

ONONDAGA COMMUNITY COLLEGE
COLLEGE LEADERSHIP COUNCIL
BYLAWS

These Bylaws of the College Leadership Council are made and effective **October 24, 2014**.

ARTICLE I - NAME

The name of this body shall be the College Leadership Council.

ARTICLE II - PURPOSE

The purpose of the College Leadership Council shall be to serve as the central, cross-campus governance body responsible for advising the President on strategic issues, projects and proposals with significant cross-institutional impact.

In so doing, the College Leadership Council will:

1. Promote organizational excellence and institutional effectiveness.
2. Improve cross-institutional collaboration.
3. Foster continuous improvement of shared governance.
4. Embrace diversity and encourage collegiality.
5. Facilitate consistent, effective, campus-wide involvement in strategic planning and review.

ARTICLE III - MEMBERSHIP

The membership of the College Leadership Council shall be comprised of representatives of the College's recognized associations and the heads of the College's divisions, as follows:

Associations:

1. Faculty Association Chairperson
2. Staff Association President

3. Administrators' Council Chairperson
4. Student Association President
5. Student Association Designee
6. Faculty Association Adjunct Representative
7. Chair-of-Chairs

Divisions:

8. Educational Services
(Provost & Senior Vice President)
9. College-Affiliated Enterprises
(Vice President Finance)
10. College-Affiliated Enterprises & Asset Management
(Senior Vice President)
11. Finance
(Chief Financial Officer)
12. Human Resources & External Relations
(Vice President)
13. Institutional Planning, Assessment & Research
(Chief IPAR Officer)
14. Enrollment Management
(Vice President)
15. Information Technology
(Chief Information Technology Officer)
16. Student Engagement & Learning Support
(Vice President)

While the President of the College is not a member of the College Leadership Council, he/she shall have a standing invitation to attend any and all meetings, and to address the body.

ARTICLE IV - MEMBER ROLES AND RESPONSIBILITIES

The roles and responsibilities of the membership are to:

1. Represent the collective views of their respective constituencies.
2. Report to their respective constituencies on the work of the College Leadership Council.
3. Solicit input from their respective constituencies on matters that come before the College Leadership Council.
4. Review the agenda and all supplemental information prior to meetings.

ARTICLE V – COLLEGE LEADERSHIP COUNCIL CHAIRS

The College Leadership Council shall be co-chaired by the Chairperson of the Faculty Association and the College’s Chief Academic Officer.

ARTICLE VI – MEETINGS

The College Leadership Council shall determine and establish its own meeting schedule, subject to the following provisions:

1. Regular meetings of the College Leadership Council shall be of sufficient frequency and duration as to effectively carry out the Council’s purpose and responsibilities.
2. The College Leadership Council shall meet no fewer than monthly during the College’s academic year, and at least once during the summer. The summer meeting shall serve as a retreat for setting the College Leadership Council’s agenda and goals for the upcoming academic year.
3. Special meetings of the College Leadership Council may be scheduled at the request of the College President or the co-chairs.

The agenda for all meetings shall be established by the co-chairs subject to the following provisions:

1. Meeting agendas will follow a standard format acceptable to the Council to include review of any new material as well as standing items based on a calendar of critical topics to be reviewed and discussed throughout the year.
2. The agenda for regular meetings, including all relevant materials for consideration, shall be distributed to the membership no later than one week prior to the meeting.
3. In the case of a special meeting requested by the College President, the co-chairs and the President shall collaborate on the agenda.

The minutes of all meetings shall be made publicly available to the College community within one week after the meeting.

ARTICLE VII – COLLEGE COMMITTEES

The College Leadership Council shall be the reporting home for official College Standing Committees, as outlined in the College’s Centralized Policy Manual, and College Ad Hoc Committees. (These “College Standing Committees” are separate and distinct from the College’s Faculty Standing Committees.)

With regard to College Standing Committees, the College Leadership Council shall have the authority to review the structure and charges for such committees, and to recommend to the President the creation or dissolution of College Committees. Recommendations to create or dissolve College Standing Committees shall require a two-thirds vote of the College Leadership Council membership. Recommendations to create or dissolve Ad Hoc Committees shall require a simple majority of the College Leadership Council membership.

ARTICLE VIII - AMENDMENTS

These Bylaws may be altered, amended, or repealed and supplanted by new Bylaws in the following manner:

1. Notification of an amendment proposal must be received by the membership of the College Leadership Council no fewer than thirty (30) days prior to the meeting at which it is to be considered.
2. Amendment proposals shall be clearly stated on the agenda for the meeting at which they are to be considered.
3. Adoption of an amendment proposal shall require a two-thirds majority of the College Leadership Council membership.
4. The College Leadership Council shall forward approved amendments to the College President.
5. Approved amendments shall not take effect until ratified by the College President.