

## By-Law No. 2

## COLLEGE COUNCIL

### 1. BACKGROUND

In accordance with the Ministry's Governance and Accountability Framework Binding Policy Directive, Northern College of Applied Arts and Technology shall establish a College Council, hereinafter referred to as "the Council."

### 2. PURPOSE

Through community representation on our Board of Governors, Program Advisory Committees, other College-led committees and our own staff involvement in community forums, boards, and meetings, various forums are created to exchange communications, as we work to fulfill our mission of "ensuring quality, accessible education through innovative programs, services and partnerships, for the benefit of our northern communities."

The Council is a two-way communication vehicle established for the purpose of providing a means for students and staff members of the College to provide advice to the President of the College on matters of importance to students and staff members. These matters may include, but are not limited to, issues pertaining to the College's academics, student services, human resources and administration. The Council also provides a forum for the President to disseminate information to the College community.

### 3. GOALS

The goals of the Council are to:

- 3.1 promote communication within the College Community; and
- 3.2 provide a forum for students and staff to provide advice to the President on matters of importance to students and staff.

The focus of all dialogue, advice and decision-making at the Council will reflect the best interests of students, staff, teaching and learning, and success at Northern College.

#### 4. MANDATE

The Council shall present advice or reports to the President with respect to matters referred by the President or on matters the Council considers advisable. The Council has no mandate or authority to discuss issues arising from the terms and conditions of employment (Collective Agreements) for any staff group.

#### 5. COMMUNICATION WITH THE BOARD

The Council is advisory to the President. The Council shall keep proper records and minutes of its proceedings and shall submit a copy of such (or make these available) to the Board of Governors.

#### 6. MEMBERSHIP

Participation on the Council shall be voluntary. Membership will ensure representation from all staff groups as well as all campuses of the College. The Council shall consist of 13 Core Members and 8 Resource Members, as follows:

##### Core Members

Academic Staff	4
Support Staff	4
Students	3* +3
Administrative Staff	1
President	1

\*3 students to be appointed in a principal role and 3 in an alternate capacity. A maximum of 3 students attending a meeting will be counted towards quorum, with principal members being counted first. At any given time, 3 student members will have voting rights for a possible total of 13 core, voting members.

##### Resource Members

Vice-President, Academic and Student Success	1
Registrar	1
Academic Directors	3
Director of Human Resources or designate	1
Representative – Apprenticeship   Corporate   Community Training	1
Representative – Communications/Marketing	1

The role of Resource Members is to provide clarification on college matters and present information as required. Resource members are non-voting members.

Faculty representatives will receive complementary SWF time calculated on a mutually agreeable formula by the Workload Monitoring Group (WMG). Time will be credited to allow faculty opportunity to consult with their constituent group, to prepare for, and attend Council meetings.

Support staff will meet with their supervisor to determine the terms of their release time to attend Council meetings and to dialogue with their colleagues.

The Council may appoint additional non-voting members to serve as resource persons.

## **7. DECISION MAKING**

Decisions will be made by consensus. If a decision cannot be reached by the Council, the varying view points will be captured and recorded in the minutes, and made known to the President.

## **8. TERMS OF OFFICE**

A member's term will normally be two academic years. The term of a student member will be one academic year. If a member cannot complete a term, a replacement will be selected by the affected constituent group to complete the balance of the term. An academic year shall be considered to run from September 1 to August 31.

In the first year of operation, staff members will have a mix of two and three-year terms to ensure continuity in membership composition.

A member may be removed from the Council by his/her constituent group for failure to fulfill the responsibilities of members (see Section 10).

## **9. ELECTION PROCESS**

Each year, or as often as may be required, the Council shall prescribe a process to be followed for these elections.

By May of each year, or as often as may be required, the Recording Secretary will make an announcement to all staff members that provides notice of any openings on the Council for election and the process to be followed.

All full-time staff and full-time students are eligible for a position on the Council.

Student representatives will be recruited via the Northern College Student Association (NCSA), Native Student Assembly (NSA), and Accessibility Services with the assistance of any student advisor.

## **10. RESPONSIBILITIES OF MEMBERS**

Members of the Council shall be responsible for attending all meetings of the Council and sub-committees on which they serve. Members shall come prepared for meetings having read the agenda, the minutes of the previous meeting and background material circulated in advance.

Members shall communicate regularly with constituents; they may direct constituents to the college intranet for information about meetings as well as offer opportunities for constituents to bring forward issues they want Council to address.

Participation on the Council and its sub-committees is on a voluntary basis.

Should a designated member not represent an area for three (3) consecutive meetings, the position shall be considered vacant. Any member may resign from the Council by giving the Chair notice in writing of not less than one (1) month.

In the event of a vacancy, the Chair shall request that another member be selected to represent the area and the new member will serve for the remainder of the term of the member who has resigned.

The Council strives to ensure having full representation from all campuses of Northern College. All members are expected to represent the views of their constituent group and are expected to implement two-way communication strategies with their constituent group. While members represent their constituent group, it is anticipated that all discussions and framework of recommendations will be undertaken collegially and in the collective interests of Northern College.

## **11. MEETINGS**

The Council will determine its meeting schedule at the first meeting of each academic year. A minimum of three meetings will be held each year, while additional meetings may be called, as required.

The first regular meeting of the Council in each academic year shall take place in October and regular meetings will be held as per the established meeting schedule. Special meetings may be held by the Council as deemed necessary by the President, as Chair.

Members may take part in meetings in person, by videoconference or by teleconference.

## **12. QUORUM**

A quorum shall consist of 50% +1 of the non-vacant positions on the Council.

## **13. AGENDA**

The Chair shall establish the agenda for each meeting of the Council and shall distribute the agenda with supporting documents to the members with the notice for such meeting. Each agenda shall be prepared using a consistent format and shall include reports. Members may request items to be included on the agenda by directing such items to the Secretary or the President.

## **14. MINUTES**

Secretarial support to the Council shall be provided by the President's Executive Assistant.

The Recording Secretary of the Council shall take minutes of each meeting of the Council and, under the direction of the Chair, shall distribute such minutes and related relevant documents in a timely fashion to the members. Approved minutes are also posted electronically on the [College's Intranet](#) and [Student Portal](#) following approval.

Regular communication between the Council and the college community takes place via email, the college intranet and the Student Portal.

## **15. TASK GROUPS**

From time to time, task groups may be formed.

A Task Group will be comprised of a minimum of four members from the Council, with at least one representative from faculty, students, administration and support staff, if possible. Other members from the College may be invited to participate in a resource capacity once a project issue is assigned.

Task Groups will be formed and will exist until the Task Group has met its objective.

Task Groups will elect a facilitator who will facilitate the work of the Group and will also record salient points and recommendations. The facilitator or another nominee may also be invited to present their findings to the Executive, for approval and recommendation by the Council.

## **16. BY-LAW**

The Council shall review this document on a yearly basis and advise the President of modifications it believes necessary. All amendments shall be approved by the Board of Governors.

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We hereby certify that the foregoing by-law was enacted by the Board of Governors on the 12<sup>th</sup> day of January, 2010 and amended January 13, 2015.

Don Wyatt

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Chair, Board of Governors

Pierrette Fortier

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Executive Assistant, Board of Governors