

OCC College Leadership Council - Agenda
 October 21, 2022
 1:00 – 3:00 PM
 Whitney 210

Members Present:

Staff Present:

Agenda	Item	Presenter	Main Point of Discussion	Outcome	Follow-up Actions
	Call to Order	Dr. Hilton			
	Approval of minutes from 9-16-22	Dr. Hilton			
	Review/approval of CLC bylaws	Dr. Hilton			
	NCSARA Update	Anastasia Urtz			
	Achieving the Dream	Flagan Prince			
	Facilities Master Plan/Capital Projects	Mark Manning			
	Open Forum for members	Dr. Hilton			

Upcoming Meetings
 November 18, 2022

OCC College Leadership Council - Minutes

September 16, 2022

1:00 – 3:00 PM

Whitney 210

Members Present: Christopher Celdano Alcalá; Dr. Warren Hilton; Lisa Hoff; Mark Manning; Enid Reiley; Nina Tamrowski; James Taylor; Anastasia Urtz;

Staff Present: Julie Hart

Agenda

Item	Presenter	Main Point of Discussion	Outcome	Follow-up Actions
Call to Order	Dr. Hilton	Dr. Hilton called the meeting to order at 1:01 PM.		
Introduction of members	Dr. Hilton	Dr. Hilton facilitated introductions of the members.		
Review of meeting processes/procedures	Dr. Hilton	Completed		
Approval of minutes from 5-13-22	Dr. Hilton	Motion to approve from A. Urtz, seconded by M. Manning	Minutes approved	
Review/update of CLC bylaws	Dr. Hilton	Edits will be reviewed by the CLC for a 30-day period and then voted on at the next meeting October 21, 2022.	Vote pending on October 21, 2022	
Review of presentation schedule	Dr. Hilton	Review of the presentation schedule for the academic year.	Any additional suggestions can be made to the CLC throughout the year.	
Review of committee charges	Dr. Hilton	The members reviewed the committee make-up and charges. N. Tamrowski will review the Senate placements and get back to J. Hart with the final members for the Committees.	No changes to the charges were noted; membership will be finalized once the Faculty Senate members are confirmed.	
Open Forum for members	Dr. Hilton	N. Tamrowski mentioned the lack of voice for administrators and staff. Conversation ensued as to how to encourage more communication amongst those groups.	Some suggestions include Dr. Hilton meet with the CSEA staff each semester to discuss their concerns; E. Reiley mentioned potential for open forums with OCCAC members. Dr. Hilton	

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				will also schedule time with the academic secretaries.	
					Meeting adjourn 2:15 PM

Upcoming Meetings

October 21, 2022

ONONDAGA COMMUNITY COLLEGE

COLLEGE LEADERSHIP COUNCIL BYLAWS

These Bylaws of the College Leadership Council are made and effective October 24, 2014,
with a first revision dated October 21, 2022.

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:

1. College President or designee
Faculty ~~Association Chairperson~~ Senate President
2. Faculty Senate Vice President
2. ~~Staff Association~~ CSEA Representative ~~President~~
3. Administrators' Council (OCCAC) Chairperson
4. Student Government Association (SGA) President
5. Student Government Association (SGA) Designee
6. Faculty ~~Association~~ Senate Adjunct Representative
7. Chair-of-Chairs
8. Senior Vice President & Chief Financial Officer
9. Provost & Senior Vice President

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~~President and Faculty Senate President.

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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~~at least 7 times 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~~members.

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~~members, 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 on the College's website.

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 Senate 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.~~

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