

BRONX COMMUNITY COLLEGE

GOVERNANCE PLAN

Adopted by the Board of Higher Education on June 18, 1973, Cal. No.5,

Amended:

June 22, 1981;

February 5, 1996;

June 25, 2001;

April 27, 2009;

April 26, 2010;

January 30, 2017;

March 22, 2021; and

October 26, 2022

BRONX COMMUNITY COLLEGE GOVERNANCE PLAN

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

1. The Senate shall be comprised of two Councils: The Faculty Council and the Student Government Association.
 - a. Faculty Council
 - i. Membership of the Faculty Council: Those Senators who are members of the Instructional Staff and who do not hold the title of President, Vice President or Dean, shall comprise the Faculty Council.
 - ii. Functions of the Faculty Council: The Faculty Council shall have the following functions:
 - (1) The authority to pass recommendations or resolutions which shall express the views of the Bronx Community College faculty and Instructional Staff.
 - (2) To elect faculty and staff to college and university bodies on which elected faculty, or elected faculty and Instructional Staff, serve. Such elections shall be conducted by the entire Council.
 - iii. Officers of the Faculty Council
 - (1) The Council shall elect a Chairperson, a vice-Chairperson, and a secretary from its membership.
 - (2) The term of office for officers of the Faculty Council shall be two years.
 - iv. Meetings of the Faculty Council
 - (1) The Faculty Council shall convene at least once per semester.
 - (2) The Faculty Council shall be convened by the Council's Chairperson, or by petition of at least 40 percent of the Council's membership.
 - b. The Student Government Association
 - i. 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.

2. 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:
 - i. The Senate shall adopt Rules of Order for itself, its committees, and its sub committees consistent with its obligations under law.
 - ii. The SGA may adopt Rules of Order according to its own Constitution.
 - iii. The Faculty Council may adopt Rules of Order for Departments and other bodies provided for in the Governance Plan.
 - iv. 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.

3. 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 Chairperson 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, Alternates shall be seated for the entirety of the meeting, without regard to the late arrival of any member.
- c. Number of Alternates
 - i. Alternates shall be elected in a number according to the manner in which the seat they are covering is designated.
 - ii. Departments shall elect an Alternate for the departmental seats to the Senate. They may elect Alternates for the seats on Senate committees.

- iii. There shall be at large Alternate seats to the Senate elected by and from the various Senate constituencies in the following number:
 - (1) Full-time Faculty: Five (5) Alternate seats
 - (2) Adjunct Faculty: One (1) Alternate seat
 - (3) Higher Education Officers: One (1) Alternate seat
 - (4) College Laboratory Technicians: One (1) Alternate seat
 - iv. Alternates for student seats shall be defined in a number set forth in the SGA Constitution.
 - v. There shall be no provision for Alternates for ex officio seats of the Senate or any of its committees.
- d. Election of Alternates
- i. 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.
 - ii. 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.
 - iii. Student Alternate Senators shall be defined in a manner set forth in the SGA Constitution.
 - iv. 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 sub committees.
- 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 (including, but not limited to, Auxiliary Enterprises, BCC, Inc. and the Student Election Review Committee), 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. 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.
 4. The College administration shall provide to the Senate in a timely fashion all pertinent information, including information on college resources and policies.
 5. Upon the invitation of the Senate Chairperson, 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. Eighteen 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. Three people elected by and from the holders of titles in the Higher Education Officer series.
8. Two people 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.

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-year 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. 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.
 - b. An at-large seat which will be vacant for more than one year shall be filled by special election of the constituency represented by the vacant seat. An at-large seat which will be vacant for less than one year shall be filled by an election by the Senate. A vacant departmental seat shall be filled by special election of the department. In each case, an adequate nomination period shall be granted prior to the election. The term of such an elected seat shall be the remainder of the term of the seat vacated.

F. Committees of the Senate - General Policy

1. 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.
2. Each standing committee of the Senate shall submit a written report of committee activities at the last scheduled Senate meeting of the academic year.
3. The same rules of quorum and privilege of the floor apply to the committees of the Senate as apply to Senate.
4. 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 Committees of the Senate

1. Executive Committee

a. Functions of the Executive Committee:

- i. Prepare a schedule of regular meetings of the Senate by the beginning of each academic year.

- ii. Prepare and transmit agendas and notices for all meetings of the Senate.
- iii. 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.
- iv. Call the Senate into special session by a vote of two-thirds of the total membership, as provided in Section I(A)(3)(c).
- v. Elect members of Standing Committees of the Senate as required by this document.
- vi. Elect members of other committees when requested by the President, the Senate, or any other administrative officer of the College.
- vii. Review the College budget with the President at the beginning of each academic year.
- viii. Prepare an annual evaluation of the performance and accomplishments of each standing committee of the Senate.

b. Membership of the Executive Committee:

- i. The President of the College.
- ii. The Vice President of Academic Affairs.
- iii. The Chairperson of the Senate.
- iv. The Vice Chairperson of the Senate.
- v. The Secretary of the Senate.
- vi. Six members elected by and from the Faculty Council.
- vii. The Student Government Association Vice President for Inter-Organization Council (I.O.C.) clubs and Executive Officer for Legal and Legislative Affairs.
- viii. The Chairperson of the Faculty Council when the holder of that office is not the same person as the Chairperson of the College Senate.
- ix. The Vice President of Administration and Finance and the Vice President of Student Development as non- voting members.

c. Officers of the Executive Committee:

- i. The Chairperson of the Senate shall serve as the Chairperson of the Executive Committee.
- ii. 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 of the Committee on Governance and Elections:

- i. Review the process of governance of the College on a continuing basis.

- ii. Prepare and present to the Senate a biennial evaluation of the governance of the College.
 - iii. Recommend changes in administrative and governance structure and practices, and amendments to this document.
 - iv. Consider recommendations from the administration, faculty, staff, and students for changes to this document.
 - v. Interpret the Governance Plan subject to Senate review and approval.
 - vi. 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:
 - (1) Determining eligibility to vote and hold office.
 - (2) Establishing procedures for disseminating information about candidates to their electorates.
 - (3) Presenting nominations and reporting results to the College at-large.
 - (4) Establishing procedures for nominations and elections not otherwise specified in the Governance Plan.
 - vii. Hear complaints regarding the breach of the Governance Plan or Bylaws and make recommendations to resolve such complaints.
- b. Membership of the Committee on Governance and Elections:
- i. The Chairperson of the Faculty Council.
 - ii. Five members elected by the Faculty Council from the Instructional Staff at-large.
 - iii. Four students: the Student Government Association President, Vice President for Inter-Organization Council (I.O.C.) Clubs, the Executive Officer for Legal and Legislative Affairs, and the Executive Secretary of the SGA, or their respective designees from the SGA.
 - iv. One member designated by the President from among the Vice Presidents, Deans and Directors or their assistants.

3. **Committee on Academic Standing**

- a. Functions of the Committee on Academic Standing:
- i. Formulate policy regarding maintenance of matriculation, grading structure, satisfaction of requirements for degrees, diplomas and certificates, attendance, and advanced standing.
 - ii. Adjudicate and take final action on student appeals.
- b. Membership of the Committee on Academic Standing:
- i. The Vice President or a representative from the Office of the Vice President of Academic Affairs.
 - ii. One faculty member elected by and from each department.
 - iii. The Registrar who shall act as Executive Secretary of the Committee.

- iv. 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 of the Committee on Curriculum:

- i. Establish and evaluate curricular requirements for the degrees and certificates awarded by the Faculty.
- ii. Evaluate and approve new courses and curricula and revisions of courses and curricula currently offered by the College.
- iii. Approve and evaluate all new programs to be offered by the College.
- iv. Assemble information on all courses, both non-credit (remediation) and credit, and develop procedures for the evaluation of effectiveness of these courses.

b. Membership of the Committee on Curriculum:

- i. The Vice President of Academic Affairs, or a representative from that Office.
- ii. One faculty member elected by and from each department.
- iii. The Registrar, or a representative of that Office.
- iv. 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 of the Committee on Student Activities:

- i. Review and make recommendation to the Senate on policies and procedures for co-curricular activities, including approval of the charters of student organizations.
- ii. 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.
- iii. Authorize the use of the name of the College by student groups.
- iv. Recommend student activity programs to the Student Government Association.

b. Membership of the Committee on Student Activities:

- i. The Vice President of Student Development, or a representative from that office.
- ii. The Director of Student Activities.
- iii. The Director of Athletics.
- iv. The Chairperson of the Student Government Association, the Vice President for Inter-Organization Council (I.O.C.) clubs, and the Executive Officer for Legal and Legislative Affairs, or their respective designees from the SGA.

- v. Two members elected by the Faculty Council from the Instructional Staff at-large.
- vi. Two students elected by the Student Government Association from the student body.

6. Committee on Space, Facilities, and Physical Plant

- a. Functions of the Committee on Space, Facilities, and Physical Plant:
 - i. Serve as a resource regarding the preparation and implementation of the master plan.
 - ii. Consult and advise regarding the allocation of space and facilities within the College.
 - iii. Report to the Senate, at least once a semester, on matters pertaining to space and facilities.
- b. Membership of the Committee on Space, Facilities, and Physical Plant:
 - i. The Campus Facilities Officer as a non-voting member.
 - ii. The Vice President of Administration and Finance, or designee.
 - iii. Three members elected by the Faculty Council from the Instructional Staff at-large.
 - iv. Two (2) students elected by the Student Government Association.

H. Standing Committees with Advisory Functions

1. Committee on Instruction and Professional Development

- a. Functions of the Committee on Instruction and Professional Development:
 - i. Examine developments in the instructional process related to the improvements of instruction, and publicize such developments.
 - ii. 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.
 - iii. Canvass students to determine problem areas in the instructional process which may be explored by the committee.
 - iv. Distribute to the faculty information on issues relevant to college teaching, including bibliographies of materials available in the College library.
 - v. Organize workshops dealing with various aspects of instruction, including new developments in teaching technology.
 - vi. 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.
 - vii. 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 of the Committee on Instruction and Professional Development:
 - i. One faculty member elected by and from each department.
 - ii. Three students elected by the Student Government Association from the student body.
 - iii. The Vice President of Academic Affairs, or representative.
 - iv. The Vice President of Student Development or representative.

2. Committee on Community Events

- a. Functions of the Committee on Community Events:
 - i. To serve as an advisory body for college events and activities.
 - ii. To serve as a liaison between the various college entities responsible for community relations and events.
 - iii. To help guide community outreach efforts and can advise faculty and staff on the creation of events.
- b. Membership of the Committee on Community Events:
 - i. One representative from the Office of the President.
 - ii. Four members elected by the Faculty Council from the Instructional Staff at-large.
 - iii. Two student members to be elected by the Student Government Association from the student body.
 - iv. The Director of Administrative Services and Events Management, or designee.

3. Committee on Vice Presidents and Deans

- a. Functions of the Committee on Vice Presidents and Deans:
 - i. Consult with and advise the President on the appointment of persons holding Vice President's and Dean's titles.
 - ii. 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 of the Committee on Vice Presidents and Deans:
 - i. The Chairperson of the Senate who shall serve as Chairperson of the Committee.
 - ii. Four members elected by the Faculty Council from the Instructional Staff at-large.
 - iii. Two members of the Student Government Association elected by the Student Government Association.
 - iv. No person holding a Vice President's or Dean's title shall serve on this Committee.

4. **Committee on Academic Freedom**

a. Functions of the Committee on Academic Freedom:

- i. The Committee on Academic Freedom studies, reports and makes recommendations to the Senate concerning any condition within or without the College which, in its judgment, may affect the academic freedom of the college community. Academic freedom is the freedom from duress or sanction aimed at suppressing the intellectual independence, free investigation, and unfettered communication by the academic community – including but not limited to members of the Instructional Staff, students, and guests.

b. Membership of the Committee on Academic Freedom:

- i. The Chairperson of the Faculty Council.
- ii. The President of the Student Government Association, or his/her designee.
- iii. Five members elected by the Faculty Council from the Instructional Staff at-large.
- iv. Three members of the Student Government Association, elected by the Student Government Association.
- v. One member designated by the President from among the Vice Presidents, Deans and Directors or their assistants.

5. **Committee on Diversity and Inclusion**

a. Functions of the Committee on Diversity and Inclusion:

- i.
 - (1) Present a yearly report of successes in diverse representation across the college campus, specifically within the administration, faculty, and staff, and report areas where diverse representation is lacking, to the Senate.
 - (2) Create opportunities for further diverse representation through a variety of activities on campus, including but not limited to creating diversity training activities, and creating/promoting events with diversity and diverse representation as part of their central theme, all with the purpose of increasing awareness of issues in diverse representation in governance, faculty, and staff hiring.
 - (3) Review/revise Human Resources Exit Survey, as needed, in terms of diversity/representation.
 - (4) Utilize future COACHE Surveys and BCC Faculty and Staff surveys to inform activity planning in areas of diversity and inclusion.
 - (5) Create and maintain a diversity training online interface.
 - (6) Highlight the work of diverse faculty and staff on an ongoing basis, in order to promote diverse representation and provide students with diverse role models.
- ii. Work with the Office of Affirmative Action, and other interested parties, in order to promote activities outlined above.

b. Membership of the Committee on Diversity and Inclusion:

- iii. One faculty member elected by and from each academic department.
- iv. Two students: one elected by and from the Student Government Association; one elected by the Student Government Association from the student body.

- v. The Chief Diversity Officer, or a representative from that office.
- vi. The Vice President of Academic Affairs, or a representative from that office.

6. Committee on Budget and Financial Planning

- a. Functions of the Committee on Budget and Financial Planning
 - i. Review, inform, and make recommendations to the Senate on financial and budgetary matters on a continuing basis.
 - ii. Receive complete and timely information from the College Administration regarding college budgets and the budgets of affiliated organizations including, but not limited to, Auxiliary Enterprises, BCC Inc., and BCC Foundation.
 - iii. Research and inform the Senate about the financial and budgetary affairs of the college including, but not limited to, enrollment, staffing, revenue and expenditures.
 - iv. The committee may seek additional related information and/or institutional data.
 - v. Maintain a Budget/Financial Documents Archive as a resource for documents provided in current and in prior years. The Archive shall be curated by a faculty member designated by the committee.
- b. Membership of the Committee on Budget and Financial Planning
 - i. President of the College, or designee.
 - ii. Vice President of Administration and Finance, or designee.
 - iii. One faculty member elected by and from each department.
 - iv. One member elected by and from the HEO series.
 - v. One member elected by and from the CLT series.
 - vi. Treasurer of the Student Government Association.
 - vii. Three students elected by the Student Government Association from the student body.

II. THE STUDENT OMBUDSPERSON

- A. Election of the Student Ombudsperson: 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.
- B. Responsibilities of the Student Ombudsperson:
 - 1. Serve the College as an exceptional channel of redress for students when the normal administrative channels do not adequately respond.

2. 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.
3. 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.
4. 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 for Department Chairperson.
- 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, including the Department Chairperson. 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. All practices associated to divisions, including the election of division coordinators and divisional Personnel and Budget Committee votes recommending faculty for reappointment and promotion, shall be discontinued.
- F. All elections for Department Chairperson shall be conducted by representatives of the College's Labor and/or Legal Offices, or someone designated by the College's Labor and/or Legal Offices.

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

A. The College Personnel and Budget Committee

1. Functions of the College Personnel and Budget Committee:
 - 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 of the College Personnel and Budget Committee:
 - 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, who shall be designated by the President and shall serve without vote.
- f. The Legal Office representative, who shall be designated by the President and shall serve only in an advisory capacity to the Committee without vote.
- g. The Labor Office representative, who shall be designated by the President and shall serve only in an advisory capacity to the Committee without vote.

B. The Academic Review Committee

- 1. Functions of the Academic Review Committee:
 - 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 of the Academic Review Committee:
 - 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 who 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 who do not hold excluded titles.
 - c. One non-voting member of the College Personnel and Budget Committee, designated by the President, who shall serve without vote. It shall be the responsibility of the President's designee to impartially relate the deliberations and outcome of the College Personnel and Budget Committee for the committee's review.

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. The Senate Executive Committee, by majority vote.
- 5. The Senate, by majority vote.
- 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. The Executive Committee, by majority vote.
 5. The Senate, by majority vote.
- 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 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.
 - a. Within two months of submission to the Governance and Elections Committee, that committee shall provide its recommendations to the Senate in the form of a written report.
 - b. Within one month of receiving the recommendations of the Governance and Elections Committee, but no later than three months from the original submission to the Governance and Elections Committee, the proposed amendment shall be resubmitted to the Senate, where it must be approved by a majority of the Senate in order to be submitted to referendum.
 - c. Summer leave shall not count toward any time lines in this paragraph.
 - d. The Committee review shall constitute the fulfillment of the one-meeting advance notice prior to voting by the Senate.
- B. **Ratification**
1. 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

- A. To name or rename any of the College's buildings, parts of buildings, facilities, chairs, deanships, departments, or other college subdivisions, a motion must be made by an elected representative of any of the following legislative bodies:
 - 1. Senate
 - 2. Faculty Council
 - 3. Student Government Association
- B. A reasonable effort shall be made to obtain the consent of the Nominee, the Nominee's Family, or the Executors of the Nominee's Estate. The naming motion shall not be opposed by the Nominee, or the Family, or the Executors of the Nominee's Estate.
- C. A naming is generally designed to enhance teaching and research and is usually based upon the desire to:
 - 1. Honor the exemplary character, scholarly distinction or distinguished service of an individual, or
 - 2. Recognize a significant financial contribution to the college.

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

VIII. COUNCIL OF CHAIRS

- A. Function of the Council of Chairs:
 - 1. Review issues and responsibilities relevant to the administration of the academic instructional departments.
 - 2. 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.
- B. Membership of the Council of Chairs:
 - 1. The Chairpersons of all Academic Instructional Departments and the Chief Librarian.