

TYPE:	Administrative
TITLE:	Administrative Decision Making
NO.:	ADMIN-253
RESPONSIBILITY:	Office of the President
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	March 2019
REVISED DATE(S):	
REVIEW DATE:	March 20222

1. Introduction

The Administrative Decision Making (ADM) policy and procedure assists the Durham College Leadership Team (DCLT) in being prudent stewards of all resources so that we are financially responsible, demonstrate good governance and are system leaders in making decisions. Additionally the College is committed to realizing greater efficiencies through the College operations, including greater use of technology, scheduling of classes, utilization of space, and financial decisions.

2. Purpose

The purpose of this policy and procedure is to assist in strengthening our institutional governance and to inform our strategic planning and management practices in a manner that creates value for our stakeholders; and provide institutional guidance.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

4.1. The Administrative Decision Making policy will be utilized by DCLT for:

- Requests to initiate an unbudgeted capital project;
- New or scope changes in advance of budget approval;
- Workforce strength adjustments, plus or minus, or where significant workload impact would occur multi-department or cross-College;
- Requests to amend/deviate from/overspend the approved departmental operating budget and/or plan;

- Recommendations to change established corporate policies or to establish new corporate policies;
- Contract change orders that require approval of the President, Chair or Board;
- Complex memoranda for which an Administrative Decision Making Form would provide a more concise explanation.

4.2. This consultative practice will be conducted in a manner that:

- Promotes a culture of seeking and receiving feedback from colleagues that may offer a diverse viewpoint.
- Is inclusive and ensures all vice-president's and other applicable stakeholders have an opportunity for input.
- Aligns with applicable legislation, mission, vision and values, and strategic plan.
- Considers the impact on financial and workforce resources College-wide.
- Creates opportunity and stimulates innovation.
- Assists leadership in understanding challenges and choices and supports proactive management.
- Supports continuous improvement and renewal.

5. Procedure

- 5.1. The ADM form is to be completed by a member of DCLT or their assistant (the "originator(s)") for approval. The form can be accessed on ICE, under the Office of the President team page.
- 5.2. The ADM form should be no more than two pages. If additional background is required, attachments may be added. The form fields are to be completed as follows:
- 5.2.1. ID# - The Office of the President will assign an ID# upon receipt of the form. The form is automatically sent to the Office of the President once the form is submitted using the submit button at the bottom of the form.
- 5.2.2. Prepared By - The name of the DCLT member or their assistant completing the form
- 5.2.3. Department –Department where request originates
- 5.2.4. DCLT Representative – Name of the appropriate DCLT Representative
- 5.2.5. Phone Ext – Employee's phone extension

- 5.2.6. Date Prepared – Date form is prepared and submitted
 - 5.2.7. Decision/Purpose - a concise statement that conveys the reason for the preparation of the ADM form. (e.g. Execution of lease required.)
 - 5.2.8. Funding/Budget Implications - a concise statement outlining the additional funds requested or how the proposed action will be funded (if applicable) and/or the impact on the capital or operating budget. (e.g. Funding is available under projects in the currently approved capital program budget)
 - 5.2.9. Workforce Implications - a statement justifying impact on approved budgeted workforce. (e.g. Approval will result in an increase of two temporary unbudgeted positions)
 - 5.2.10. Recommendations – a statement requesting specific, appropriate actions. (e.g. The property, 2000 Simcoe Street, is recommended as the most appropriate choice)
 - 5.2.11. Review and Edit File – attach document to be reviewed and edited using track changes. (e.g. Policy or Procedures for review)
 - 5.2.12. Attachments – attach additional background information if required.
 - 5.2.13. Decision Routing – The decision routing will be completed by the Office of the President upon receipt and review of the form.
 - 5.2.14. Notes (Non-concur) – Comments and notes are to be added by members of DCLT that do not approve of the request outlining their concerns or reasons for not approving the request.
 - 5.2.15. Amendments/Comments – Amendments and/or comments may be added by members of DCLT.
 - 5.2.16. Date Approved – Once all appropriate DCLT members approve the form, The Office of the President will complete this section and indicate the date the form was approved.
- 5.3. Submit – Once the form is completed, click the submit button at the bottom of the page, this will forward the form to the Office of the President. Once the form is completed and submitted, the Office of the President will add the ID#. The ADM form will then be routed as indicated by the decision routing.

- 5.4. The members of DCLT who are required to approve or reject the form as indicated by the decision routing must approve or reject the form within 48 hours. If the form is rejected or the DCLT member is waiting on further information from staff before making a decision, they must inform the Office of the President accordingly. If there are outstanding responses after 48 hours of the initial request for review, the Office of the President will follow up with DCLT members who have failed to respond.
- 5.5. Once approved, the Office of the President will notify the originator of the form, the CAO's executive assistant, and/or the appropriate DCLT members via email to ensure the decision is communicated as required. The approved ADM form is saved on the server, and tracked by the Office of the CAO.
- 5.6. If the request is not approved, the Office of the President will notify the originator of the request and all members of DCLT via email.

6. Roles and responsibilities

- 6.1. When DCLT members receive an ADM form, they are responsible for consulting with the appropriate staff in their areas to aid in assessing the ADM form for review and approval or non-concur within 48 hours, or two business days.
- 6.2. It is the responsibility of the Office of the President to ensure the policy and procedure is fully implemented.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Failure to comply with this policy and procedure could result in financial, reputational or other loss for Durham College.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Administrative Decision-Making Tracking Form