

Fleming College Aboriginal Education Council Terms of Reference

VISION

In liaison with Fleming College and the Board of Governors, the Aboriginal Education Council will create a strong Aboriginal voice determinate of Aboriginal cultural values and traditions, with responsibilities to further expand and improve Aboriginal Education and broaden the Aboriginal experience at Fleming College.

The Aboriginal Education Council will assist and advise the College in identifying and articulating priorities for programs and services intended to increase the successful recruitment, retention and graduation of Aboriginal students.

The Aboriginal Education Council is committed to developing and supporting Aboriginal education aspirations through curriculum, programs, services and research at Fleming College that meets the Aboriginal and Non-Aboriginal students, faculty and staff at Fleming College.

RELATIONSHIP TO THE COLLEGE

Authority for the governance of Fleming College rests with the Board of Governors. Council is linked to the Board of Governors through the College President, and to the academic and service areas through its College representatives.

In keeping with Ministry funding guidelines, Council serves as the primary advisory resource to the College community on matters relating to Aboriginal education offerings and Aboriginal support services. This framework includes open and pro-active dialogue in addition to mutual accountability and respect.

SUPPORT

The work of Council is accommodated within the functional and structural organization of the College. The Associate Vice-President Student Services has been named as the Executive Officer to Council and his/her assistant provides support in setting agendas, assembling/distributing meeting materials, scheduling meetings, attending the meetings to record the minutes, co-ordinate follow-up from meetings, etc.

PROFILE

The Aboriginal Education Council is composed of individuals who are strategic thinkers, and who are recognized as leaders. Council will strive to maintain a diverse, inclusive process that well represents the Indigenous people of the Traditional Territory that Fleming College is located on, including but not limited to a range of communities in urban and rural settings, First Nation, Métis and Inuit peoples, educators, employers, entrepreneurs, community developers and advocates.

Council will select individuals who possess indigenous wisdom in the area of environmental, cultural and spiritual knowledge, as well as language speakers.

GOALS AND RESPONSIBILITIES

In carrying out its vision, the Aboriginal Education Council will pursue the following goals:

- ❖ Enrich the academic and cultural life and promote the needs and interests of Aboriginal learners at Fleming by identifying issues and proposing solutions;
- ❖ Provide a forum for broad discussion on Aboriginal perspectives in the College's programs and services;
- ❖ Advise on the College's strategies for recruitment, development and retention of Aboriginal faculty, staff and students, and on strategies for ongoing relevant professional development for current administration, faculty and staff;
- ❖ Act as the primary resource for the design, development, content, ongoing implementation and legitimacy of content for all Aboriginal education and service programs;
- ❖ Actively liaise with Aboriginal communities and organizations so as to work together to meet all needs

In addition to its stated goals, Council will:

- ❖ Provide advice regarding priorities for allocation of funding for Aboriginal initiatives;
- ❖ Be informed of financial planning with regard to funds designated for Aboriginal education, programs, services and research;
- ❖ Periodically review and revise the Terms of Reference to better meet the needs and mandate of Council;
- ❖ All AEC members have a shared responsibility to adhere to the Terms of Reference guidelines outlined in this document, with lead responsibility being with the Council Chair

COMPOSITION AND MEMBERSHIP

The composition of Council reflects a diverse community, a combination of external and internal representatives. External or community members are representatives of an Indigenous group. Internal members are College representatives and are afforded the same rights and privileges as the external members. All named members demonstrate commitment through regular meeting attendance.

A maximum of eleven (11) external members:

- ❖ 1 Elder;
- ❖ An education officer/manager from Curve Lake First Nation;
- ❖ An education officer/manager from Alderville First Nation;
- ❖ An education officer/manager from Hiawatha First Nation;
- ❖ An education officer/manager from Scugog First Nation;
- ❖ 1 representative (or designated alternate) from Metis' community;
- ❖ 2 members at large from Aboriginal, First Nations, Metis' and/or Inuit communities;
- ❖ 2 members at large from Aboriginal organizations with a commitment to Aboriginal education;
- ❖ 1 Fleming College Aboriginal Alum

A maximum of four (4) internal members:

- ❖ College President or designate – ex-officio seat (who serves a liaison role with the Board of Governors);
- ❖ College employee involved in Aboriginal education;
- ❖ College employee involved in Aboriginal Services;

- ❖ Aboriginal student, full or part-time, currently enrolled at Fleming

Facilitating the work of Council are an Executive Officer and Resource members. These individuals receive materials, attend meetings, and provide advice and information to Council but are not considered in quorum or have voting privileges:

- Associate Vice-President Student Services;
- Manager with responsibilities for Aboriginal Services;
- Representative of the Vice-President Academic

APPOINTMENT AND RE-APPOINTMENT OF MEMBERS

Council will establish an Appointments Committee (or a Nominating Committee) with responsibility for recommending the members for appointment and/or re-appointment. The nomination process is outlined in Appendix I.

COUNCIL CHAIR AND VICE-CHAIR

The Chair and Vice-Chair are elected each spring. Only the named external members of Council are eligible for nomination and to hold office. Annual elections will be made at the spring meeting for the positions of Chair and Vice-Chair, with the Chair term being a maximum of three years. Annual term of office for the Chair and Chair positions will be from August 1st to July 31st each year. The election process is outlined in Appendix II.

The Chair shall:

- ❖ Assist with the setting of all meeting agendas;
- ❖ Start and end the meeting on time, while also ensuring the agenda can be completed in full;
- ❖ Ensure that action items are acted upon;
- ❖ Ensure that motions have a proposer, seconder and a vote;
- ❖ Facilitate all meetings, encourage open discussion and participation of everyone at the table;
- ❖ Maintain order by ensuring balanced participation;
- ❖ Ensure that new ideas or points are raised without judgment

The Vice-Chair shadows the Chair role. In the absence of or inability to act as the Chair, the Vice-Chair performs the duties of the Chair.

MEETINGS

Two business meetings per semester – a minimum of four meetings per academic year – will be scheduled and the dates published.

Agenda-setting meetings will occur two weeks prior to each scheduled Council meeting, attended by the Chair and/or Vice-Chair with appropriate College staff. Meeting materials shall be made available to Council at least five (5) business days in advance of the meeting. In keeping with the College's commitment to sustainability, materials are provided in electronic format. Within two weeks of the meeting, Council members will be provided with a set of draft meeting minutes to assist with follow-up and future agenda planning.

Council may establish ad hoc committees or working groups as needed to address specific areas of interest; these special purpose groups have no decision-making authority and are dissolved once its

findings have been reported back to Council. Council may invite non-Council members from the community and/or the College to participate on ad hoc committees or working groups.

QUORUM

Quorum is defined as half of the named membership plus one and requires five (5) of the external members to be in attendance.

DECISIONS

Council meetings are semi-formal and follow standard procedural rules. Council will use consensus in reaching decisions. In this context, consensus is defined as a process whereby all members will speak on an issue and be heard; everyone present agrees with the decision or, when not in full agreement, can live with the decision. When consensus cannot be reached, Robert's Rules of Order will apply.

Motions require a proposer, a seconder, and a vote. Voting will be based on votes cast by a show of hands. No member of Council may use a proxy or be represented by a proxy-holder. In the event of a tie vote, the Chair will cast a second and deciding vote.

CONFLICT OF INTEREST

Action will be consistent with the College's policies on conflict of interest. Conflict of interest will be listed as an item on each meeting agenda. Members will be afforded the opportunity to declare conflict with respect to any agenda item or items at the beginning of a meeting, for discussion if needed.

ACCOUNTABILITY

A report on initiatives, activities and matters related to Aboriginal education and Aboriginal support services will be presented publicly to the Board of Governors each fall.

REVIEW

Council will review and approve Terms of Reference on an annual basis, typically at the spring meeting.

Review Summary:

- ❖ March 2006
- ❖ April 2015

Appendix I – Nomination Guidelines

In liaison with Fleming College and the Board of Governors, the Aboriginal Education Council will create a strong Aboriginal voice determinate of Aboriginal cultural values and traditions, with responsibilities to further expand and improve Aboriginal Education and broaden the Aboriginal experience at Fleming College.

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Sample Nomination Form

The Chair and Vice-Chair are elected each spring. Only the named external members of Council are eligible for nomination and to hold office. The term of office for the Chair and the Vice-Chair position is two years, beginning August 1 and ending on July 31 each year. The election process is outlined in Appendix II – Robert's Rules of Orders.

The Aboriginal Education Council is currently accepting nominations for the position of AEC Vice- Chair. If you would like to nominate a named external member, please complete the information below.

Name of Nominee: _____

Nominated by: _____

Date: _____

Appendix II – Election Process

Fleming College's Aboriginal Education Council will follow the Robert's Rules of Order, as provided in the excerpt below:

Robert's Rules of Order

66. Nominations and Elections. Before proceeding to an election to fill an office it is customary to nominate one or more candidates. This nomination is not necessary when the election is by ballot or roll call, as each member may vote for any eligible person whether nominated or not. When the vote is viva voce or by rising, the nomination is like a motion to fill a blank, the different names being repeated by the chair as they are made, and then the vote is taken on each in the order in which they were nominated, until one is elected. The nomination need not be seconded. Sometimes a nominating ballot is taken in order to ascertain the preferences of the members. But in the election of the officers of a society it is more usual to have the nominations made by a committee. When the committee makes its report, which consists of a ticket, the chair asks if there are any other nominations, when they may be made from the floor. The committee's nominations are treated just as if made by members from the floor, no vote being taken on accepting them. When the nominations are completed the assembly proceeds to the election, the voting being by any of the methods mentioned under Voting, [46], unless the by-laws prescribe a method. The usual method in permanent societies is by ballot, the balloting being continued until the offices are all filled. An election takes effect immediately if the candidate is present and does not decline, or if he is absent and has consented to his candidacy. If he is absent and has not consented to his candidacy, it takes effect when he is notified of his election, provided he does not decline immediately. After the election has taken effect and the officer or member has learned the fact, it is too late to reconsider the vote on the election. An officer-elect takes possession of his office immediately, unless the rules specify the time. In most societies it is necessary that this time be clearly designated.