



Date: September 9, 2013

To: College Association Presidents

From: Linda Franklin, President & CEO, Colleges Ontario and Don Sinclair, CEO, College Employer Council

Re: College Centre of Board Excellence Program for Non-Member Colleges

College Employer Council (CEC) and Colleges Ontario (CO) are very excited to announce the first College Centre of Board Excellence program available to public colleges outside Ontario. The program will be for the 2013-14 year.

Who can attend?

The program is open to all persons with roles on public college boards including all internal and external governors, all Presidents and Vice Presidents serving on their boards and all administrative staff supporting the boards.

What are the intended outcomes of the program?

Board members and board staff will:

1. Be better prepared to assume their roles in college governance.
2. Have a common understanding of the key elements of good governance.
3. Have a stronger understanding of the link between effective boards and positive outcomes for learners and communities.
4. Have an appreciation of the multiple roles of boards in governing.
5. Have a clear understanding of the role of the individual board member within the context of the whole board.
6. Understand the legal and fiduciary responsibilities and liabilities of a board member in the college system
7. Understand the aspects of risk management generally and be able to apply them in the specific risks for their individual colleges

8. Board staff members will be better able to support board members in their governance roles through an understanding of the points above.

Note:

The intention of the CCBE program is to be a good “briefing” program for board members and board staff. Receiving the certificate of good governance or advanced good governance should not be confused with receipt of a certificate from an accredited program like Directors College where completion of its program may allow people to sit on corporate boards.

How to register:

Please visit the *College Centre of Board Excellence* website for description details and to register. Website: <http://www.collegecentreofboardexcellence.ca> and click on the “Non-Ontario colleges” button. Please go to the “Program” tab on the website for session descriptions, instructions and registration links for each.

Should you have any questions, please do not hesitate to contact Yvonne Leoveras, Office & Member Services Coordinator at leoveras@collegesontario.org or (647) 258 – 7677.

What are the sessions offered?

Session Title	Date(s)	Delivery method
Duties and obligations of governors	October 9 & 16, 2013	Webinar
Good governance	November 16, 2013	In-person
Board orientation	November 17, 2013	In-person
Introduction to risk management - Part one	November 17, 2013	In-person
	January 2014 (Dates TBC)	Webinar
Introduction to risk management - Part two	February 2014 (Dates TBC)	Webinar
Implementing Enterprise Risk Management	April 2014 (Date TBC)	In-person

Session slides will be made available (on the CCBE site) for each session 2 business days before the session.

Webinar recordings will be provided to attendees within a few days of the session.



SESSION DESCRIPTIONS:

Dates, times and locations are on the CCBE website under the “Program” tab at <http://www.collegecentreofboardexcellence.ca>

1. Duties and obligations of governors (via webinar)

The session will give an overview of the roles of the board, the general and specific legal duties of governors, personal liability for corporate acts & omissions and provide a brief overview of risk management and indemnification.

2. Good governance (in-person session, Fairmont Royal York Hotel)

This highly interactive workshop, facilitated by a past college board chair and past college president is designed for board members and senior college administrators to provide a greater understanding of Good Governance principles and concepts and roles and responsibilities of board members. Participants will have the opportunity to engage and learn from each other and have a greater appreciation of the perspectives and value each governor brings to the governing process.

3. Board orientation (in-person session, Fairmont Royal York Hotel)

New board members and board staff will want to make a contribution to the vibrancy of their boards so this session will be an opportunity for each person to reflect on his/her learning from the Good Governance Workshop and to strategize on how he/she can contribute to, or facilitate, a healthy and smart dialogue at his/her college's board meetings. It will be an opportunity for each person to initiate his/her personal governance professional development plan and discuss his/her legacy to their college's board.

4. Introduction to risk management - Part one (in-person, Fairmont Royal York Hotel)

The External experts will look at what enterprise risk management (ERM) means for the college system, the role of boards vs management in ERM and the information boards need to accomplish ERM oversight. Legal obligations of a board relating to risk management will be discussed.

This session will also be offered by webinar in January 2014.

5. Introduction to risk management - Part two (via webinar)

During this 2 hour session, external experts will look at the relationship between governance and ERM, the components of ERM, an overview of various ERM frameworks, the benefits and limitations of ERM and the context for managing risk (e.g. internal and external factors, business drivers).

6. Implementing enterprise risk management (in-person session)

During this all-day session, external experts will look at what is involved in risk identification and assessment, monitoring and reporting of risk and risk mitigation. Case studies will be used to enable delegates to practice what has been presented. A panel of college representatives will discuss their initiatives regarding, and experiences with, enterprise risk. It is recommended, but not mandatory, that interested delegates complete Introduction to Risk Management part one and part two before attending the session on implementing ERM.

Session slides will be made available (on the CCBE site) for each session 2 business days before the session.

Recordings of webinar sessions will be provided to attendees within a few days of the event.

Certificates awarded:

There are two certificates which are awarded to college board members and staff upon their completion of certain sessions. Details are as follows:

- **Good Governance Certificate:** This will be awarded upon completion of the full Saturday session on good governance and the half-day board orientation session on the Sunday morning (i.e., the Saturday and Sunday just prior to the Higher Education Summit).

The cost to complete this certificate would be \$750 + applicable taxes.

- **Advanced Good Governance Certificate:** This will be awarded upon completion of the Good Governance Certificate and the completion of the three sessions: Duties and obligations of governors, and Introduction to Risk Management -Parts One and Two

The additional cost to complete this second certificate would be approximately \$700 + applicable taxes.

Pricing:

	Individual Price	Package Price	Discounted Price	Savings to registrant
Board Orientation (BO)	\$250			
Good Governance (GG)	\$500			
Higher Education Summit (HES)	\$825			
BO + GG + HES		\$1575	\$1425	\$150
Introduction to Risk Management – Part 1 (in-person)	\$150			

Note: Higher Education Summit is an annual conference that explores issues in post-secondary education in Canada and abroad. Please see www.highereducationsummit.ca for more details.

- **\$65 for each CCBE webinar registration.**
- **In-person sessions:** The fee for the all-day Implementation of Risk Management session has not yet been finalized though it will likely be in the \$500 range similar to the all-day Good Governance session.