

Executive Performance and Accountability Committee: Report To Council

November 20, 2024 | Drafted by Riley Huntley, Acting Chair

Summary

Since last committee report, the Executive Performance and Accountability (EPA) Committee has:

- Conducted an inquiry into the performance of the Vice President (VP) Academic and University Affairs, including conducting extensive interviews, consultation with HR & legal counsel, and drafting formal communications.
- Ratified and delivered a fact-finding report related to the inquiry, alongside recommendations for accountability for Council consideration.
- Navigated leadership transitions of the Chair role with appointment of a new Speaker by AMS Council and the temporary recusal of the Chair during the Vice President (VP) Academic and University Affairs inquiry.
- Advanced discussions on improving mechanisms for managing executive accountability, focusing on refining procedural frameworks and enhancing transparency.
- Reviewed executive performance surveys, identifying strengths and areas for improvement, and developing appropriate responses.

Activities of the Committee

Meeting Date	Summary of Topics Discussed	Actions
August 28, 2024	Discussed proposed code changes and restructuring EPA processes. Collaborated on survey questions for executive performance.	Finalized timelines for survey deployment and collected feedback for refining procedural changes.
October 4, 2024	Reviewed feedback on executive performance and addressed conflicts of interest among committee members.	Determined responses to feedback and mechanisms for enforcing accountability in alignment with historical precedents.
October 9, 2024	Prepared a presentation for Council based on survey results and discussed procedural enforcement mechanisms.	Finalized presentation content and agreed on next steps for addressing performance concerns.

<p>October 18, 2024</p>	<p>Reviewed the inquiry process, including legal and procedural considerations.</p> <p>Discussed a formal plan for managing conflicts of interest.</p>	<p>Drafted formal communication to the VP under review and developed strategies for managing COI, maintaining confidentiality and fairness.</p>
<p>October 24, 2024</p>	<p>Updated the committee on the inquiry and finalized recommendations to present at Council at the petitioned Special Meeting scheduled for October 25.</p>	<p>Approved previous meeting minutes and prepared for an AMS Council session focused on the inquiry.</p>
<p>October 25, 2024 <i>Special Meeting</i></p>	<p>In response to the petitioned Special Meeting of the AMS Council, the EPA Chair, Riley Huntley, answered questions relating to the agenda item of “the appropriate procedure for investigations of the executive.”</p>	<p>AMS Council was oriented to the general principles and procedure for investigations of executives.</p>
<p>October 30, 2024</p>	<p>Discussed the timeline and format for the VP inquiry report and reviewed legal recommendations.</p> <p>Reviewed conflict of interest management plan.</p>	<p>Finalized presentation for AMS Council.</p> <p>Finalized Conflict of Interest Management Plan for AMS Council.</p>
<p>November 6, 2024</p>	<p>Reviewed comprehensive fact-finding report (45 pages) jointly prepared by the committee that included a summary of the process, areas of concerns, and findings. It included a conflict of interest management plan and summary of correspondence.</p> <p>The Managing Director and HR attended part of the meeting to discuss best practices for presenting findings at the AMS Council.</p> <p>EPA prepared final recommendations for Council.</p>	<p>Ratified fact finding report.</p> <p>Finalized recommendations and procedural steps for presenting findings at AMS Council.</p>
<p>November 6, 2024 <i>Council Meeting</i></p>	<p>As directed by AMS Council, EPA Chair, Riley Huntley, presented the fact-finding report on behalf of EPA Committee and</p>	<p>AMS Council considered the EPA Committee’s recommendation.</p>

	delivered EPA's recommendation to AMS Council.	
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Note: Due to the need for timely responses and deliverables during the VP AUA inquiry, significant consensus-based committee work has been conducted outside of formal meetings. This work, while integral to the committee's efforts, is not fully captured in the table above.

Works in Progress

- **VP Inquiry:** Debrief the VP inquiry with a focus on developing further processes, procedures or guidelines for the future that are grounded in fairness, integrity and accountability.
- **Code Changes:** Develop amendments to Code to improve EPA processes and efficiency, consulting legal counsel, HR, and AMS Counsel, in collaboration with the Governance Committee.
- **Executive Performance Review:** Utilizing survey feedback to guide improvements in executive accountability and operational effectiveness. Outstanding deliverable is providing feedback to Vice Presidents.
- **Hiring Committees:** EPA members are participating in hiring committees for the VP AUA and VP Finance.

Works Completed

- **Fact-Finding Report:** Delivered a comprehensive report on the VP inquiry, including recommendations for Council consideration.
- **Survey Deployment and Analysis:** Collected an original survey and analyzed feedback on executive performance, providing actionable insights for committee deliberations.
- **Procedural Refinements:** Established guidelines and mechanisms for addressing executive accountability and improving transparency in processes, these guidelines had not existed before.