

# COMMUNITY COLLEGE OF BALTIMORE COUNTY

## COLLEGE SENATE CONSTITUTION

- I. **NAME.** The name of the organization shall be the College Senate of the Community College of Baltimore County (CCBC), or hereinafter the College Senate or the Senate.
  
- II. **AUTHORITY.** The College Senate shall be the principal forum of shared governance for CCBC. The Senate shall have the authority to consider and to make recommendations on all matters of policy that affect the Community College of Baltimore County. However, matters that are covered by union contracts or are the subject of collective bargaining shall be dealt with outside this system of shared governance.
  
- III. **RECOMMENDATIONS.** The College Senate may receive communications on matters of College policy from other College or campus-based bodies, as well as from individual officers and members of the College. The Senate shall make its recommendations to the CCBC President. In formulating its recommendations, the Senate shall attempt to take into consideration the viewpoints and interests of all the College constituencies which it represents.
  
- IV. **MEMBERSHIP.**
  1. Constituencies. The membership of the College Senate shall consist of teaching faculty, administrative and professional personnel, classified staff employees, and students, representing their respective constituencies.
    - a. "Faculty" refers to those professional benefit-eligible employees of the College whose primary responsibility is teaching.
    - b. "Administrative and Professional Personnel" refers to benefit-eligible professional employees of the College who are neither teaching faculty nor classified employees.
    - c. "Classified employees" refers to benefit-eligible employees of the College whose positions are defined by State and County laws and regulations as those of unionized or non-unionized classified employees.
    - d. "Students" refers to persons presently enrolled as students at the College. The Student Government Associations will determine student representation, giving due consideration to full- and part-time, credit and non-credit, day and evening students.
    - e. "Senior Staff" refers to those individuals with College-wide responsibilities who report directly to the President.

2. Representation.

- (a) The full-time benefit-eligible faculty of the College shall be represented in the Senate by at least one but not more than ten representatives chosen from and by the faculty in each school. Within these limits, each academic division or school shall be entitled to one representative for each ten full-time benefit-eligible faculty members of that division or school. Insofar as feasible, faculty representatives shall be selected so that at least one from each division and school is based on each of the College's three campuses.
- (b) Administrative and professional personnel shall be selected from each of the following CCBC areas, with effort to select representatives from different departments:
  - a. Five from Enrollment Management and Student Services
  - b. Three from Finance and Administration
  - c. One from Institutional Advancement
  - d. Three from Instruction in non-teaching roles
- (c) One of the deans of the academic divisions and schools shall be selected by those deans.
- (d) Six classified staff employees shall be selected, four from CWA, one from AFSCME and one from Units 3 & 4. AFSCME will designate an alternate who would attend senate meetings to serve with voting privileges when the primary representative cannot attend.
- (e) Six students shall be selected, two by each Student Government Association.
- (f) One *ex officio*, non-voting member shall be selected by the President from the Senior Staff.
- (g) The Senate may also extend at-large membership to such additional members of the College as it chooses.

3. Selection of Members. Each constituent group shall select its representatives through a democratic method of its own choosing.

4. Duty of Care. It is the duty of all CCBC constituencies and individuals to respect and nurture the practice of shared governance. All members of the College Senate, although representing different constituencies, shall keep as their highest concern the well-being of The Community College of Baltimore County. The Senate's recommendations should reflect the principles and goals of a learning centered institution.

5. Terms of Office. Each administrative, professional, faculty or classified member of the Senate shall be elected for a two-year term of office. Student members shall serve one-year terms. Terms shall begin on June fifteenth. If a member leaves office before the completion of a term, his/her constituency shall select a replacement member to serve the remainder of that term. Members shall be eligible to serve consecutive terms.

6. Initial Provisions. The initial members selected by each of their constituencies for two year terms shall draw lots, so that half will serve a one-year term and half a two-year term, so that generally thereafter half of these terms may be renewed each year.
- V. OFFICERS. The officers of the College Senate shall consist of the following, whose powers and duties, in addition to those specified herein, shall be determined by the College Senate. The College Senate may also establish such additional offices as it may from time to time desire.
1. A Chair of the Senate shall be elected by its members each year. He/she shall preside over meetings of the Senate, chair its Executive Committee, represent the Senate in its dealings with others, and generally take care to see that the business of the Senate is conducted in an orderly and expeditious manner. A Chair may not be elected to serve more than four consecutive terms.
  2. Two Vice-Chairs of the Senate shall be elected by its members each year to assist the Chair in the performance of his/her duties. One of the Vice Chairs shall be designated by the Executive Committee to serve as Acting Chair in the absence of the Chair. The other Vice Chair shall be designated as liaison to groups and individuals not represented in Senate membership, such as adjunct faculty.
  3. A Secretary of the Senate shall be elected each year by its members to oversee the preparation, distribution and maintenance of meeting agendas, minutes, studies, reports and communications of the Senate.
  4. A Parliamentarian of the Senate shall be elected each year by its members to be responsible for seeing that Senate meetings are conducted in an orderly and appropriate way in accordance with the Senate's rules.
  5. Election of the Chair, Vice Chairs, Secretary and Parliamentarian of the Senate shall take place each year at the last regular meeting of the spring semester, and they shall take office for the next year on June fifteenth. The persons elected Chair and Vice Chairs shall be chosen in such a way that one is based primarily upon each of the College's three campuses.
  6. Executive Committee. The Chair, Vice Chairs and Secretary of the College Senate shall constitute the Senate's Executive Committee. The Executive Committee shall prepare the agenda, work and materials for Senate meetings; decide if an issue is appropriate for Senate consideration; appoint members of Senate standing committees and task forces; assign issues to the Senate committees; coordinate the work of the Senate's various sub-groups; speak or

act for the Senate in the interim between Senate meetings; and shall perform such additional duties as the Senate may from time to time determine.

## VI. STANDING COMMITTEES.

1. Standing Committees Generally. Where appropriate and as directed, matters before the Senate may be referred for consideration to one or more of the Senate's standing committees, which shall report their work to the Senate for its consideration and action. The standing committees shall be established by Senate By-Laws to deal with the different kinds of subjects which come before the Senate.
2. Standing Committee Membership. The membership of the standing committees shall be determined by the Senate Executive Committee at the beginning of each academic year. Each Senate member except the Chair, Vice Chairs and Secretary shall serve on at least one standing committee. In addition to members of the Senate, each standing committee may be expanded to include additional College personnel drawn from outside the Senate.
3. Standing Committee Organization. At the first Senate meeting of each session, each standing committee shall select as its chair one of its members, who must also be a member of the Senate. Other than as directed by the Senate or its By-Laws, each standing committee may determine its own procedures, provided that these include the keeping of minutes and the production of written reports to the Senate of its business.

VII. MEETINGS. The annual term of the College Senate shall be from June fifteenth to the following June fifteenth, with elections held during the previous May. The Senate shall generally meet monthly from September through June on dates to be determined by the Executive Committee. Additional meetings may be called by the Chair, or by the Executive Committee, or pursuant to a petition signed by two fifths of the Senate members. Notice of all meetings shall be sent to members not less than one week in advance, except for meetings certified by the Chair or the Executive Committee to be emergency meetings to deal with matters of urgency. At least fifty-one percent of the Senate membership shall constitute a quorum. Ordinary actions of the Senate shall be adopted by a majority of those voting. Except as otherwise provided by Senate by-laws, parliamentary procedure shall follow Robert's Rules of Order. All meetings of the Senate, its committees and its delegations shall be open to all members of the College community.

VIII. BY-LAWS. The College Senate shall, as soon as practicable, develop and adopt by-laws for its internal organization and operation. A Task Force for By-Laws shall be selected for this purpose in its first year. By-laws may be adopted, amended or repealed by a vote of not less than fifty-one per cent of the Senate's membership, at a meeting subsequent to the meeting at which such action was proposed. By-laws may be suspended immediately for the duration of one meeting by vote of two-thirds of the Senate membership in the event of urgency.

IX. SUPPORT. To assure the effective and orderly working of the College Senate, CCBC shall provide the Senate with adequate support, facilities and equipment. CCBC recognizes service in the College Senate as a part of an employee's services to the College.

X. CAMPUS FORUMS. In addition to their participation in meetings of the College Senate and its committees, Senate members will be expected to participate in regular Open Forums held on their respective campuses. The purpose of these Campus Forums will be to establish and maintain regular communications between the Senate and the faculty, staff and students in their places of work. All Senate members from each campus shall constitute a Delegation from and to that campus, sharing information there on the Senate's work and bringing to the Senate the concerns and views of campus colleagues.

XI. AMENDMENTS. An amendment to this Constitution may be adopted by a majority of not less than two-thirds of the College Senate's membership, voting at a meeting of the Senate subsequent to the meeting in which the amendment was proposed.

XII. ADOPTION. This Constitution shall take effect when it has been approved by the CCBC President after consideration by the faculty, administrative and professional personnel, classified employees, students and the Senior Staff.

Presented, April 28, 2004 - The Chancellor's Task Force III on Shared Governance (Section IV, number 2 on Representation was the final formulation)  
Parliamentarian Amendment, December 20, 2004 - CCBC Senate  
Change to representation March 21, 2007  
AFSCME Alternate Amendment February 20, 2008