

GOVERNANCE POLICY: Advisory College Council

REFERENCE NUMBER:	GP-003
APPROVAL DATE:	<i>Original:</i> June 23, 2004 (Policy 1-102K)
REVISION DATE(S):	January 2008; June 22, 2011; June 28, 2017
EFFECTIVE DATE:	Current
SCHEDULED REVIEW DATE:	2022

Each Board of Governors shall establish, in accordance with the current legislation and the Minister's Binding Policy Directive, an **advisory college council** through which college staff and students may provide advice to the President of the College. At Fleming College, this body is known as the "President's Advisory Council" (or PAC).

1. Terms of Reference

- 1.1 As stated in the Minister's Binding Policy Directive, the purpose of an advisory college council is to provide a means for students and staff of the college to provide advice to the President on matters of importance to students and staff. It is a corporate body in the sense that it will deal with issues that affect the entire College. It is a future oriented body involved with strategic planning. An underlying premise is that the Council will be a forum for communication between the President and College faculty, staff, and students regarding issues which are focussed on, or affect, the academic activities of the College.
- 1.2 Given the above, Council's Terms of Reference for advisory capacity consist of, but are not limited to, strategic planning; review of annual reports as each pertains to the College Strategic Plan; academic and student affairs; curriculum and program affairs; faculty and staff affairs.
- 1.3 Council may recommend policies, regulations and guidelines in respect of the above.

2. Reporting

- 2.1 Council provides advice to the President of the College. The President may in turn refer issues, comments, questions, and/or concerns to the appropriate staff for information, follow-up, and/or resolution.
- 2.2 The President takes the advice provided by Council under consideration in the decision-making process on strategic and operational initiatives.

3. Composition of Council

- 3.1 Council consists of 25 to 29 representatives from the student, academic, administrative, support staff constituent groups, who receive notice of, attend, and participate at all meetings of Council.
- 3.2 If the election/appointment processes for the constituent groups fail to produce representation of all areas, Council will request that the President appoint a maximum of two additional members on the recommendation of Council.
- 3.3 Three ex-officio members also serve on Council: the President (who serves as an ex-officio member of all Fleming College committees), a Governor (through a rotating membership), and the Administrative Assistant in the President's Office (who provides support to Council).

4. Nomination and Election Process

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

4.2 In February/March, the President will make an announcement to all staff and students that provide notice of any openings on Council for election and the process to be followed.

5. Vacancies

5.1 In the event of a vacancy, the runner-up from the last election would be approached to accept the position. If he/she was not available, then Council may request that an appropriate person be appointed by the President.

6. Length of Term

6.1 The term for *employee* representation is for two years, September 1 to August 31 (Council does not meet in June, July and August).

6.2 The term for *student* representation is for a one-year period, September 1 to August 31, with the exception of the Student Presidents in accordance with the Student Administrative Council and Student Association elections (under the auspices of SAC and SA).

7. Meetings

7.1 Council may appoint a day or days in any month or months for regular meetings, at a place or hour to be named by the Chair.

7.2 Meetings are open to the College community. Notice of meetings, agendas, minutes and background documents are available to the College community through the College Portal.

8. Quorum: 50% of the current voting members.

9. Process: Council meetings are semi-formal and use standard procedural rules to facilitate decision making.

10. Voting

10.1 A majority vote is based on a majority of votes cast by show of hands. The Chair has a casting vote. Ex-officio members are not eligible to participate in motions or voting.

Reference Documents:

- Governance and Accountability Framework – Minister's Binding Policy Directive (revised September 2010) requiring a report on activities to be included in the College's annual report
- President's Advisory Council [web page](#), specifically the Terms of Reference/Handbook

History of Amendments/Reviews:

Section(s)	Date	Comments
Reviewed as part of the overall review of By-law 1-102	June 2011	New format • Board approved (Resolution BoG June22, 2011 #4)
All Board policies and procedures were included in the overall review of By-law 1-102	April-May 2017	• Board approved (Resolution BoG June28-2017 #3)