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Broome Community College Constitution of the College Council

Broome Community College Constitution of the College Council

1.3.4 College Council Constitution

1.1 Name

The name of this body shall be the Broome Community College Council.

1.2 Mission of the College Council

The mission of the Broome Community College Council is to support and advise the College President with identified initiatives related to optimizing the value of the college to students and their families, to faculty and staff, and to the greater community. Our activities include strategic planning, various process improvements, and other targeted initiatives that continually improve the access, image, quality, and services of the College.

1.3 Concerns of the College Council

- A. All academic and campus life matters exclusive of issues relating to collective bargaining, when deemed appropriate by the Council, can be brought before the Council by the means in the By-laws of the Council. The College Council makes recommendations to the President of the College.
- B. The constituency of the College Council is the college community, with respect to academic and college life matters. The constituency is served by the division representative and subcommittees of the Council and may petition the Council for specific representation.

1.4 Purposes of the College Council

- A. The Broome Community College Council has been created to assist with college governance by
 - 1. Promoting the best interests of Broome Community College
 - 2. Furnishing a means by which constituencies can be involved in the policy-making process.

- 3. Formulating recommendations on matters of college concern.
- 4. Making recommendations to the College President on college matters.
- 5. Assisting in informing and educating the campus community on important issues.
- 6. Initiating policy proposals on matters appropriate to its jurisdiction.
- 7. Supporting opportunities for faculty and staff professional development.
- 8. Providing a mechanism for communication on matters of college concern.
- B. The Broome Community College Council provides communication between Council members, the administration, and their constituencies on matters before the Council.

1.5 Recommendations from the College Council to the College President

- A. Recommendations of the College Council will be made in writing by the Council President to the President of the college. Council President will meet regularly with College President to gain responses to Council recommendations, which the College President will return to Council President in writing.
- B. Policy and operational decision recommendations from the College Council shall go directly to the College President. The President may return a recommendation with suggestions for modification or, when rejecting the recommendation, shall provide the College Council with a rationale for the rejection.
- C. For policy matters, if the President chooses not to accept the recommendation of College Council but to make his or her own recommendation to the Board of Trustees, the President shall also forward the recommendation of the College Council to the Board of Trustees.

1.6 Organizational and Membership of the College Council

A. The College Council shall be composed of representation from the following areas

- 1. Two tenure track teaching faculty members (including faculty, chairs and/or coordinators) from the following areas:
 - a. Division of Business and Business Technologies (2 representatives)
 - b. Division of Applied Sciences; applied Technologies, Engineering and Computer departments (2 representatives); Health Sciences departments (2 representatives)
 - c. Division of Liberal Arts and Related Careers (2 representatives)
- 2. Two representatives from non-instructional faculty. These include, but are not limited to: Advisors, Analysts, Counselors, Learning Specialists, Librarians, Multi-media Instructors, Net/Telecom Specialists, Staff Associates, and Technical Assistants
- 3. One Faculty Council of Community Colleges Representative.
- 4. One representative from Center for Community Education, BCC Foundation or Alumni Affairs
- 5. One representative from Middle Management.
- 6. Two student representatives identified by the Student Assembly.
- 7. One representative from Support Staff.
- 8. One Adjunct faculty member
- 9. One Vice-President appointed by the College President
- 10. One Dean appointed by the College President.
- B. Functions and Compensation for officers of the College Council.
 - 1. The College Council shall have the officers of President(s) and Secretary.
 - 2. The functions of the President(s) are to:
 - a. Present proposals to Council for consideration.
 - b. Refer Council business to appropriate Council subcommittees.

- c. Prepare the Council meeting agenda.
- d. Provide continuity in the flow of business.
- e. Act as the Council liaison with other campus and community persons and groups.
- f. Serve as Alternate Delegate to the Faculty Council of Community Colleges.
- g. Meet with the College President to address academic and campus issues of concern to Council. Council President may delegate the Secretary or a Council member to meet with the College President as necessary.
- h. Act as representative to Executive Council and BCC Board of Trustees as requested by the College President. Council President may delegate the Secretary or a Council member to attend if necessary.

3. The functions of the Secretary are to

- a. Record, distribute and file minutes of Council meetings in a timely fashion.
- b. Monitor attendance of Council members at council meetings and at committee meetings, via meeting minutes from committee chairs.
- c. Prepare correspondence as needed.
- d. Chair meetings in the absence of the Council President.
- e. Assist the President in coordination of the activities of the various committees.
- 4. Annual release time for the College Council President will be 6 credit hours and for the Secretary will be 3 credit hours, or compensatory for non-classroom faculty or staff representatives.

1.7 College Council Subcommittee Structure

The Council is empowered to create subcommittees to deal with new and ongoing academic matters. Four types of subcommittees, differentiated both by purpose and by relationship to the Council, have been recommended.

A. Standing Subcommittees

1. Permanent standing subcommittees are

a. Awards and Celebrations

Coordinate and implement various awards and celebration functions on campus. This would include but not limited to the following: Chancellor's Awards, Distinguished Professor Award, Who's Who, Holiday party, retirement parties, service appreciation and recognition events.

b. Campus Affairs

Responsiveness to key issues presented for discussion and/or action by the President and Executive Council. Some issues may include but are not limited to the following: customer service, master plan input, parking regulations/procedures, safety/security issues, conditions of campus facilities, dorms, campus beautification.

c. Learning-centered Environment

To create and maintain a survey that could be used on a regular basis to gauge the campus position with respect to qualities found in a learning-centered institution. Educate the campus community as to what a learning-centered environment is. Analyze and disseminate survey results to the campus community and promote discussions to aid in making informed decisions, particularly as they relate to the campus Strategic Directions.

d. Strategic Planning

Provide an annual report to the Executive Council that evaluates the college's progress towards attaining the strategic directions, reporting on the progress and shortfalls, and recommending modification to the plan if needed. Work with Institutional Research in coordinating data analysis (including possible focus groups) to obtain further information if needed.

e. Textbook Advisory

Coordinate efforts with the bookstore on ways to meet new challenges. Monitor other campuses on their initiatives. Continually provide education to the campus community on how to keep the cost of textbooks down. To ensure representation from all interested groups on campus, members of the committee will include individuals from the faculty, the bookstore, and the student body. At least one faculty member should be from College Council.

- 2. The chairperson of each standing subcommittee must be a Council member or other person from the Council constituency and is subject to approval by the College Council.
- 3. Subcommittee membership slates must be approved by the College Council to insure appropriate representation.
- 4. At least one member of each standing committee must be a member of College Council.

B. Ad Hoc Committees

- 1. These are distinguishable from Standing Subcommittees in that they are commissioned for a predetermined definite period of time for a specific purpose, such as an investigation, a report, or a formal proposal.
- 2. The College Council shall recruit the subcommittee chairperson and give the subcommittee its charge and time frame.
- 3. The College Council will decide the make-up of Ad Hoc subcommittees at the time of their creation.
- 4. Examples of Ad Hoc committees include Plus/Minus Grading, Evaluation, and Non-Traditional Studies.

C. Affiliate Committees

- 1. College Council members will be responsible for serving on various campus wide committees as directed by the President, Vice-President, Dean, or Director.
- 2. If upon petition to the College Council, affiliate status is approved, the College Council will accept the committees' charge and membership.
- 3. The intent is to create a special relationship between the Council and selected affiliate committees and to ensure effective communications.

1.8 Meetings

A. Meetings of the College Council shall be held at 3:00 PM on the 2nd and 4th Monday of each month of the fall and spring semesters, during weeks when classes are in session, unless the Council members unanimously agree to an alternative. The Council President can call additional meetings or cancel scheduled meetings after sufficient notice has been sent to all the members.

1.9 Amendments to the Constitution

A. Amendments of these Articles must be approved by a two-thirds vote of the College Council with sufficient time intervening (30 days) between introduction of such proposal and the vote on its adoption.

Approved by College Council, December 1985 Approved by Joint Review Group, December 1985 Approved by President Beattie, February 1986 Revised by College Council, May 1994 Revised by College Council, February 2000 Approved by President Dellow, February 2000 Revised by College Council, May 2006

Broome Community College Bylaws of the College Council

1.3.6 College Council Bylaws

1.1 Elections

A. Eligibility and Term of Service

- 1. Any member identified in the Constitution is eligible for election to the Council.
- 2. In April-May of each year Council representatives are elected to three-year terms. The elected terms of these representatives shall be staggered so that only one-third of the body will be up for election each year.

B. Committee membership

- 1. In order to maintain close relationships between Council and the standing subcommittees, standing subcommittees are to be chaired by Council members whenever possible, but they can be chaired by any person belonging to the campus constituencies that elect Council members, subject to Council approval. Each standing subcommittee shall establish its own procedures and may expand its own membership as appropriate. Representation should be recruited from each Council constituency.
- 2. To promote continuity in subcommittee work from year-to-year, subcommittee members shall serve two-year terms; one-half of the body will come up for selection each year.

1.2 Procedures

A. Council Membership and Leadership

- 1. Council secretary should announce availability of positions campuswide on e-mail and in faculty/staff newsletter.
- 2. Candidates may be nominated or self identify. If more than one candidate comes forward from a particular constituency, there is an election of that constituency handled by the Secretary of College Council.

- 3. Nominations for College Council President and Secretary shall be made to the Secretary prior to the last spring meeting of Council.
- 4. Newly elected Council members shall take office prior to the conclusion of the spring semester in order to elect the new president and secretary before the summer break. The first meeting of the newly formed Council should be chaired by the previous president and recorded by the previous secretary. The old members will transact remaining business of the year while the new members will elect the president and secretary at the end of the meeting. Officers will be elected by a simple majority of the votes cast.

B. Subcommittee Membership and Leadership

- 1. Standing subcommittee chairpersons shall be appointed to the Council from the Council Membership, or constituency prior to the end of the spring semester.
 - a. Proposed subcommittee slates are to be forwarded to the Council by the chairperson elect after statements appear in the faculty-student newsletter requesting that volunteers make themselves known to the respective chairperson-elect. If there is more than one volunteer for a constituent group, then there must be an election to select the representative.
 - b. Presentation of standing subcommittee membership must be made by the Council President to the Council body for approval. This will occur no later than the first Council meeting of the fall semester.
- 2. Voting for standing or ad hoc subcommittee leadership position shall be by means which the Council President deems appropriate, a plurality of votes cast being sufficient for election.

C. Vacancies and Resignations

1. Resignation from the College Council or its standing subcommittees shall be presented in writing to the Council President. Vacancies on the Council shall be filled by election from the appropriate constituency to complete the remainder of the term.

Vacancies of standing subcommittee chairs shall be filled by election of simple majority of subcommittee members. When filling vacancies on standing subcommittees, subcommittee chairs shall endeavor to keep proportional representation of campus constituencies.

2. Voting for College Council officers shall be by a secret ballot of Council members. The winner shall be selected by a plurality of the votes cast. If there is only one candidate for each position and there are no additional nominations from the floor, the slate of officers may be approved by a show of hands.

1 3 Parliamentarian

- A. The Council President shall appoint as parliamentarian a person eligible for Council membership, but one who is not currently a member
 - 1. The parliamentarian may participate in debate, but may not vote.

1.4 Conduct of Business

- A. Procedural Rules: The business of the Council shall be conducted in accordance with the provisions of the Constitution and Bylaws.
 - 1. Council sessions are open to members of the campus community.
 - 2. Rules of procedures shall be according to Robert's Rules of Order. The Parliamentarian shall rule on procedure.
 - 3. Council President will prepare and circulate in advance an agenda for each meeting. Information on major items on the agenda will be circulated in advance whenever possible.
 - 4. Minutes shall be prepared following every meeting, approved by Council, and distributed campus wide.
 - 5. A quorum is present when a majority of Council voting members are present.
 - 6. Representatives are expected to attend every meeting of Council. If unable to attend meetings due to a scheduling conflict, the representative should notify the Council Secretary and send a substitute from the same constituency.

B. Proposals and Resolutions:

1. Proposals for the Council shall be moved through the Council President. Proposals so directed must be written and endorsed by at least five members of the constituency.

- 2. Motions proposed from the floor at meetings may be voted on at that meeting unless they involve motion to amend the Constitution or Bylaws.
- 3. All motions passed by the Council that propose to clarity, establish, or change policies must be transmitted to the College President with a copy to the appropriate administrative office, within five days of the Council approval of meeting minutes in which vote was taken.

C. Voting:

- 1. Each Council member shall have one vote except for the Vice-President and the Dean, who are non-voting members. It is expected that members will inform and poll their constituencies on the major issues prior to voting.
- 2. A motion will carry by a majority vote at both Council meetings and those of standing and ad hoc subcommittees. In an emergency situation, the Council President may conduct balloting on an item-by-item basis outside of the council meeting with the concurrence of a majority of Council members.
- 3. Voting shall be by whatever method the Council President deems appropriate: voice, show of hands, roll call, or secret Ballot. S/he shall determine the method unless overruled by a majority of the Council members.

1.5 Council Subcommittees

- A. Subcommittees of the Council: The subcommittees, standing and ad hoc, can be created or terminated by a majority vote of the Council membership.
 - 1. Subcommittees shall keep meeting minutes and place them on file with the Council Secretary. Meeting minutes should be copied to the Council President.
 - 2. Reports generated by standing subcommittees shall be referred to council, through the Council President, for appropriate action.
 - 1. These subcommittees chairperson is responsible for informing and surveying the constituencies as appropriate and for keeping Council apprised regularly about subcommittee matters referred to it.
- B. Affiliate Committees: Permanent campus committees that function

under the direction of the Vice-Presidents, Deans, or Directors may petition the Council for affiliate status, should the Supervisor request it.

- 1. Affiliate committees of the Council must present to the Council an official statement of the charge and membership slate of the committee.
- 2. These committees shall submit end-of-year reports to the College Council President before summer recess begins.

1.6 Amendments to the By-Laws

B. Amendments of these Articles must be approved by a two-thirds vote of the College Council with sufficient time intervening (30 days) between introduction of such proposal and the vote on its adoption.

Approved by College Council, December 1985 Approved by Joint Review Group, December 1985 Approved by President Beattie, February 1986 Revised by College Council, May 1994 Revised by college Council, February 2000 Approved by President Dellow, February 2000 Revised by College Council, May 2006