

# TOMPKINS CORTLAND COMMUNITY COLLEGE BYLAWS FOR COLLEGE GOVERNANCE

## Article 1: Preamble

In accordance with the Mission, Vision, Values, and Goals developed at Tompkins Cortland Community College, and with the approval of the Board of Trustees, the President, and the College staff, a Shared College Governance Model has been established.

## Article 2: Governance Structure

Governance shall consist of an elected, College-wide committee known as the “College Senate.” Meetings shall be open to all members of the College community.

## Article 3: Purpose and Function

The College Senate represents faculty, staff, students, and administrators in the campus Shared Governance process. The College Senate fosters a dynamic, open, and cooperative process which seeks input and recommendations from all campus constituencies to inform decision-making to help the College best achieve its Mission and Goals. This participatory structure and process will assist the campus community to communicate and collaborate in a respectful, honest, and productive manner regarding decisions that are for the good of the College as a whole in terms of establishing its course and direction.<sup>1</sup>

The College Senate shall:

- 3.1** Provide an opportunity and structure for the constituencies of Tompkins Cortland Community College (TC3) to formulate positions on policy matters of common interest to the College for transmittal to the President and the Board of Trustees.
- 3.2** Provide an opportunity for constituencies of TC3 to act in an advisory, consultative, and planning capacity to the President.
- 3.3** Provide lines of communication and the opportunity for exchange of ideas between individuals and constituencies of the College on matters of common interest. **See Appendix I**
- 3.4** Provide a mechanism for recommendations to the President on the establishment of and procedures for designated councils and committees of the College.
- 3.5** Provide for the establishment and coordination of a College-wide governance system of committees.
  - 3.5.1** If a policy or major operational implications are apparent in any group functioning outside of the established governance system, the Chairperson(s) of the College Senate may meet with that group or appropriate administrator to include that work as part of the College Senate.

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<sup>1</sup> Adapted from Broome Community College’s College Assembly

- 3.6** Provide an open forum and channel of communication among members of the College community regarding operational decisions of relevance to the campus community.<sup>2</sup>
- 3.7** Establishment of a committee or dissolution of a committee can take place after review and due deliberation.
- 3.7.1** Criteria for establishing a committee:
- 3.7.1.1** Potential committees must submit a committee charge form to the College Senate chairperson(s).
  - 3.7.1.2** Each committee may at any time propose changes to its charge or composition. Such changes shall take effect only upon approval by the College Senate.
  - 3.7.1.3** Review: The College Senate shall review the charges and compositions of all committees at least every three (3) years.
- 3.7.2** Criteria for dissolution of a committee:
- 3.7.2.1** If a committee's function/charge becomes obsolete.
  - 3.7.2.2** If for a period of one (1) year a committee becomes inactive or
  - 3.7.2.3** Noncompliant (not following the committee's charge) or
  - 3.7.2.4** If a standing committee does not report to the College Senate according to Article 12 of the College Senate bylaws. Any committee wishing not to be dissolved may submit a proposal to the College Senate describing how they will remedy their inactivity or noncompliance for the following year.
  - 3.7.2.5** If during the following year the committee does not comply with the proposed remedies, and has remained inactive or noncompliant for a period of two (2) years, the committee shall be dissolved.
  - 3.7.2.6** The College Senate shall send formal notification of a committee's dissolution to the College Community.

## **Article 4: Membership**

- 4.1** The College Senate shall be made up of a maximum of nineteen (19) voting members from identified groups within the College community.
- 4.1.1** Fifteen (15) members shall be elected from the employee groups of the College as follows:
- Three (3) members shall be elected from the Teaching Faculty (2 year term)
  - Three (3) members shall be elected from the Classified Staff (2 year term)
  - Three (3) members shall be elected from the Non-Teaching Faculty and Administrative Staff (2 year term)
  - Three (3) members shall be elected from the Faculty Student Association employees (2 year term)
  - Three (3) members shall be elected at-large from the above-named employee groups (2 year term)
- 4.1.2** Four (4) members shall be selected for election from the following groups:
- It shall be the responsibility of the College Senate chairperson(s) to arrange for the selection of two (2) Adjunct/Contract employee

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<sup>2</sup> 3.1-3.6 Adapted from Mohawk Valley Community College By-laws, 2.1-2.6, 5/1/18

representatives, elected by Adjunct/Contract employees, at the beginning of the academic year. Adjunct/Contract employee terms of membership shall be for one year and only two consecutive terms.

- It shall be the responsibility of the College Senate chairperson(s) to arrange for the selection of two (2) student representatives through the Student Advisory Board. Student terms of membership shall be for one year.

- 4.1.3** Ex-Officio, non-voting members: One member from the President's Cabinet or Executive Leadership Team shall be present at each meeting to facilitate communication flow between the Executive Branch and the College Senate. The Faculty Council of Community Colleges (FCCC) delegate should either present or send an update to the College Senate at least once a month.
- 4.2** Any staff member whose position is not clearly identified by the terms Teaching Faculty, Non-Teaching Faculty, Classified Staff, Administrative Staff, or Faculty Student Association employees, shall be considered a part of the employee group identified as Non-Teaching Faculty/Administrative Staff. Examples include, but are not limited to, positions identified as Technical Assistant, Learning Lab Specialist, and Management Confidential (excluding Executive branch membership).
- 4.3** No person shall serve as a College Senate member for more than two consecutive terms.
- 4.4** If the completion of the term as Chairperson coincides with the end of their College Senate term, they then shall continue as an ex-officio member for one year. This shall be for the purpose of providing continuity in the leadership of the College Senate. Otherwise, they shall continue as a member of the College Senate for the completion of their term.<sup>3</sup>
- 4.5** An open call for nominations will be sent by members (not necessarily any specific officer) of the College Senate six (6) weeks prior to the end of the semester to solicit nominees for open seats in order to populate a ballot.
- 4.5.1** All nominees shall be identified on the ballot by employee group: Teaching Faculty, Classified Staff, Non-Teaching Faculty/Administrative Staff, or Faculty Student Association employees.
- 4.5.2** Instances where more nominations exist than seats available for elected members shall be selected as follows:
- 4.5.2.1** The nominees with the highest vote tallies within that employee group shall fill the requisite number of seats identified for a particular employee group. When all designated seats have been filled, the remaining nominees shall then be considered at-large and seats shall be filled by those nominees with the highest vote tallies, without regard to employee designation. This applies to new members and members wishing to carry on to a second term. Both shall be on the ballot with the highest vote tallies taking available seats.
- 4.5.3** Before the end of the academic year, the newly constituted College Senate shall meet and elect the Chairperson(s) to serve for the following academic year.
- 4.6** The term of the newly elected College Senate shall begin on the first day of the next academic year.

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<sup>3</sup>Mohawk Valley Community College By-laws, 4.3.2, 5/1/18

## **Article 5: Officers, Terms & Other Roles**

**5.1** Chairperson(s): One or two College Senate chairperson(s) for the forthcoming year shall be elected from, and by, the College Senate members for a one-year term. If the Chairperson(s) vacates the office before the expiration of his/her term, election shall be made from among the voting membership of the College Senate as soon as possible to fill the position. The total compensation for the chairperson(s) during each of the Fall and Spring semesters shall be at a rate of \$1850.00 beginning the Spring 2007 semester and thereafter increased at the range movement provided in the Faculty Association contract.

### **5.1.1 Chairperson(s) Duties**

**5.1.1.1** Set the agenda for all regular and special meetings of the College Senate.

**5.1.1.2** Preside over all regular and special meetings of the College Senate and at all College Senate sponsored forums.<sup>4</sup>

**5.1.1.3** Communicate with the College President and Provost on a regular basis.

**5.1.1.4** Provide a written report for the Board of Trustees each month; attend and report at the College's Board of Trustees meetings.

**5.1.1.5** Ensure that the review of the College committees' charges take place every three (3) years.

**5.1.1.6** Arrange for a College Senate member to participate in the College's review of their policies every three (3) years.

**5.1.1.7** Ensure that ad hoc committees obtain and analyze specific information for the use of the College Senate.

**5.1.1.8** Review minutes of the College Senate meetings and reports of any College Senate sponsored events before they are distributed to the entire College community.<sup>5</sup>

**5.1.1.9** Attend, if possible, the annual SUNY Voices - Shared Governance Conference.

**5.2** Secretary: A secretary for the forthcoming year shall be elected from, and by, the College Senate members for a one-year term. Election shall follow the nomination of new College Senate members and shall be held prior to the end of the academic year. If the Secretary vacates the office before the expiration of his/her term, an election shall be made from among the voting membership of the College Senate as soon as possible to fill the position. The secretary shall be compensated during each of the Fall and Spring semesters at a rate of \$700.00 beginning the Spring 2007 semester and thereafter increased at the range movement provided in the Faculty Association contract.

### **5.2.1 Secretary Duties:**

**5.2.1.1** Ensure that scheduled meetings are sent to College Senate members.

**5.2.1.2** Forward the agenda and all pertinent materials to the College Senate members and College community no later than three (3) work days prior to the College Senate meeting.

**5.2.1.3** Ensure that accurate minutes of each meeting are taken and make every

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<sup>4</sup> Mohawk Valley Community College By-laws, 4.4.1.1.1, 5/1/18

<sup>5</sup> Mohawk Valley Community College By-laws, 4.4.1.1.11, 5/1/18

attempt to distribute them to all appropriate people within one week of a meeting. The minutes shall record all motions and the action taken thereon, absences, dates and time of convening and adjourning, the essence of discussion on a motion when such information will aid in the understanding of a motion, and direct action of the College Senate and all pertinent announcements.

**5.2.1.4** Maintain the contents of the College Senate public folders and the College Senate website.<sup>6</sup>

**5.2.1.5** In the absence of the College Senate Chairperson(s), the Secretary shall preside over the scheduled College Senate meeting.

**5.3** Non-compliance of members:

**5.3.1** College Senate members are expected to attend all scheduled meetings. Should they be unable to attend, they must notify the chairperson(s) or secretary in advance and they will be noted as excused in the minutes.

**5.3.2** The College Senate shall have the right to dismiss members who miss more than three unexcused meetings of the College Senate in any given year. If a member is determined, based on meeting attendance not fulfilling their role, the seat will be considered vacant upon approval with a majority vote.

**5.3.3** College Senate officers are expected to fulfill the roles of their respective positions. Should those expectations of their positions not be fulfilled they may be removed as an officer by a majority vote of those College Senate members present.

**Article 6: Meetings**

**6.1** Regular meetings of the College Senate shall be scheduled no fewer than once a month during fall and spring academic terms.

**6.2** Additional meetings may be called at the discretion of the Chairperson(s).

**6.3** Meetings of the College Senate, as well as any standing committees, shall be open to all members of the College community.

**6.4** At the beginning of each semester, the College Senate shall set a consistent meeting schedule. In the case of an operational decision that must be made prior to the beginning of an academic year, a special summer meeting(s) may be called by the Chairperson(s).

**6.5** The College Senate shall establish a set of Standing Rules. Robert's Rules (latest edition) will govern the conduct of the College Senate as well as all committees. A quorum shall be considered half the voting members plus one excluding any unfilled seats.

**6.6** Voting:

**6.6.1** All members are equal voting members; proxy votes are not permitted.

**6.6.2** At any time voting can be done by secret ballot.

**6.6.3** When an urgent issue must be decided and it is not possible to convene a regular or special meeting of the full College Senate, the Chairperson(s) may ask for and receive an e-mail vote on an item of business or electronic voting system.

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<sup>6</sup> Mohawk Valley Community College By-laws, 4.4.3.1.3, 5/1/18

- 6.7 College Senate meetings should be held in person as often as possible but on an as needed basis the committee can decide as a whole to offer remote meetings as well as remote voting.

## **Article 7: Information**

- 7.1 Electronic mail shall be considered the primary means of disseminating information between the College Senate and the College community. All agendas, minutes, and other appropriate documents shall be posted to “Everyone” public groups for staff and students, or the equivalent.
- 7.2 Agendas and minutes shall be made available to the College community at least three business days prior to all meetings. Unapproved minutes shall be distributed at least three (3) days prior to next meeting.
- 7.3 In order to foster communication to and from the Board of Trustees, the Chairperson(s) shall attend regular Board of Trustees meetings and shall be afforded time on the agenda to share information relating to business currently under consideration in the College Senate.

## **Article 8: Item of New Business to come before the College Senate.**

- 8.1 Any member of the College community may request that an item of business be considered by the College Senate.
- 8.1.1 Materials for proposals must be submitted in writing to the chairperson(s) of the College Senate at least seven (7) days before a scheduled discussion or vote.
- 8.1.2 Any item of new business not brought to the College Senate Chairperson(s) within two (2) weeks prior to a regular meeting may be tabled until the following regular College Senate meeting.
- 8.1.3 The chairperson(s) will distribute the materials to the College Community at least ten (10) days before the scheduled meeting.
- 8.1.4 The presenter shall provide a written rationale for consideration of the new item of business by the College Senate and the presenter will be available either during the meeting or after to answer any questions.
- 8.1.5 The College Senate chairperson shall determine as to whether the particular item of new business is appropriate for the College Senate.
- 8.2 Any member of the College community may petition the College Senate to consider a particular item of new business. Upon presentation of a petition signed by 20 percent of the College community requesting that an item of new business be considered, and stating that the signatories believe that the particular item of new business will have a significant impact on the College’s Mission, Vision, Values, and Goals, the College Senate shall consider the item.

## **Article 9: Appeal Process**

- 9.1 In those instances when any member of the College community wishes to appeal the recommendation/action by the College Senate, they should submit a petition, signed by 20 percent of the College community, to the College Senate. The College Senate will then be

obligated to commence, within fifteen (15) working days, a meeting of the College community to consider the subject of said petition.

## **Article 10: Definitions**

For purposes of Governance the following definitions shall apply:

- 10.1** Staff: The term “staff” shall include any person currently employed in the employee groups defined as Adjunct/Contract employee, Teaching Faculty, Non-Teaching Faculty, Technical Assistant, Learning Lab Specialist, Classified Staff, Administrative Staff, full-time Coltivare employees, full-time TC3 Farm employees or Faculty Student Association, Management Confidential, excluding the President and President’s Cabinet or Executive branch.
- 10.2** Student: The term “Student” shall include any currently enrolled student who is matriculated in a degree or certificate program and who is in good academic and conduct standing.
- 10.3** College Community: The term “College Community” shall be the most inclusive and shall include all current faculty, staff, adjunct faculty, students, the President, the President’s Cabinet, and members of the Board of Trustees.
- 10.4** Institutional Policy/Policy: “Institutional Policy” and “Policy” shall be defined for the purposes of Governance as those policies which require Board of Trustees approval and which then serve as guiding principles for the College. Nothing in these bylaws shall be construed to shift the ultimate approval or disapproval of a recommended policy from the Board of Trustees nor shall governance encroach on those issues that are within the purview of collective bargaining contracts.
- 10.5** Operational Decision: “Operational Decision” shall be defined as administrative decisions that affect the ongoing functions and operations of the College. Nothing in these bylaws shall be construed to shift the ultimate decision-making authority, in regard to operational decisions, from the President.
- 10.6** Academic Year: For the purposes of these bylaws, the term "academic year" shall refer to the period of time considered to be the contract year for ten-month employees under the Faculty Association contract.
- 10.7** Definitions of Organizational Groups **See Appendix II**

## **Article 11: Bylaw Amendments**

Any proposal to amend these bylaws must fulfill the following requirements:

- 11.1** Written copies (printed or emailed) of the proposed amendment shall be distributed to all members of the College Senate at least seven (7) calendar days prior to the date of the regular College Senate meeting at which the amendment is to be formally introduced and discussed.
- 11.2** The amendment shall be adopted by a two-thirds (2/3) affirmative vote of the College Senate membership, excluding any unfilled seats.
- 11.3** All amendments shall become effective upon recommendation to the President to, and approval by, the Board of Trustees of Tompkins Cortland Community College.

- 11.4 These bylaws shall be reviewed in their entirety, by an ad hoc committee, at least once every three (3) years.<sup>7</sup>

## **Article 12: Standing Committees (pending for spring semester)**

The College Senate ensures the work of standing committees of the College through oversight. This will take place by facilitating communication, development of recommendations, and the development of college-wide policy.

### **12.1 Standing Committees of the College Senate:**

#### **See Appendix III**

#### **12.1.1 Committees will receive their charge from the President or College Senate.**

- 12.1.1.1** The committees will be given a committee charge form to fill out and return to the secretary of the College Senate to submit for College Senate approval.

#### **See Appendix IV**

### **12.2 Communications:**

- 12.2.1** Annually, all standing committee chair(s) or designee will report in person and in writing to the College Senate. Action items must be forwarded to the College Senate chair(s) two (2) weeks prior to the meeting date.

- 12.2.2** Every three (3) years a review will take place of each of the standing committees' charges and structure.

## **Article 13: SUNY Chancellor's Awards**

The College Senate shall oversee the SUNY Chancellor's Awards process each year. The Chairs of the College Senate shall be deemed the President's appointees.

**13.1** It is the responsibility of the Chairs to review the list of award titles, the number of nominees the College can put forward, deadlines for each award, and the creation of the selection committee.

- 13.1.1** Selection committee to consist of a sub-committee of the College Senate and additional community members as needed, as well as an appointee from the President in an ex-officio capacity.

**13.2** The College Senate Chair(s) shall email the College community to put a call out for nominations.

- 13.2.1** Email notification shall include list of award titles, attachments of nomination Microsoft Forms or present system being used and clearly state deadlines.
- Separate forms are needed for Excellence in Adjunct Instruction and Excellence in Classified Services. All other awards may share the same form.
  - Nominations for Excellence in Adjunct Instruction needs to be requested first, as the deadline is during the Fall semester.
- 13.2.2** Nomination forms may be accessed by to the College Senate Chairs and/or Secretary.
- Forms shall be stored on the College Senate SharePoint site for easy access by the Secretary or Chairs.

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<sup>7</sup> Article 11, Mohawk Valley Community College By-laws, Article 9, 5/1/18

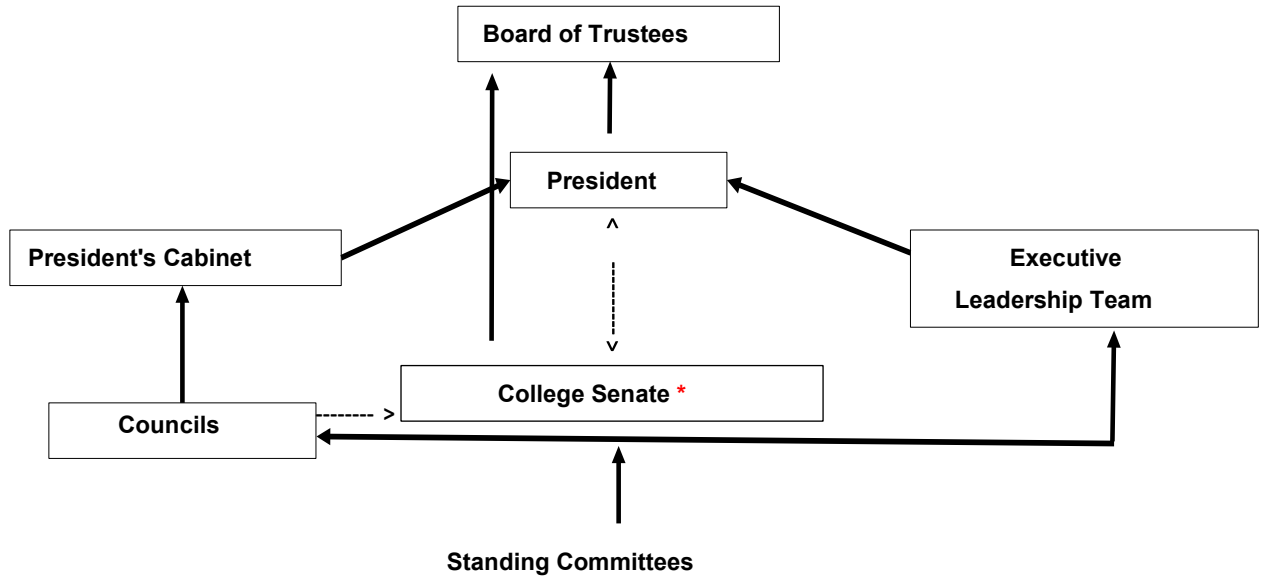


- Forms need to be checked each year to ensure that qualification requirements listed at the top of the form are correct.

- 13.3** The Senate Chairs or Secretary will forward the list of nominees to Human Resources, along with qualification requirements of each award, to determine eligibility. Human Resources will return the list of eligible candidates to the Chairs or Secretary.
- 13.3.1** The Senate Chairs or Secretary will provide a list of names of the selection committee members to Human Resources.
- 13.3.2** Human Resources will email Confidentiality Agreements to Committee members. Once Confidentiality Agreements are obtained, Human Resources will release nominee packets which only include: nomination letters, personal statement, and updated resume.
- 13.4** Human Resources will email nominees with generic statement of award nomination and request for personal statement and updated resume along with permission to be shared with the selection committee.
- 13.5** List of eligible candidates will be shared with selection committee to review and select nominee.
- 13.5.1** Nominees will not be included in process. Nominees will be given the opportunity to provide supporting documentation in the form of a personal statement and updated resume, as mentioned in 13.3.2.
- 13.6** Selection committee will forward list of chosen nominees to Senate Chairs so that Chairs can complete SUNY nomination memo for President to complete packets.
- 13.7** President's Office to compile necessary documentation, including Presidential letter, into pdf files and email designated SUNY representative named on the award website by the stated deadline.

# Appendix I

## College Senate Reporting Flowchart



-----> = presents to/shares with  
—————> = reports to  
\* = Each member represents their respective constituency in the College community.

## Appendix II

### Definitions of Organizational Groups

#### **Executive Branch of the College**

- Includes the President, the President's Cabinet, and the Executive Council.

#### **College Senate**

- Body whose charge comes from the President and/or the Board of Trustees
- Recommends/presents to the President of the College
- Reports to the Board of Trustees
- Shared governance body for the academic institution providing a voice and representation for faculty, staff, students, and administrators in the campus shared governance process.
- Provides a vehicle for shared governance, student input and participation in the affairs and activities of Tompkins Cortland Community College
- The College Senate shall consider matters and make recommendations relating to the constituencies of the College, including, but not limited to, the faculty, staff, and students, both full-time and part-time, and relating to problems, policies and programs and to the governance and general welfare of the college
- Seeks input and recommendations from all campus constituencies to inform decision-making that will help the College best achieve its mission and goals
- Assists the campus community to communicate and collaborate in a respectful, honest, and productive manner regarding decisions that are for the good of the College as a whole

#### **Standing Committee**

- Long-term body formed to address ongoing topics, trends, concerns/issues affecting/impacting the College community
- Reports directly or indirectly to the College Senate
- All standing committees must be recognized by and comply with the organizational structure set forth by the College Senate (form completed and reviewed every three (3) years)
- May propose changes to its charge or composition. Such changes shall take effect only upon approval by the College Senate or governing council
- Membership – less restrictive, more representation by the College community

#### **Ad Hoc Committee**

- Body created to complete a short-term task
- Reports to the creating body
- Dissolves upon completion of the assigned task
- Membership – composed of members of the assigning council or committee or other College Community members as needed

#### **Recommendations for Council Formation and Function**

##### **(Councils are not under the purview of the College Senate)**

- Body whose charge comes from the Executive Branch

- Reports directly to the Executive Branch of the College
- May present to the College Senate
- Offers expertise, consultation, guidance, or discussion of issues in response to committee reports
- Body requires bylaws
- Membership-through appointment or election; membership terms required
- Distributes information

## Appendix III

**(Pending updates Spring semester 2023)**

College Senate  
Standing Committees

### Academic Assessment Committee

Budget Committee

Campus Safety Advisory Committee

Campus Advocacy, Referral and Education (CARE)

Committee on Academic Standards (COAS)

Curriculum Committee

### Diversity, Equity, and Action Council (DEAC)

Guided Pathways Steering Committee Information

### Information Security Management Program

Security Program Committee

Survey and Research Review Committee

Staff Development Committee

### Student of Concern

TAG (Technology Advisory Group)

### Possible separation into work groups

Holiday Luncheon Committee

Stress Less

## Appendix IV



### Name of Committee

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- |           |   |
|-----------|---|
| Article 1 | Function  |
|           | <ul style="list-style-type: none"><li>a. General statement or purpose statement</li><li>b. What this committee is responsible for</li></ul>   |
| Article 2 | Membership  |
|           | <ul style="list-style-type: none"><li>a. Membership distribution</li><li>b. Term of office</li><li>c. What happens if a member is unable to continue?</li><li>d. Removal from committee for non-participation</li><li>e. Note taking responsibilities</li></ul> |
| Article 3 | Chair   |
|           | <ul style="list-style-type: none"><li>a. Who appoints the chair?</li><li>b. Terms of appointment</li><li>c. Duties of chair</li></ul>   |
| Article 4 | Meetings  |
|           | <ul style="list-style-type: none"><li>a. Regular meetings set by chair</li><li>b. Special meetings may be called by chair</li><li>c. Quorum</li><li>d. Meetings are open to everyone</li><li>e. Notes and agendas are posted</li></ul>                          |
| Article 5 | Changing the Charge of the Committee  |
|           | <ul style="list-style-type: none"><li>a. Approval by the College Senate</li><li>b. Committee reviews its work annually</li></ul>  |

Updated 4/23/19