-2024 Annual Work Plan

In addition to specific items listed in the Annual Work Plan, the following Standing/Consent Agenda items will be included at each meeting:

1. Board Attendance Report
2. Board Meeting Evaluation Report
3. Chair’s Report
4. President’s Report
5. Standing Committee Reports
6. Board and President’s Office Expense Dashboards
7. Internal Audit Reports (as required)
8. Human Resources Updates (as required)
9. NBCC’s Legislated Reporting Requirements Update
10. Policy review (as required)
11. Information items (as required)
12. Campus Tour

The Board has the discretion to move items between and among meetings but will cover all work plan items over the course of the year.

DATE	ITEM
September 13-14, 2023 Board Meeting (Miramichi)	<ol style="list-style-type: none"> 1. Board Orientation Presentation 2. Review and Approve Standing Committee 2023-2024 Annual Work Plans 3. Review and Approve Board of Governors’ 2023-2024 Annual Work Plan 4. Review and Approve 2024-2025 Board Meeting Calendar 5. Review and Approve Standing Committee Terms of Reference (as required) 6. Strategic Discussion: Saint John Redevelopment Project 7. Strategic Review of Q1 2023-2024 Performance Management Dashboard 8. Review and Recommend for Approval draft 2022-2023 NBCC Annual Report 9. Review and Approve Internal Audit Plan 10. Receive 2022-2023 Assessment of the External Auditor 11. Consider recommendation to create a Nominations Standing Committee 12. Annual review of Board Leadership Covenant 13. Receive Annual Sick Leave Update 14. Receive update on Labour Relations and Collective Bargaining
October 20, 2023 Board Development Session (Moncton)	<ol style="list-style-type: none"> 1. Annual endorsement of Board Leadership Covenant and affirmation of compliance to the Code of Conduct Governance Policy 2. Receive update on 2023 Student Governor Election 3. Review new format Performance Management Dashboard and receive update on NBCC’s comprehensive approach to performance measurement 4. Review Strategic Priorities in NBCC’s 2023-2028 Strategic Plan: <i>Going Beyond</i>

DATE	ITEM
<p>December 14, 2023 Board Meeting (Fredericton)</p>	<ol style="list-style-type: none"> 1. Receive 2023-2024 Q2 Financial and Performance Information 2. Review and Recommend for Approval Draft 2024-2025 NBCC Business Plan 3. Strategic Review of Q2 2023-2024 Performance Measurement Dashboard 4. Strategic Discussion: Topic to be confirmed 5. Review draft Memorandum of Understanding with Department of Post-secondary Education, Training and Labour 6. Receive Update on Board Professional Development (PD) Plan
<p>March 14, 2024 Board Meeting (Woodstock)</p>	<ol style="list-style-type: none"> 1. Receive 2023-2024 Q3 Financial and Performance Information 2. Receive 2023-2024 Enterprise Risk Management (ERM) Report, and 2023-2024 Commercial Insurance Portfolio (including D&O Liability Insurance) 3. Receive Internal Control Framework: Data & Information Technology Report 4. Strategic Review of Q3 2023-2024 Performance Measurement Dashboard 5. Strategic Discussion: Topic to be confirmed 6. Review and Recommend for Approval draft 2024-2025 Accountability Framework and Reporting Guide to Government 7. Receive update on Board & Standing Committee Annual Evaluation process 8. Receive Employee Engagement Survey Update 9. Review and Recommend for Approval 2024 External Nominations Report
<p>June 13, 2024 Annual General Meeting (Saint John)</p>	<p>Regular Board Meeting</p> <ol style="list-style-type: none"> 1. Receive Capital Infrastructure Planning Report, including 2024-2025 Capital Plan and Budget 2. Review and Approve 2025-2026 Capital Budget Submission 3. Board & Standing Committee Annual Evaluation Debrief 4. Review and Recommend for Approval 5-year Organization & Operational Framework 5. Strategic Review of Q4 2023-2024 Performance Measurement Dashboard 6. Strategic Discussion: Topic to be confirmed <p>Annual General Meeting</p> <ol style="list-style-type: none"> 7. Annual review of Board of Governors' Terms of Reference 8. Annual review of NBCC By-laws 9. Annual Election of Board Chair and Vice-Chair 10. Review 2023-2024 Audit Findings Report, including meeting with External Auditor 11. Review and Approve 2023-2024 Audited Financial Statements 12. Recommend the appointment and compensation of the External Auditor 13. Receive Draft 2023-2024 Financial Statement Discussion and Analysis