

CONSTITUTION OF THE COLLEGE COUNCIL OF BERGEN COMMUNITY COLLEGE

Preamble

The College Council (CC) is a campus-wide review and recommending body reporting to the college President. It includes representation from full and part-time faculty, staff, students, and administration. The council focuses on excellence from a college-wide perspective and facilitates dialogue and communication by creating an integrated voice and utilizing the expertise of the entire college community.

ARTICLE I: ROLE

Section 1: The College Council provides a forum for discussion on matters and issues of concern to the various constituencies of the college. Specific areas which the Council will address include but are not limited to: Facilities & Finance, Strategic Planning and Assessment, Community Relations, Health and Safety, Sustainability, Campus Culture & Communications, and Policies and Procedures. The council serves as a primary means of recommending the views and decisions of the college community to the President.

Section 2: The College Council abides by and supports established Bergen Community College policies.

ARTICLE II: MEMBERSHIP AND STRUCTURE

Section 1: The College Council structure consists of the Council, Steering Committee, and Subcommittees.

Section 2: Representation to the College Council consists of 37-43 voting members allocated among the various college constituencies based on the following configuration:

- a. Chairperson, Vice-Chairperson, Secretary, Treasurer (from existing membership)
- b. (1) President/Designee – Appointed
- c. (3) Part time Faculty and Temporary Part-time Staff
- d. (4-9) Student Representatives – elected by SGA
- e. (9) Faculty (includes technical and professional assistants)
- f. (6-9) Staff (including Permanent Part-time Staff)
- g. (9) Administration/Professional Staff

In addition, the following non-voting representative may serve on the College Council:

- a. (1) representative from the Faculty Senate

Section 3: All members of the College Council shall be expected to serve on one Subcommittee or the Steering Committee of the College Council.

Section 4: Steering Committee

The Steering Committee sets the council agenda, establishes priorities and reviews the progress of Council subcommittees and work groups. Each constituent group at the college has a representative on the Steering Committee. The officers of the Council and the chairs of each subcommittee also sit on the Steering Committee.

Steering Committee membership consists of 10-12 individuals who will be elected by all members of the College Council according to the following configuration:

- a. College Council Chair
- b. College Council Vice-Chair
- c. (7) Subcommittee Chairs
- d. President or Designee

The membership of the Steering Committee should include at least one of each of the following constituencies: Student Representative, Faculty, Staff, Administrator / Professional

The College Council Chair and Vice Chair will serve as chairs of the Steering Committee.

Section 5: Subcommittees

a. Seven subcommittees of the College Council are delineated below. The kinds of issues to be addressed by subcommittees may change over time. There is no requirement that the subcommittees described below are necessarily permanent and unchanging:

Facilities & Finance- review annual budgets and related issues, review campus master plan, review inventory of rehabilitation projects, monitor ft/pt faculty ratio;

Strategic Planning, Budget, and Assessment- participate in strategic planning activity, review assessment activity, review quality activity, monitor program review activity;

Community Relations- review and make recommendations regarding college-wide Marketing plan, review market research results, review civic engagement activity;

Health and Safety- develop recommendations and review safety plan, and the role of the Wellness Center;

Sustainability – will act as an advocate for sustainability efforts across all campuses;

Policies and Procedures – monitor renewal of policy manual and review all new changes to current policies;

Campus Culture and Communication- identifies programs and communication strategies that support the one-college concept and makes recommendation for events and practices that enhance the welfare and involvement of all employees.

b. Any member of the college community may be invited to serve as an ex officio member of Subcommittees. The College Council chair with the approval of the college president shall establish the membership on the subcommittees. It is recommended that no individual serve on more than one standing committee.

c. The Chairs of the Subcommittees shall be elected from and by the College Council membership on the Subcommittees.

ARTICLE III: OFFICERS

Section 1: The College Council shall have as its officers a Chair, Vice-chair, Secretary and Treasurer.

a. The officers will be elected by the College Council from its membership.

b. In order to provide greater campus wide representation and expanded opportunities for individuals to participate in college governance, individuals are encouraged to limit their terms of office and refrain from dual office holding in other BCC governance organizations.

c. The duration of an Officer's term of service shall coincide with the duration of his/her elected term as representative on the Council.

Section 2: Officers Duties and Responsibilities

a. Chair

- Preside over all council meetings
- Preside over Steering Committee meetings
- Maintain communication with the college President
- Represent the Council on campus and at official college functions

b. Vice Chair

- Preside over meetings in the absence of the President
- Assume duties of Chair if the Chair is unable to perform responsibilities
- Participate in Steering Committee meetings
- Perform other duties as assigned by the Chair

c. Secretary

- Maintain an accurate record of all organization meetings and post minutes and summaries for college community
- Maintain membership list
- Ensure communication with college-wide community through web site and other means as directed by the Chair

d. Treasurer

- Develop organization budget and present to membership.

- Maintain accurate record of organization transactions.

Section 3: Recall

a. Officers may be removed by a vote of two-thirds of the council membership if actions are deemed inappropriate by the membership. The officer will have an opportunity to speak before the Council regarding his/her performance.

b. If the Chair of the council vacates the position due to resignation or recall, the Vice Chair will assume the position for the remainder of the academic year. The Council shall hold an election to fill the Vice Chair position or any other officer vacancy at its next meeting.

ARTICLE IV: NOMINATIONS AND ELECTIONS

Section 1: Eligibility

All employees of the College at all campus locations are eligible to run for office.

Part-time faculty are eligible to run if they have been actively employed at the College for at least three semesters over three consecutive years.

All employees running for office are expected to attend all full Council meetings and all of their own subcommittee meetings during the term for which they are elected.

Section 2: Terms, Election Process, Alternates

Representatives on the college council will be elected by their constituency. Members shall serve for two year terms. Member shall not serve more than 4 years consecutively.

Members of the steering committee will be elected by all members of the college council.

Elections will be coordinated by the an ad hoc appointed subcommittee, consisting of members of the College Council, the college community at large, the Public Relations department and other support functions at the college.

For all open positions during any election, the top vote-getters in each constituency will become representatives and an equal number of the next highest vote-getters will be designated as alternates (see the section on Vacancies below).

Section 3: Vacancies

A representative who must take an extended leave of absence (who will be missing two or more consecutive College Council meetings) must notify the Council Chair so that an alternate may be designated. In general, if a vacancy on the Council occurs during the academic year, the Council Chair may appoint an alternate from the same constituency to serve the balance of the term. If no alternates are available, the Chair may consult with other representatives from the affected constituency to identify and recruit an alternate.

Section 4: Employment status

A representative who transitions to a different constituency than the one s/he was elected to represent, may serve until the next election cycle. At that point, if eligible to do so, and if an

appropriate position is open, s/he may run for election. A newly-elected member filling a position vacated mid-term, will initially serve out the rest of the vacated term. A representative who is no longer active on the College's payroll must notify the Chair so that an alternate may be designated.

ARTICLE V: MEETINGS

Section 1: Convocation

- a. A general convocation will be held at the start of every fall and spring semester to facilitate the work of the College Council and enhance college-wide communication.
- b. The President and Vice Presidents will open the program.
- c. New employees, service recognition, promotions, and tenure will be recognized and celebrated by the entire campus community.
- d. The College Council Chair will make a presentation on behalf of the College Council.
- e. A "Town Hall" style forum or "Quality of Life" meeting will be offered at the conclusion of the Convocation.

Section 2: College Council

1. The College Council Steering Committee will meet monthly to determine the date for council meetings, set council agendas, establish priorities and review the progress of subcommittees.
2. The College Council shall schedule up to eight sessions a year during the months of October, November, December, February, March, April, May, and June. The College Council shall convene no fewer than four sessions a year. Special meetings may be called upon request of the Chair with approval of a majority of the Steering Committee.
3. Notice and a statement of agenda for each meeting will be sent to all members and announced college-wide prior to the meeting.
4. Items to be place on the agenda should be submitted to the Secretary, in writing at least 10 days prior to the meeting
5. A quorum shall consist of 60 percent of voting Council members (rounded off to the nearest whole number).
6. Business shall be conducted according to Roberts Rules of Order which specifies:

Call to order
Approval of minutes of the previous meeting
Standing Committee Reports

Special Committee/Task Force Reports
Unfinished Business
New business

7. Members of the college community who are not council members may attend scheduled meetings. They may request the opportunity to speak on an item that is before the council. In general, this request should be made to the council chair prior to the meeting.

8. The Chair shall have the authority, when necessary, to place time limits on discussion at Council meetings.

9. Actions, decisions and proposals of the council will be recorded in the minutes and communicated to the President.

10. The latest edition of Robert's Rules of Orders will govern all proceedings of the Council not specifically addressed in this Constitution.

Section 3: Subcommittees

a. A quorum shall consist of two-thirds of the committee membership

b. Subcommittees shall report orally during College Council meetings and shall submit written minutes, including meeting times, attendance, discussion items and actions taken, to the secretary of the College Council.

c. Subcommittee members who fail to attend more than two consecutive meetings may be replaced by the Chair of the College Council.

ARTICLE VI: AMENDMENTS

Section 1: Amendments to the College Council Constitution may be proposed in writing to the Steering Committee by the college president or any member of the College Council.

Section 2: After review and recommendation by the Steering Committee, amendments will be placed on the College Council agenda for a vote by the membership. In order to be adopted, amendments shall require a two-thirds (rounded off to the nearest whole number) affirmative vote of the members present.