

Brock University Aboriginal Education Council POLICIES AND PROCEDURES 2014-2015

I Preamble

This document is designed to assist the Brock University Aboriginal Education Council (AEC) in completing their day to day efforts. For external and large scale policies, please refer to the Terms of Reference which were initially approved by AEC consensus on March 17, 2000 and endorsed by the Brock University Senate on May 24, 2000, and further updated accordingly.

II Mission

The Brock University AEC is committed to addressing the spectrum of components comprising Aboriginal education and research through Brock University.

Its mission is to ensure that the next Seven Generations of Aboriginal people will have greater success and opportunities for higher education to the fullest extent possible at Brock University, and that decisions will be made with regard for future generations. *(Taken from Terms of Reference, updated 2010)*

III Relationship of the Aboriginal Community with Brock

It is the intention of this partnership between Brock University and the Aboriginal Community to serve the needs of the Aboriginal community by identifying and articulating priorities for programs and services intended to enhance the successful recruitment, admission, retention, graduation and employability of Aboriginal students. Through the use of established committees, the AEC will provide any recommendations to the President. The Council shall serve as the primary consultative resource on all subjects relating to the education and support needs of the University's Aboriginal populations with regard to Aboriginal-specific programs, general programs and services and the Tecumseh Centre, established to encourage research and education to meet the needs of Aboriginal learners and communities and to develop a culturally responsive philosophy of education for the

*AEC Policies and Procedures - Revised and Approved by Consensus:
December 10, 2004
September 16, 2005
August 14, 2008
September 7, 2011
May 25, 2012
August 23, 2012
August 29, 2013
August 21, 2014*

University as a whole. Special co-operative projects may include academic research conducted by both Aboriginal and non-Aboriginal researchers, ethics committees, or other mutual information-sharing projects.

With regards to Education Programs, but not excluding other relevant programs, AEC and Brock personnel will endeavor to provide unique, culturally appropriate and practical opportunities to potential and practicing Native teachers in the Aboriginal communities, both rural and urban. These projects may involve AEC members, Cultural Advisors or other Aboriginal Community members as deemed appropriate by the AEC.

The Council will be actively involved in providing input with respect to position profiles where responsibilities of the position involve working with members of the Aboriginal community. In addition, the Brock personnel will consult the AEC prior to the development of future academic programs or research.

IV Membership

A. Filling of Membership Seats

The membership seats of the AEC as dictated within the Terms of Reference, are to be reviewed regularly. At the time that a member vacates a seat or is deemed to be no longer a member by the statutes of the Term of Reference, the Co-Chairs will send letters of request to fill the empty chair(s).

- 1) If the vacant seat is from an organization, the letter will be sent to that organization requesting a replacement to fill their commitment to the AEC.
 - a) If there is no member of the organization willing or able to commit to the AEC and they are an organization formerly required by AETS, they may send a designate organization.
 - b) If they are not an organization formerly required by AETS, the AEC will open the seat to other Aboriginal Organization within the community.
- 2) If the vacant seat belongs to a Brock University member appointed by title, the seat will be filled with the successor Brock member holding the same title.
 - a) If that person is unable to commit to the AEC, they may choose a designate to regularly act on their behalf.
 - b) If they are unable or unwilling to send a designate, the seat will be placed as an additional Brock Representative for the time that the employee is unable to participate and a letter of notification from the Co-Chairs will be sent to the President.
3. If the vacant seat belongs to a Brock University member or an Aboriginal Community member not appointed by title/organization, the seat will be opened to other Brock University employees/Aboriginal community members interested in committing to the AEC.
 - a) A notice of the opening shall be posted in the Brock News and/or other appropriate publications or websites.
 - b) Nominations and applications shall be submitted to the Secretary of the AEC.

The Executive Committee shall review the nominations and bring these forward to the AEC along with recommendations for Council's approval.

4. If the vacant seat belongs to a Brock Aboriginal student organization President:
 - a) The president will appoint a designate from that organization, preferably the Vice President/or Secretary.
 - b) If a designate cannot or is unwilling to attend meetings regularly, the seat will be opened to an Aboriginal Brock student for the duration of the academic year with due consideration to students on campus as well as distance education students.
5. If the vacant seat is held by any other Aboriginal student representative, notice of opening(s) will be posted by the Aboriginal Advisor (at the request of the AEC) in the Press, on bulletin boards within the University, and on the Aboriginal Services and AEC websites. A form, developed by the Aboriginal Advisor, will be completed and submitted by each student applicant. Applications will be collected by the Aboriginal Advisor and submitted to the AEC Secretary. The Executive Committee will review the applications and forward the applications and their recommendation to the AEC. If there are more nominees than positions, the Executive Committee will seek advice from the AEC.
6. A person may only hold one seat at a time. This means that a person may not sit for more than one organization, including that of community agencies or student seats.
7. Any member of the AEC may request to participate by video conference.

B. Elections within the Membership

Elections will take place at the May meeting to fill open positions for both the Co-Chairs and the Executive Committee.

- 1) The Aboriginal Co-Chair seat must be held by an Aboriginal Community Agency with active representation on the Council. This person may not have an AEC Advisory only seat.
 - a) Any member of the AEC may nominate appropriate persons to the seat.
 - b) Each member must either decline or accept the nomination.
 - c) Through deliberations, the Council will reach consensus on one nominee.
 - d) At the end of the May meeting the gavel will be passed and the Aboriginal Co-Chair will assume duties.
- 2) The Brock Co-Chair seat must be held by an employee of Brock University with active representation on Council. This person may be the regular designate of an appointed position.
 - a) Any member of the AEC may nominate appropriate persons to the seat.
 - b) Each member must either decline or accept the nomination.
 - c) Through deliberations, the Council will reach consensus on one nominee.
 - d) The incoming Aboriginal Co-Chair will immediately write a letter of request to the President explaining who the AEC is recommending for appointment.
 - e) The President of Brock University will either accept the recommendation or appoint

another Brock AEC member as Co-Chair. Their duties will begin upon acceptance/appointment by the President.

- 3) The Executive Committee is composed of four members, both AEC Co-Chairs, 1 Aboriginal Community member, and 1 member of Brock University, specifically, the Aboriginal Student Advisor. The Executive members may not hold an AEC advisory only seat and must be available to work through the summer.
 - a) Any member of the AEC may nominate appropriate persons to the Aboriginal community seat.
 - b) The member must either decline or accept the nomination.
 - c) Through deliberations, the Council will reach consensus on the nominee for the seat.
 - d) At the end of the May meeting the new Executive Committee will be in effect.

V

Duties of Members

A. Duties of the AEC Co-Chairs

The Brock University AEC shall choose two Co-chairs with one drawn from the representatives of the Aboriginal organizations who are members of this council and one from the representatives of Brock. The Aboriginal Co-chair will be chosen by nomination and election by the members present. The University Co-chair will be appointed by the President of Brock University in consultation with the Council. Normally, the Co-chairs will be chosen at the May meeting of each academic year and will commence duties immediately following the meeting.

- 1) Keep the Council focussed on the goals and plans for the coming year.
- 2) Conduct the meetings.
- 3) Correspond with AEC members, the other Co-Chair, the Secretary, the President, and conduct any other necessary correspondence on behalf of and at the request of the Council.
- 4) Consult with the President and forward information from the President to the AEC as appropriate or if requested by Council.
- 5) Maintain liaison with all membership organizations.
- 6) Initiate an alternating 2 year review/update of the AEC Terms of Reference and Policies and Procedures for approval of the Council and President.
- 7) Ensure the Council operates according to the Terms of Reference and follows the prescribed Policies and Procedures.
- 8) Alternate the responsibility of chairing meetings.
- 9) Hold nominations and election of the Aboriginal Co-Chair every two years at the May meeting.
- 10) Ensure the President appoints a Co-Chair from Brock University after receiving the recommendation of the Council after the May meeting.
- 11) Serve on AEC committees.
- 12) Act as official spokespersons for the Council at the request of Council.
- 13) Hold an Annual Planning Meeting.
- 14) Recognize significant contributions of members of the AEC.
- 15) The Community Co-chair will offer traditional tobacco (if this is culturally appropriate) to the chosen Cultural advisor(s) for representation onto the Council at the first meeting of the academic

year in September as well as the August meeting. It will be offered again when any new cultural advisor(s) have been invited.

B. Duties of the Secretary

- 1) Take meeting minutes.
- 2) Note agenda items for AEC meetings and Executive meetings as required.
- 3) Correspondence as required.
- 4) Send pertinent documents to new members and appropriate information to returning members.
- 5) Pay Council member's parking expenses as they arise.
- 6) Prepare and update Terms of Reference materials and the Policies and Procedures manual following review by Council.
- 7) Maintain secretarial files and records.
- 8) Maintain membership lists - current and archival.
- 9) Book room for meetings.
- 10) Prepare and circulate meeting minutes within two weeks after a meeting and agenda at least 5 working days in advance of the meeting.
- 11) Monitor Welcome package supplies and arrange for their replacement as needed. (Contents of Welcome package to be reviewed annually at the Secretary's request).
- 12) Monitor the tuition revenue account from the Aboriginal Adult Education Program and provide Council with reports.

C. Duties of Executive Members

The AEC will choose an Executive Committee to act on their behalf in periods between meetings. The AEC Executive Committee shall consist of the two Co-chairs, one member from the Aboriginal Community and one member from the Brock community, specifically the Aboriginal Student Advisor.

The AEC Executive Committee shall follow established policies and directives as set by the Council during a duly constituted Council meeting at which there is a full quorum. In the event that new business must be carried out, the Executive Committee must poll, by the most efficient means, all members of the Council. A full report of the extent of this action must be made at the next full meeting. In the instance where the membership must be polled, the Executive Committee must have consensus of the official membership in order to proceed.

- 1) Complete any business designated by the Council between meetings.
- 2) Complete any emergency business as stated in the Terms.
- 3) Make note of all business to the general membership by report, e-mail or phone.

D. Duties of Members

- 1) Attend all meetings or notify the Secretary if you must send regrets.
- 2) Participate at the meetings.
- 3) Sit on the Council's committees.
- 4) Read the minutes of the last meeting in advance of the meeting at which they will be approved.
- 5) Read the agenda for the upcoming meeting and seek any clarification necessary in order to be able to discuss/deal with the item at the meeting.
- 6) Complete any AEC business agreed to by the deadline or meeting indicated.

- 7) Respond promptly to e-mails or other correspondence with regard to Council business, only to the secretary and when appropriate. Please limit the use of the “reply all” key.
- 8) Attend student functions and Brock Aboriginal programming when possible.

E. Duties of the Cultural Advisor(s)

The Cultural Advisor(s) (one male and one female when possible) shall be selected for a one year term similar to processes used for selection of other AEC members. Cultural Advisors should be respectful and knowledgeable of the many nations represented by University students. Cultural Advisors shall provide cultural information and advice to the AEC. They are expected to attend all five AEC meetings and the annual August planning meeting in an advisory capacity and do not count for quorum. Cultural Advisors will open and close meetings as appropriate. An honorarium of \$100 per regular meeting and \$150 for the August planning meeting will be paid by cheque and mailed to the Advisor’s home address following each meeting attended. If Advisor’s home is more than 50 km. round trip from Brock University and if he/she is unable to car pool with another AEC member, the Advisor may submit a separate travel claim to the AEC Secretary for reimbursement. Parking will also be reimbursed if traveling separately.

F. Committees

The committee members must be a member in good standing of the AEC and will work to gather information and keep the AEC abreast of what is happening both within the University but also in the broader community. Committees are responsible for carrying out the work of the Council and as such, they report to and take their direction from Council. The one exception is the Aboriginal Recruitment and Retention Committee which takes its direction from the broad University Recruitment and Retention Committee and from the two units which have Aboriginal Recruitment and Retention as part of their mandate (ie. the Tecumseh Centre and Aboriginal Student Services). The Recruitment and Retention committee will seek input from the Council and update the Council regularly.

1) Aboriginal Education and Language Committee

Some suggested areas for this committee are:

- a) Assist in the planning of new curriculum
- b) Prepare a list of Aboriginal content courses
- c) Research potential partnerships with community agencies for language and other content courses
- d) Creation of program-specific sub-committees
- e) Website development and maintenance

2) Social and Cultural Programming Committee

Some suggested areas for this committee are:

- a) Assist with the planning and implementation of programs or events on campus
- b) Make suggestions for potential speakers to enhance Brock programming
- c) Assist in the development of Aboriginal Education Days for the Brock community.

3) Finance Committee

Some suggested areas for this committee are:

- a) Propose annual budget for the AEC in collaboration with the AEC Secretary
 - b) Bring Financial statements to Council meetings
 - c) Review and decide on applications for funds from the student support fund
- 4) *Recruitment and Retention Committee*
- Some suggested areas for this committee are:
- a) Generate ideas for active outreach and recruitment of Aboriginal students
 - b) Review retention data on Aboriginal students
 - c) Suggest retention strategies to Aboriginal Student Services

VI Meetings

At each of the meetings, a member of the AEC will open and close the meeting with a Greeting.

A. Minutes

- 1) Minutes will be taken at every meeting, whether regularly scheduled or emergent. These minutes will record action items and note topics discussed, but will not summarize discussion unless Council decides otherwise for a particular item.
 - a) All minutes will be circulated within two weeks after the meeting
 - b) The printing, reading and transport of the minutes are the responsibility of the individual AEC members.
 - c) Time at each meeting will be designated to discuss minutes, make corrections/amendments, but not for the first time reading.

B. Attendance

In the instance where a member does not attend two regularly scheduled meetings one of the AEC Co-Chairs will make an effort to contact the person to determine if the person wishes to remain a member. If the person wishes to be removed from the roster, and has been holding an Aboriginal organization seat, the Co-Chair will contact the relevant organization and ask that they nominate a new representative. If the member holds any of the other seats, the AEC will determine if they will fill the seat in the usual way as soon as possible or wait until the May meeting to determine new membership.

C. Quorum

When quorum as defined by Terms and Conditions is not met, at the Co-Chairs' discretion the meeting can be held. Motions arising from such a meeting can be either circulated by email for decision or carried over to the next meeting.

D. Visitors Policy

Visitors are always welcome to attend the Brock University AEC meetings. Visitors or visiting agencies that would like to have time to speak or address an issue to the Council should send their

request to the AEC Secretary no later than two weeks before the next scheduled meeting. The request should include the topic to be addressed and the length of time being requested. This request will be forwarded to the Co-Chairs of the AEC to determine if the topic is appropriate to be heard by the AEC and if there is enough time at the next AEC meeting to hear the request.

D. Agenda

The schedule of meetings will be scheduled annually at the August planning meeting for the next year.

Annual Summer Planning Meeting, August

- ◆ Review documents such as Terms of Reference, Policies & Procedures, and Action Plan
- ◆ Determine Committee changes and areas to be worked on throughout year
- ◆ Finalize membership
- ◆ Other topics as assigned by the Executive Committee or requested by Council

Regular Meetings

- ◆ MTCU proposal updates
- ◆ Budget review

May

- ◆ Elections of Co-Chairs and Aboriginal Community member of Executive Committee
- ◆ Appointment of Cultural Advisors for upcoming year
- ◆ Appointment to Aboriginal Community open seats

In addition, standing agenda items will be added to each meeting. Standing agenda items will include:

- 1) Approval of Agenda
- 2) Review of minutes
- 3) Student report
- 4) Program reports
- 5) Service report
- 6) Committee reports
- 7) Financial statements
- 8) Action Plan
- 9) Honorary Doctorate Proposals (in camera)
- 10) Announcements
- 11) New business

The agenda and written reports from students, programs, services and committees will be circulated via e-mail to all members at least five working days prior to monthly meetings. If any member has items to be added to the agenda they must contact the Secretary prior to that time and provide a brief description of the nature of the item.

E. Conflict of Interest

In any matter where there is or may be a conflict of interest or a perceived conflict of interest, the conflict of interest shall be declared and/or identified and action determined at that point.

F. Chairing

The Co-Chairs will alternate the responsibility of chairing meetings.

VII Financial Matters

A. AEC Meeting Expenses

AEC meeting expenses (i.e. photocopying of minutes, correspondence, refreshments, parking fees for Council members) will be administered through the AEC budget by the AEC Secretary. At the close of the fiscal year the Secretary will transfer any remaining operating budget to the grant account.

B. MTCU Funding

In accordance with the MTCU guidelines, a general budget for Fixed Share monies must be submitted annually. The AEC will have the opportunity to view and approve this budget, with the understanding that university/student needs may change throughout the year.

C. Aboriginal Student Support Fund

The AEC will allocate the equivalent of 3% of all tuition revenue annually from the Aboriginal Adult Education Program to the student support fund, unless the program is running at a financial loss. When the program is running at a loss, the equivalent funds will be drawn from the AEC operating account. This money may be applied for in the following manner.

1) How should funds be spent?

Funds should be spent on programming, services, or development that will benefit the Brock University Aboriginal student(s). Funds provided will not take the place of current monies available in the community or offered by the University.

2) Who may apply for funds?

Aboriginal Students

Any registered Aboriginal student may apply for personal grants, normally to a maximum of \$1000, to be spent on personal development such as workshop cost or conference registration. Whether applying as an individual or as an individual representing a group, a full proposal must be submitted explaining how the experience will be used to enhance the general Aboriginal student experience on campus. Preference will be given to students who present at a conference or workshop. A written report should be made to the AEC discussing what was learned or encountered through the development experience and how the experience has been used to enhance the general Aboriginal student experience. If an advance cheque was requested the corresponding expense claim must be submitted no later than one month following the event.

3) *Submission of Proposals*

Proposals should be submitted to the AEC Secretary with ample opportunity for the Finance Committee to review and reply to the applicants.

4) *Who should review proposal submissions?*

Normally, the Finance Committee will be responsible for reviewing all AEC grants that are received. Decisions should be made by that committee with a report being sent to all AEC Members. Any AEC member outside of the Finance Committee may sit on the Grant Committee.

In the event that a member of the committee has submitted a proposal, that AEC member will be released from their committee duties while decisions are made.

5) *Limitations to the use of AEC grant monies.*

The cost of alcohol will not be reimbursed. Otherwise reimbursement will be made in accordance with the University's Finance Policies.

D. AEC Official Representation

In the event that the AEC elects a member of the Council to serve as an official University AEC representative for an outside agency or group, the Council may offer appropriate reimbursement of travel costs. For budgetary reasons, requests for travel should be made prior to the event with possible estimates where appropriate.

**VIII
Advocacy Policy**

- 1) Advocacy shall occur within the context of the Council's mission as advisory to the President with a focus on Aboriginal Education and research through Brock University, the purpose of which is to ensure that the next Seven Generations of Aboriginal people will have greater success and opportunities for higher education to the fullest extent possible at Brock University, and that decisions will be made with regard to future generations.
- 2) Whenever possible, the entire AEC membership will be involved in deciding which issues need to be addressed. Issues will be evaluated on a case by case basis.

**IX
Relationship to Various Aboriginal Interest Areas at Brock**

A. General

- 1) This relationship (to such groups as Aboriginal Student Services, the Tecumseh Centre, Aboriginal Student Organization), is one that is consultative and advisory in nature.
- 2) The AEC does not normally involve itself in the day-to-day functioning and decision-making of

these units except when input is requested by the unit heads.

- 3) In the event that the AEC believes its mission is impeded by a particular practice in one of these areas, the AEC will first make its case to the unit head. If this does not result in a successful outcome according to the AEC, the AEC will then follow the proper administrative channels in an effort to have its issue addressed.

B. Units Funded Through Ministry of Training, Colleges and Universities (MTCU) Grants

- 1) In collaboration with the AEC, relevant units (ie. the Tecumseh Centre and Aboriginal Student Services) will develop and/or implement an Aboriginal Post Secondary Education and Training Action Plan.
- 2) In the event that amendments are required to the original grant contract, copies of the signed, amended contract must be forwarded to the AEC Co-Chairs. A report on any revisions or amendments will be given to Council at its next meeting.
- 3) The AEC will be provided with an annual financial statement to ensure that the funding is being spent in accordance with the original proposal and as intended by the proposal writer.
- 4) The AEC will review the Annual Report and Budget Summary for each unit/project that received MTCU funding.
- 5) Submissions must include signatures of the President/Executive head of the university and the co-chairs of the Aboriginal Education Council.

X

AEC Supported Honorary Degree Nominations

A. Submission of a Nomination

AEC members are encouraged to submit the names of potential candidates for an Honorary Doctorate to the AEC to determine if Council wishes to support and put forward the application from the AEC, as a group. Please refer to Appendix I that contains the "Guidelines for Nomination of Honorary Degrees" and the "Honorary Degree Nomination Form" as set forth by the University.

Discussion of potential nominees shall be held *in camera* and not be discussed outside of the AEC meeting.

Should the AEC support the nomination as a group, the AEC member who introduced the nomination shall be responsible for assembling and forwarding to the AEC secretary the Nomination Form, along with the required documents and support letters, to be sent by the Secretary to the Senate Governance Committee. The AEC Co-Chairs will sign a letter indicating the support of Council for the nomination. The Senate Governance Committee reviews all nominations received and forwards its recommendations to Senate for final approval. For information, the Senate Governance Committee does not report back on its deliberations. Should the nomination be approved, the candidate's name is

then placed on a list to be considered for a future convocation.

Appendix I

Brock University's Guidelines for Nomination of Honorary Degrees and Honorary Degree Nomination Form

www.brocku.ca/secretariat/senate/