

**TERMS OF REFERENCE**

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ToRID & Cte Name: **TOR03: SENIOR LEADERSHIP COUNCIL**

Issued by: President

Effective: 2016-04-28

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**1. PURPOSE**

Senior Leadership Council (SLC) meets to discuss and share information about matters associated with advancing the overall enterprise effectiveness of the College. The SLC is not a decision-making body. The President does, however, regularly seek endorsement of SLC members for many of the College's contemplated enterprise plans, initiatives and processes.

Specific topics of SLC focus include:

- The College budget;
- New academic programs;
- Capital/master planning;
- Staffing/labour relations matters;
- Board Monitoring Reports and Annual Reports;
- Enterprise risk and opportunity;
- Corporate staff/professional development issues;
- Culture alignment;
- Cross-functional collaboration;
- Corporate communications; and
- Corporate priority-setting.

**2. DEFINITIONS**

*In camera*: A portion of an SLC meeting that excludes non-Council members and where the subject matter is confidential and not to be discussed outside of the meeting. In camera discussions are not minuted.

**3. MEMBERSHIP AND TERMS OF OFFICE**

The membership of the SLC consists of incumbents of the following administrative positions:

- 3.1. President, who is Chair
- 3.2. Senior Vice-President, Academic
- 3.3. Vice-President, Finance and Administration
- 3.4. Vice-President, Corporate Strategy and Business Development

## COLLEGE COMMITTEES

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- 3.5. Vice-President, Student Services
- 3.6. Associate Vice-President, Strategy
- 3.7. Chief Business Officer, CCPV
- 3.8. Chief Information Officer (CIO)
- 3.9. Executive Director, Advancement and Alumni
- 3.10. Executive Director, Fanshawe International
- 3.11. Dean, Centre for Research and Innovation
- 3.12. Dean, Faculty of Arts, Media and Design
- 3.13. Dean, Faculty of Business
- 3.14. Dean, Faculty of Health Sciences and Human Services
- 3.15. Dean, Faculty of Regional and Continuing Education
- 3.16. Dean, Faculty of Technology
- 3.17. Director, Centre for Academic Excellence
- 3.18. Executive Director, Facilities Management and Community Safety
- 3.19. Executive Director, Human Resources
- 3.20. Executive Director, Reputation and Brand Management
- 3.21. Executive Director, Student Success
- 3.22. Registrar

The Administrative Assistant to the Vice-President, Corporate Strategy and Business Development acts as Recording Secretary for SLC.

### Resource Persons

Members of SLC may invite appropriate individuals to attend a specific item on the agenda as resource persons to assist with or be present for that item. Members advise the Recording Secretary of such invitees in advance of the meeting. In addition, SLC may, from time to time, invite a member of administration to sit in a non-voting resource capacity for meetings where it is particularly relevant and helpful to their role. Resource persons are excluded from all in camera portions of meetings.

## **4. MEETINGS AND CONDUCT OF BUSINESS**

- 4.1. The President acts as Chair. In the President's absence, the person acting for the President convenes and chairs meetings.
- 4.2. Meetings occur once per month.
- 4.3. If an SLC member cannot attend a meeting, the member may designate an alternate to attend and vote on the member's behalf.

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### 4.4. Agenda and Minutes

- 4.4.1. Any member of the SLC may submit items for the agenda to the Recording Secretary.
- 4.4.2. The Recording Secretary distributes an agenda and the minutes of the previous meetings to members approximately one week before the date of a scheduled meeting.
- 4.4.3. Proposed agenda items are reviewed by the Chair.
- 4.4.4. Whenever possible, the agenda item includes an appropriate briefing note (following the approved SLC format) including background information together with a statement of recommended action where appropriate. Such documentation is submitted to the Recording Secretary at least eight business days prior to a meeting.
- 4.4.5. The agenda for meetings of the SLC is structured so as to cluster items for discussion under one of the following headings:
  - Discussion items
  - Endorsement items
  - Information items
- 4.4.6. SLC members communicate with their staff or constituency as appropriate to ensure adequate input to the SLC on matters under consideration.
- 4.4.7. The SLC may conduct, in camera, that part of its meeting that concerns matters:
  - That are confidential to the College including:
    - Strategic labour relations;
    - Actual or contemplated real property transactions;
    - Litigation in which the College is involved;
    - Matters which by their nature require confidentiality so as to preserve the legitimate interests of the College;
  - Of a personal nature concerning an individual, unless such individual requests, and the SLC agrees, that that part of the meeting be open to the public.

### 4.4.8. Board Reports

SLC receives, reviews and provides comment on Board reports.

## 5. REFERENCES

None.

## 6. ADDENDA

None.

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