BRONX COMMUNITY COLLEGE

GOVERNANCE PLAN

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I. THE BRONX COMMUNITY COLLEGE SENATE

The Bronx Community College Senate shall, subject to the authority of the Bylaws of the Board of the Trustees and the provisions of this document, be responsible for the establishment of academic policy and for legislative and advisory functions related to the programs, operations, and goals of the College.

A. Organization

The Senate shall be comprised of two Councils: The Faculty Council and the Student Government Association.

1. Faculty Council
   a. Those Senators who are members of the instructional staff shall comprise the Faculty Council.
   b. The Faculty Council shall convene once each semester or when called into special session by an executive officer of the Faculty Council, or by petition of at least 40% of the Faculty Council membership.
   c. The Council shall elect a chairperson, vice-chairperson, and a secretary from its membership for a term of two years.

2. The Student Government Association
   a. The Student Government Association shall consist of students who are elected by the student body to be the Student Government Association pursuant to Section 15.2.b. of the Bylaws of the Board of Trustees. It shall be empowered to:
      (1) Elect a President, Vice-President for Inter-organization Council (I.O.C.) clubs, Executive Officer for Legal and Legislative Affairs, Treasurer and Secretary.
      (2) Develop a constitution for ratification by the student body.
      (3) Regulate student co-curricular activities in conformity with policies adopted by the Senate.
      (4) Represent the student body on committees of the Senate and their sub-committees as provided in this document.
      (5) A term of office shall be for one year commencing June 1 and terminating May 31 of the consecutive year. No senator may serve more than two consecutive terms of office.

3. Procedures - Rules of Conduct
   a. First Elections:
      Procedures for the first election of Senate shall be established by the previously existing Committee on Nominations and Elections.
   b. Meetings, Attendance at Meetings and Quorum:
      The Senate shall meet at least once a month during the Fall and Spring Semesters. Meetings of the Senate shall be open to all members of the College and the public at large. A quorum shall mean a majority of the body as calculated as a percentage of the total number of seats eligible to be filled.
   c. Voting:

      Any action taken by the Senate requires a vote of the member present at the meeting. Any matter, for which a vote is required by the College Governance Plan, must receive the requisite number of votes based upon the number of members of the body as a whole.
d. Rules of Order:

The Senate shall adopt Rules of Procedure for itself, its committees, and its sub committees consistent with its obligations under law. The Senate, Faculty Council and the Student Government Association shall elect a parliamentarian.


e. Speaking Privileges:
The privilege of addressing the Senate is reserved for members of the Senate. Non-members may address the Senate only upon the approval of the Senate.

4. Alternates

a. Provision for alternates

When called for by this plan, Alternates are individuals elected to fill a temporary absence or vacancy by a Senator or committee member. Alternates are entitled to and expected to attend all meetings of the Senate or committee, although they shall only vote when seated for the meeting. A seated alternate shall be counted for the purpose of quorum and may vote on any manner with no distinction between alternate and regular seats.

b. Seating of alternates

In the case where an absence or vacancy occurs at a meeting of the Senate or one of its committees, the chair shall seat alternates to fill the vacant seats. Alternates may only be seated from within a delegation. In the case of multiple alternates in a delegation, such seats shall be filled by ranking as determined at the time of election in the manner specified below. After seating, such alternate shall be seated for the entirety of the meeting, without regard to the late arrival of any member.

c. Number of alternates

Alternates shall be elected in a number according to the manner in which the seat they are covering is designated.

Departments shall elect an alternate for the departmental seats to the Senate. They may elect alternates for the seats on Senate committees.

There shall be at large alternate seats to the Senate elected by and from the various Senate constituencies in the following number:

- Full-time Faculty: Five (5) alternate seats
- Adjunct Faculty: One (1) alternate seat
- Higher Education Officers: One (1) alternate seat
- College Laboratory Technicians: One (1) alternate seat

Alternates for student seats shall be defined in a number set forth in the SGA Constitution.

There shall be no provision for alternates for ex officio seats of the Senate or any of its committees.
d. Election of alternates

Departmental Alternate Senators and committee members shall be elected at the same time and manner as that of the Departmental Senator or committee member. The name of the Alternate Senator shall be communicated to the Senate or committee at the time of the election.

At-large Alternate Senators shall be elected by and from each delegation in a number provided for above in an election held at the same time and manner as the election for the regular Senate seats. In the case that more than one alternate seat is being elected, the seats shall be ranked by the number of votes received as First Alternate, Second Alternate, etc.

Student Alternate Senators shall be defined in a manner set forth in the SGA Constitution.

Senate and Faculty Council Representatives to Senate Committees: The Senate or the Faculty Council may elect up to one alternate for any committee to which it elects members to serve in the event of an absence or vacancy. Such an election shall take place at the same time and in the same manner as the election for the regular seat. The name of such alternate shall be communicated to the committee at the same time as the result of the regular election.

B. Functions of the Senate:

1. The Senate shall have legislative power with regard to:
   a. Academic affairs, including curricula, degree requirements, admissions and grading structure.
   b. The protection of the academic freedom of students and instructional staff.
   c. The adoption of Rules of Procedure for itself, its committees and its subcommittees.

2. The Senate shall have the following advisory responsibilities:
   a. Participate in the search for and appointment of the President of the College, as requested by the Board of Trustees.
   b. Advise on the appointment of all individuals holding Vice President and Dean titles. These recommendations are to be submitted to the President of the College for his/her consideration.
   c. Advise on long range planning to achieve the goals of the College.
   d. Advise on campus life and activities, including ancillary services within the College, student organizations and community relations.
   e. Advise the College’s administrative officers on the formulation and allocation of the College budget, of policies relating to grants, of allocation of space and facilities, and in the making of decisions pertaining to the allocation of resources for educational programs, and for research and scholarly activities.

3. a. In carrying out its responsibilities, the Senate shall be fully advised of, shall routinely receive, and shall be free to seek information from the College’s administrative officers on all matters germane to the programs and operations of the College and its facilities.
   b. The College administration shall provide to the Senate in a timely fashion all pertinent information, including information on college resources and policies.

4. Upon the invitation of the Senate, the President shall meet with it to discuss his/her response to its recommendations.
C. Membership of the Senate

The membership of the Senate shall consist of the following:

1. The President of the College.
2. The Vice Presidents of Academic Affairs, Administration and Student Development.
3. One representative elected by and from each department.
4. Fifteen faculty members holding full-time lines elected by and from the faculty at-large holding full-time titles as lecturer, instructor, assistant professor, associate professor or professor.
5. Two faculty members in adjunct titles elected by and from the adjunct faculty.
6. Fifteen students elected by the student body at-large.
7. One person elected by and from the holders of titles in the Higher Education Officer series.
8. One person elected by and from holders of titles in the College Laboratory Technician Series.
9. One person elected by and from the holders of titles in the Registrar’s series and Higher Education Officers’ series in the Registrar’s Department.
10. The three (3) Division Coordinators with voting rights.

D. Officers of the Senate

1. The Chairperson of the Senate shall be elected by and from the body. The Chairperson of the Senate shall be responsible for:
   a. Convening and presiding at Senate Meetings.
   b. Convening and presiding at Senate Executive Committee meetings.
   c. Representing the College community along with administrative officers and student officers at College and community functions.
2. If the Chairperson is a member of the Faculty Council, the Vice-Chairperson shall be a member of the Student Government Association. If the Chairperson is a member of the Student Government Association, the Vice-Chairperson shall be a member of the Faculty Council.
3. The Secretary of the Senate shall be elected by and from the Senate.

E. Qualifications For and Length of Service in the Senate and on Senate Committees.

1. Student Senators and student members of committees shall serve for a one-year term and shall serve no more than two consecutive terms.
2. Student members of the Senate or Senate bodies must have and maintain a minimum cumulative average of 2.00. Students may serve in their first semester, but must achieve and maintain the required 2.00 index to continue to hold office.
3. All full-time instructional staff representatives shall serve two-year terms.
4. All adjunct instructional staff representatives shall serve two-years terms.
5. Membership on Senate Committees shall be for a term of two years, except that student membership shall be for a term of one year.
6. No person shall hold more than one standing committee membership except by approval of the Executive Committee.

7. Vacancies

A vacancy in a Senate seat held by a member of the faculty or instructional staff shall only occur when the elected holder of the seat resigns or is no longer employed by Bronx Community College. A vacancy in a Senate seat held by a student shall be defined in accordance with the SGA constitution.

All vacancies shall be filled in accordance with article 1.G.1.a.(8).

F. Committees of the Senate - General Policy

The membership of committees of the Senate shall consist of elected members of the Senate, except as provided in the Governance Plan. Committees shall, unless otherwise specified, elect their own officers. Recommendations and actions by all committees are subject to ratification by the Senate. Such committee recommendations or actions must be presented to the Senate one meeting prior to the one at which action may be taken.

Each standing committee of the Senate shall submit a written report of committee activities at the last scheduled Senate meeting of the academic year.

The same rules of quorum and privilege of the floor apply to the committees of the Senate as apply to Senate.

When a person is designated in the Governance Plan as a representative of an Office or Officer, that person shall serve as a representative for a full academic year.

G. Standing Committee of the Senate

1. Executive Committee

   a. Functions

      (1) Prepare a schedule of regular meetings of the Senate by the beginning of each academic year.

      (2) Prepare and transmit agendas and notices for all meetings of the Senate.

      (3) Act on behalf of the Senate when the full body cannot be called into session and the matters in question must be decided without delay.

      (4) Call the Senate into special session by a vote of two-thirds of the total membership, as provided in Section I(A)(3)(c).

      (5) Implement such attendance requirements as may be established by the Senate.

      (6) Appoint members of Standing Committees of the Senate as required by this document.

      (7) Appoint members of other committees when requested by the President, the Senate, or any other administrative officer of the College.

      (8) When no alternate is available for seating, appoint replacements when vacancies occur in the at-large faculty membership of the Senate and of the Senate Committees and vacancies in Student Government Association and student committee membership to serve the balance of the uncompleted term.

      (9) Review the College budget with the President at the beginning of each academic year.

      (10) Prepare an annual evaluation of the performance and accomplishments of each standing committee of the Senate.
b. Membership

(1) The President of the College.

(2) The Vice President of Academic Affairs.

(3) The Chairperson of the Senate.

(4) The Vice Chairperson of the Senate.

(5) The Coordinator of each academic division.

(6) The Secretary of the Senate.

(7) Three members of the Faculty Council, elected by the Faculty Council.

(8) The Student Government Association Vice President for Inter-Organization Council clubs and Executive Officer for Legal and Legislative Affairs.

(9) The Chairperson of the Faculty Council when the holder of that office is not the same person as the Chair of the College Senate.

(10) The Vice President of Administration and Finance and the Vice President of Student Development as non-voting members.

c. Officers

(1) The Chairperson of the Senate shall serve as the Chairperson of the Executive Committee.

(2) The Secretary of the Senate shall serve as the Secretary of the Executive Committee.

d. A majority of the members of the Executive Committee shall constitute a quorum.

2. Committee on Governance and Elections

a. Functions

(1) Review the process of governance of the College on a continuing basis.

(2) Prepare and present to the Senate a biennial evaluation of the governance of the College.

(3) Recommend changes in administrative and governance structure and practices, and amendments to this document.

(4) Consider recommendations from the administration, faculty, staff, and students for changes to this document.

(5) Interpret the Governance Plan subject to Senate review and approval.

(6) Conduct nominations and elections for the offices designated in the Governance Plan as well as for outside organizations with which the College may have an official connection, including:

(a) Determining eligibility to vote and hold office.

(b) Establishing procedures for disseminating information about candidates to their electorates.

(c) Presenting nominations and reporting results to the College at-large.

(d) Establishing procedures for nominations and elections not otherwise specified in the Governance Plan.
b. Membership

(1) The Chairperson of the Faculty Council.

(2) The Chairperson of the Student Government Association.

(3) Five faculty members: two elected by and from the Faculty Council, three elected by the Faculty Council from the instructional staff at-large.

(4) Three students: the Student Government Association President, Vice-President for Inter-Organization Council Clubs and the Executive Officer for Legal and Legislative Affairs.

(5) One member designated by the President from among the vice presidents, deans and directors or their assistants.

3. Committee on Academic Standing

a. Functions

(1) Formulate policy regarding maintenance of matriculation, grading structure, satisfaction of requirements for degrees, diplomas and certificates, attendance, and advanced standing.

(2) Adjudicate and take final action on student appeals.

b. Membership

(1) The Vice President or a representative from the Office of the Vice President of Academic Affairs.

(2) One faculty member elected by and from each department.

(3) The registrar who shall act as Executive Secretary of the Committee.

(4) Five students: two elected by and from the Student Government Association; three who are not members of the Student Government Association to be elected by the Student Government Association from the student body.

4. Committee on Curriculum

a. Functions

(1) Establish and evaluate curricular requirements for the degrees and certificates awarded by the Faculty.

(2) Evaluate and approve new courses and curricula and revisions of courses and curricula currently offered by the College.

(3) Approve and evaluate all new programs to be offered by the College.

(4) Assemble information on all courses, both non-credit (remediation) and credit and develop procedures for the evaluation of effectiveness of these courses.

b. Membership

(1) The Vice President of Academic Affairs or a representative from that Office.

(2) One representative to be elected by each department.

(3) The Registrar, or a representative of that Office.

(4) The Coordinator of each division.
(5) Four students: two elected by and from the Student Government Association; two who are not members of the Student Government Association elected by the Student Government Association from the student body.

5. Committee on Student Activities
   a. Functions
      (1) Review and make recommendation to the Senate on policies and procedures for co-curricular activities, including approval of the charters of student organizations.
      (2) Serve as the agency through which the College establishes and reviews rules of conduct and regulations in conformity with general requirements of Article XV of the Board of Trustees Bylaws.
      (3) Authorize the use of the name of the College by student groups.
      (4) Recommend student activity programs to the Student Government Association.
   b. Membership
      (1) The Vice President of Student Development or a representative from that office.
      (2) The Director of Student Activities.
      (3) The Director of Athletics.
      (5) Vice President for Inter-Organization Council clubs (I.O.C.)
      (6) Two faculty members elected by and from the Faculty Council.
      (7) The Executive Officer for Legal and Legislative Affairs and two students elected by the Student Government Association from the student body.

6. Committee on Space, Facilities, and Physical Plant
   a. Functions
      (1) Serve as a resource regarding the preparation and implementation of the master plan.
      (2) Consult and advise regarding the allocation of space and facilities within the College.
      (3) Report to the Senate, at least once a semester, on matters pertaining to space and facilities.
   b. Membership
      (1) The Campus Facilities Officer as a non-voting member.
      (2) The Vice President of Administration and Finance or designee.
      (3) Three (3) At-Large Faculty Members, one (1) elected by and from each of the three divisions.
      (4) Two (2) students elected by the Student Government Association.
H. Standing Committees With Advisory Functions

1. Committee on Instruction and Professional Development
   a. Functions
      (1) Examine developments in the instructional process related to the improvements of instruction and publicize such developments.
      (2) Conduct an annual survey of the faculty at the end of the Spring semester to determine areas of concern and problems that may be addressed by the committee.
      (3) Canvass students to determine problem areas in the instructional process which may be explored by the committee.
      (4) Distribute to the faculty information on issues relevant to college teaching, including bibliographies of materials available in the College library.
      (5) Organize workshops dealing with various aspects of instruction, including new developments in teaching technology.
      (6) Consult and advise the Vice President of Academic Affairs on student evaluation of instruction in accordance with the policies of the Senate and the Board of Trustees of The City University of New York.
      (7) Advise the Vice President of Academic Affairs on methods and procedures related to the improvement of instruction and the professional development of instructional staff.
   b. Membership
      (1) One faculty member elected by and from each department
      (2) Three students elected by the Student Government Association from the student body
      (3) The Vice President of Academic Affairs or representative
      (4) The Vice President of Student Development or representative

2. Committee on Community Relations and Special Events
   a. Consult with and advise appropriate administrative officers on ongoing and proposed community projects and special events.
   b. Membership
      (1) One representative from the Office of the President.
      (2) Four members from the instructional staff: two elected by the Faculty Council; two appointed by the Executive Committee.
      (3) Two student members to be elected by the Student Government Association from the student body.
3. Committee on Vice Presidents and Deans
   a. Functions
      (1) Consult with and advise the President on the appointment of persons holding Vice President's and
           Dean's titles.
      (2) Consult with the President concerning the criteria and the procedures to be used by the President in
           reviewing the performance of Vice Presidents and Deans and their offices.
   b. Membership
      (1) The Chairperson of the Senate who shall serve as Chairperson of the Committee.
      (2) Two members of the Faculty Council elected by the Faculty Council.
      (3) Two members of the instructional staff appointed by the Executive Committee.
      (4) Two members of the Student Government Association elected by the Student Government Association.

No person holding a Vice President's or Dean's title shall serve on this Committee.

II. THE STUDENT OMBUDSPERSON

1. Election

   The Senate shall nominate and elect a Student Ombudsperson (further referred to in this section as “the
   Ombudsperson”) from among the full-time tenured teaching faculty for a term of two years. In this election each
   student vote shall be weighted as three, each non-student vote as one.

2. Responsibilities
   a. Serve the College as an exceptional channel of redress for students when the normal administrative
      channels do not adequately respond.
   b. Receive, investigate, and attempt to resolve those student complaints that have not been resolved
      by the appropriate College agencies; in particular, complaints alleging unfairness, discourtesy, undue delay,
      or other malfunctioning in the process of the College.
   c. Have access to all pertinent records; have the right to make inquiries of any member of the College
      community, and to receive full and complete answers; and maintain confidentiality.
   d. Make a report at the end of each semester on the number and nature of cases handled to the President
      of the College and the Chairperson of the Senate without breaching confidentiality.

III. DEPARTMENTAL ORGANIZATION AND AFFAIRS

A. All full-time members of the instructional staff appointed in a department, including College Laboratory
   Technicians, shall have the right to vote on department matters, including the election of members of elected
   department committees, college committee representatives and department chairperson, except where the
   department chairperson currently is appointed. When the number of College Laboratory Technicians exceeds
   15% of the membership of the department, their vote shall be limited to 15% of the department vote-that 15% to
   be divided equally among the College Laboratory Technicians.

B. All adjunct instructional staff members appointed in a department shall have the privilege of the floor, and the
   right to participate without vote, in all discussions at department meetings.

C. There shall be five members of the Personnel and Budget Committee of each department. Departments shall
   elect one additional committee member for each fifteen full-time members above 40. The maximum membership
   of such committee shall be nine. An elected alternate shall serve with vote in the absence of a regular member.
D. At the discretion of each department, and to the extent determined by the department, there may be student participation in department committees, except the Personnel and Budget Committee. Also at the discretion of the department, and the extent determined by the department, students may participate in the department meeting without vote.

E. A Coordinator of each division shall be elected by the Chairpersons in that division from among the Chairpersons of the departments which constitute the division and shall serve for a term of three (3) consecutive years, with a maximum of two (2) consecutive terms.

IV. THE COLLEGE PERSONNEL AND BUDGET COMMITTEE AND THE ACADEMIC REVIEW COMMITTEE

A. The College Personnel and Budget Committee

1. Functions
   a. Make recommendations to the President with regard to the instructional staff serving in the instructional departments of the College concerning appointments, reappointments, reappointments with tenure, leaves of absence, fellowship leaves, promotions, salary adjustments, and appeals of actions on these matters, consistent with the College's appeals procedure.
   b. Make recommendations to the President with regard to the annual tentative budget prepared by the President.
   c. Adopt and make known to the College community its procedures and calendar.

2. Membership
   a. The President of the College who shall preside.
   b. The Vice President of Academic Affairs who shall preside in the absence of the President
   c. The Chairpersons of all instructional departments.
   d. All other Vice Presidents of the College who shall be members without vote.
   e. The Secretary of the Committee shall be designated by the President and shall serve without vote.

B. The Academic Review Committee

1. Functions
   a. Review all recommendations made by the College Personnel and Budget Committee for reappointments, promotions and tenure, and make recommendations to the President.

2. Membership
   a. Three tenured full Professors who are not members of the College Personnel and Budget Committee, elected by the Senate from the faculty at-large, and do not hold excluded titles (i.e. Vice Presidents, Deans, Directors).
   b. Two tenured full Professors who are not members of the College Personnel and Budget Committee, elected by the College Personnel and Budget Committee, and do not hold excluded titles.
   c. One non-voting member of the College Personnel and Budget Committee who will serve ex-officio and who shall be designated by the President.
V. PLENARY MEETINGS OF THE INSTRUCTIONAL STAFF, AND PLENARY MEETINGS OF THE STUDENT BODY.

A. Plenary meetings of the instructional staff may be convened by:
   1. The President of the College.
   2. The Chairperson of the Senate.
   3. The Chairperson of the Faculty Council.
   4. Majority vote of the Senate Executive Committee.
   5. Majority vote of the Senate.
   6. Petition of ten percent (10%) of the instructional staff, one-half of whom shall be the holders of full-time lines, to one of the persons or bodies named above in this section, which persons or bodies shall be obliged to act on receipt of the petition.

B. Plenary meetings of the student body may be convened by:
   1. The President of the College.
   2. The Chairperson of the Senate.
   3. The President of the Student Government Association.
   4. Majority vote of the Executive Committee.
   5. Majority vote of the Senate.

C. Plenary meetings shall be held as soon as possible after the call for the meeting or the receipt of a petition. The notice and agenda for the meeting shall be communicated to each member of the instructional staff, or each student, as the case may be.

D. A quorum for the instructional staff meetings shall consist of one-third of the instructional staff, provided at least two-thirds of those present shall be holders of full-time lines.

E. A quorum for student meetings shall consist of ten percent (10%) of the student body.

F. Plenary meetings of the instructional staff shall be chaired by the Chairperson of the Senate.

G. Plenary meetings of the students shall be chaired by the President of the Student Government Association.

H. Plenary meetings provided for herein shall be empowered to make recommendations to the Senate on any matter within the Senate’s jurisdiction. Such recommendations shall be considered by the Senate as matters of high priority on the agenda of the meeting which follows immediately upon the receipt of the recommendations by the Chairperson of the Senate.
VI. AMENDMENT OF THE GOVERNANCE PLAN

A. Initiation of Amendments

Amendment of the Governance Plan may be initiated by the Committee on Governance and Elections or by a majority vote of the Senate.

1. When proposed by the Committee on Governance and Elections, the proposed amendment must be approved by majority vote of the Senate in order to be submitted to referendum.

2. When the proposed amendment is initiated by the Senate, it shall be submitted to the Committee on Governance and Elections for its recommendations, and resubmitted to the Senate where it must be approved by a majority of the Senate in order to be submitted to referendum.

B. Ratification

In order for an amendment to be ratified, at least 30% of the full-time instructional staff and 10% of the student body must participate in the vote. Ratification requires a majority vote of the participating faculty, and a majority vote of the participating students. Should the referendum fail to obtain the required participation, it will be ratified when the following conditions have been satisfied: a positive vote with the required participation of either the full-time instructional staff or the student body; and two-thirds vote of the Senate. All amendments must be approved by the Board of Trustees in order to be valid.

VII. NAMING AND RENAMING of BUILDINGS or FACILITIES

1. The consent of the Nominee, or Family, or Executors of the Nominee’s Estate

2. To name or rename any of the College’s buildings or facilities, a motion must be made by an elected representative of any of the following legislative bodies:

   a. Senate
   b. Faculty Council
   c. Student Government Association

3. This motion must be approved by a 2/3 vote of the Senate.

VIII. COUNCIL OF CHAIRS

1. Functions

   a. Review issues and responsibilities relevant to the administration of the academic instructional departments.
   b. Make recommendations to the President, College Senate and Faculty Council regarding issues of procedure, policy or practice relevant to the administration of the academic instructional departments.

2. Membership

   The Chairpersons of all Academic Instructional Departments and the Chief Librarian.