

# Statement on College Governance

Ratified by:

Caucus of Classified Staff: May 18, 2018

Academic Senate: May 3, 2018

Student Senate: September 26, 2018

Effective Date January 1, 2019



MANCHESTER  
COMMUNITY  
COLLEGE

## TABLE OF CONTENTS

INTRODUCTION .....	3
DEFINITIONS.....	3
PARLIAMENTARY PROCEDURE.....	4
LIMITS .....	4
POLICY-MAKING BODIES.....	4
PARTICIPATING BODIES.....	5
ACADEMIC SENATE.....	5
Academic Senate Executive Committee.....	6
Academic Standards Committee.....	6
Curriculum Committee .....	7
Library and Academic Technology Committee.....	7
COLLEGE SENATE .....	8
College Senate Executive Committee.....	10
Cultural Programs Committee .....	10
Diversity Committee.....	11
Employee Recognition Committee.....	11
Strategic Planning Committee .....	12
Student Life Committee.....	13
STUDENT GOVERNMENT ASSOCIATION.....	13
ISSUES RELATING TO MORE THAN ONE SENATE	
Emeritus Committee .....	14
Jurisdiction Committee.....	14
PRESIDENTIAL AFFIRMATION .....	14
AMENDMENTS .....	15
CONTEXT OF AUTHORITY .....	15
Community College System .....	15
Bargaining Units .....	16
MCC Administration .....	16
SUMMARY OF AMENDMENTS.....	17

## INTRODUCTION

Manchester Community College is committed to providing broad access to information on college governance issues. In order to facilitate broad input and decentralization in decision-making at the college, there shall be three policy-making bodies, each with the responsibility and authority to determine and advise on policies in the areas described in this document. These policy-making bodies shall be the Academic Senate, the College Senate, and the Student Government Association, and are subject to MCC and community college system policies and bargaining unit contracts, as well as applicable state and federal regulations.

## DEFINITIONS

For purposes of the Manchester Community College Statement on College Governance, the following definitions are adopted:

An unclassified staff member is one appointed by the Board of Regents for Higher Education or its designated agents to one of the position classes that follows:

1. Faculty are those unclassified staff whose primary responsibility is the classroom instruction of students in credit courses or in developmental courses carrying institutional credit. Generally, faculty hold one of the following ranks: professor, associate professor, assistant professor, instructor or lecturer. Faculty positions are governed by the Congress of Connecticut Community Colleges (4Cs) bargaining unit contract.
2. Professional staff are unclassified staff who hold the rank of CCP 12-22 as well as Educational Assistants (EAs). Educational Assistants (EAs) are part-time and full-time contract employees. All professional staff positions are governed by the 4Cs bargaining unit contract.
3. Management staff are those unclassified staff that are not governed by collective bargaining. They may include the following positions: president, deans, associate deans and certain human resources and administrative positions.

A classified staff member is one appointed by the President under the system established by the State of Connecticut Human Resources Department. These positions are covered by one of the following bargaining units: Administrative & Residual, AFSCME Administrative Clerical, Maintenance & Service, and Protective Services.

C. A student is any individual who is registered for credit, part- or full-time, at the college in credit courses or in developmental courses carrying institutional credit.

## **PARLIAMENTARY PROCEDURE**

*Robert's Rules of Order (Revised)* shall serve as the parliamentary procedure guide for all governance activities established by this document.

Additionally, a quorum for any of the representative bodies described in this document shall be based on the number of representative slots filled through the elective process. For example, if there are eight slots for classified staff on College Senate, and only seven are chosen to represent classified staff, then the quorum count would be based on seven, rather than eight, classified staff.

Each governing body and committee will have a Standard Operating Procedure that will be filed with the Governance document and based on a common template. It will be reviewed biannually.

## **LIMITS**

Individuals shall not serve on more than two governance committees at any one time.

## **POLICY-MAKING BODIES**

### **Introduction**

Each of the three governing bodies has the authority and responsibility to establish and advise on policies in defined areas of interest. In the event of a question concerning which governing body has authority and responsibility in relation to a policy question not otherwise enumerated in this document, the issue will be forwarded to the Jurisdiction Committee for resolution.

Note:

- Each committee shall report to its governing body.
- Approved policies and recommendations will be communicated to appropriate administrators through the chair of the governing body. The administrators, in turn, will acknowledge receipt and acceptance/declination of recommendations.
- The beginning and ending of terms of service coincide with the beginning and ending of the academic year, no matter the length of service.
- When classified staff members hold governing body and committee positions, attendance at those groups' meetings shall be regarded as part of the representatives' workday.
- No policy-making body shall fall under the jurisdiction of any other policy-making body.

## **PARTICIPATING BODIES**

The business of governance takes place within various bodies on campus. From within these

bodies, representatives to the various governance committees are elected. They include:

- Academic divisions
- Caucus of community college professionals (CCPs)
- Caucus of classified staff members
- Caucus of managers/non-bargaining unit employees

These various bodies may meet regularly or, for purposes of governance, meet as needed. Elected governance committee members are expected to represent the bodies from which they were elected, both soliciting input from and providing feedback to their constituencies. Governance committee members are also expected to apply any expertise and provide information to their committee work gained through their job functions, as well as gathering input from and keeping informed their respective departments and divisions.

## **I. ACADEMIC SENATE**

A. The Academic Senate shall serve as the main forum for discussion of issues related to the academic concerns and interests of faculty and community college professionals (CCPs). The Academic Senate shall have the authority and responsibility to discuss, recommend, and/or determine, as appropriate, policies that govern:

- academic advising
- academic standards
- curriculum
- emeritus standing for its members
- the Academic Senate Executive Committee
- academic technology
- the library
- other academic concerns

B. The Academic Senate shall consist of all those eligible to serve as follows:

- Full-time faculty and part-time faculty teaching credit courses or developmental courses carrying institutional credit
- Community College Professionals 12-22 and Educational Assistants
- Dean of Academic Affairs (non-voting)
- Associate Dean of Academic Affairs (non-voting)

C. The Academic Senate shall determine its own quorum.

D. This body shall annually elect a chair who shall preside over the Academic Senate. The chair of the senate is responsible for forwarding any recommendations of the senate to the appropriate administrator. The chair of the senate will hold a seat on the President's Advisory Council, at the will of the President.

E. Each division and/or department of the college shall be empowered to determine

policies appropriate to its internal functioning so long as such policies are not in conflict with policies established in accordance with this document. Each division and/or department may prepare policy recommendations for consideration by the Academic Senate.

F. All meetings of the Academic Senate shall be open to the public.

### **STANDING COMMITTEES REPORTING TO THE ACADEMIC SENATE**

Each of the following committees reports to the Academic Senate, and any committee recommendations shall come to the senate for consideration.

#### **Academic Senate Executive Committee**

- A. Purpose: To call the Academic Senate to meeting, to determine the agenda for all meetings of the Academic Senate and to maintain appropriate records thereof. Items of business to be brought to the Academic Senate should be submitted to the Academic Senate Executive Committee, which will determine their appropriateness and place on the agenda.
- B. Academic Senate Executive Committee membership will be as follows:
- Dean of Academic Affairs (non-voting)
  - Chair of the Academic Senate (non-voting)
  - Six faculty members, two elected from each academic division
  - Four professional staff elected by a caucus of CCPs
- C. Representatives shall begin service in September and the term of service shall be two years. To provide for rotation of membership, three faculty members and two professional staff shall have terms beginning in odd-numbered years; and three faculty members and two professional staff shall have terms beginning in even-numbered years.
- D. The chair of the committee shall be elected by its members.

## **Academic Standards Committee**

- A. Purpose: To consider matters of academic standards at the college by reviewing current policies and proposals for change and standardization of academic standards. Additionally the committee recommends new policies or modifications or deletion of existing policies, and recommends MCC input on any system-proposed standardized policies.
- B. Academic Standards Committee membership shall be as follows:
- Six faculty members, two elected from each academic division
  - Four professional staff elected by a caucus of CCPs
  - One student appointed by the Student Government Association
- C. Representatives shall begin in September and, except for student representatives, the term of service shall be two years. Students are appointed on a yearly basis. To provide for rotation of membership, three faculty members and two professional staff shall have terms beginning in odd-numbered years; and three faculty members and two professional staff shall have terms beginning in even-numbered years.
- D. The chair of the committee shall be elected by its members.

## **Curriculum Committee**

- A. Purpose: To review all courses and curricula; to receive from divisions recommendations for changes in, additions to, or withdrawals of courses and curricula; to certify general education courses; and to develop and implement the processes and procedures by which all courses and curricular are reviewed.
- D. Curriculum Committee membership shall be as follows:
- Dean of Academic Affairs (non-voting)
  - Registrar (non-voting)
  - Six faculty members and three alternates, two and one each, respectively, elected from each academic division
  - Four professional staff, one of which should be a Counselor, and two alternates elected by a caucus of CCPs
  - One student appointed by the Student Government Association
- E. Representatives shall begin service in September and, except for student representatives, the term of service shall be two years. Students are appointed on a yearly basis. To provide for rotation of membership, three faculty members and two professional staff shall have terms beginning in odd-numbered years; and three faculty members and two professional staff shall have terms beginning in even-numbered years. Two faculty alternates and one professional staff alternate shall have terms beginning in odd-numbered years; one faculty alternate and one

professional staff alternate shall have terms beginning in even-numbered years.

F. The chair of the committee shall be elected by its members.

### **Library and Academic Technology Committee**

A. Purpose: To advise on policies, acquisitions and planning concerning library services and educational technologies that support the delivery of instruction and facilitate learning.

B. The Library and Academic Technology Committee membership shall be as follows:

- Six faculty members, two elected from each academic division
- Four professional staff: Director of the Library and ETDL (or designee), the Director of Information Technology (or designee), and two additional staff elected by a caucus of CCPs
- One student appointed by the Student Government Association.

C. Representatives shall begin service in September and, except for student representatives, the term of service shall be two years. Students are appointed on a yearly basis. To provide for rotation of the elected membership, three faculty members and one professional staff shall have terms beginning in odd-numbered years; and three faculty members and one professional staff shall have terms beginning in even-numbered years.

D. The chair of the committee shall be elected by its members.

## **II. COLLEGE SENATE**

A. Purpose: The College Senate is the main forum for discussion of issues that affect the entire college community, such as, but not limited to, the following:

- campus buildings, grounds, and non-academic technologies
- campus health and safety
- academic calendar and scheduling
- issues concerning admissions, registration, and financial aid
- broad issues of campus culture, community, and priorities
- the College Senate Executive Committee

College Senate has the authority and responsibility to discuss, recommend, and determine, as appropriate, policies related to these topics and any issues not under the mandate of the Academic Senate or the Student Government Association.



- B. The College Senate shall have the following representation:
- The president of the College, or a non-bargaining unit management designee
  - Six faculty members, two elected from each academic division
  - Six professional staff elected by a caucus of CCPs
  - Four classified staff elected by a caucus of classified staff.
  - Two students appointed by the Student Government Association.
- C. Representatives shall begin service in September and, except for student representatives, the term of service shall be two years. Students are appointed on a yearly basis. To provide for rotation of membership, three faculty members, three professional staff and two classified staff shall have terms beginning in odd-numbered years; and three faculty members, three professional staff and two classified staff shall have terms beginning in even-numbered years.
- D. This body shall annually elect a chair who shall preside over the College Senate. The chair of the senate is responsible for forwarding any recommendations to the appropriate manager. The chair of the senate will hold a seat on the President's Advisory Council, at the will of the President.
- E. Each division and/or department of the college shall be empowered to determine policies appropriate to its internal functioning so long as such policies are not in conflict with policies established in accordance with this document. Each division and/or department may prepare policy recommendations for consideration by the College Senate.
- F. Meetings of the College Senate shall be open to the public.
- G. Power of Initiative: The members of the faculty, professional staff, classified staff and the Student Government Association have the power to propose policies and regulations to the College Senate. Procedures for such initiatives shall be determined by the College Senate.
- H. Power of Referendum: The members of the faculty, professional staff, classified staff and the Student Government Association shall have the power to approve or reject at a referendum any policy or regulation adopted by the College Senate. Procedures for such a referendum shall be determined by the College Senate.

## **STANDING COMMITTEES REPORTING TO THE COLLEGE SENATE**

Each of the following committees reports to the College Senate, and any committee recommendations shall come to the senate for consideration.

### **College Senate Executive Committee**

- A. Purpose: To call the College Senate to meeting, to determine the agenda for all meetings of the College Senate and to maintain appropriate records thereof. Items of business to be brought to the College Senate should be submitted to the College Senate Executive Committee, which will determine their appropriateness and place on the agenda.
- B. College Senate Executive Committee membership, elected from the membership of the College Senate, will be as follows:
  - Chair of the College Senate (non-voting)
  - One faculty member
  - One professional staff
  - One classified staff
  - One student
- C. Members will be elected to serve for one year, the term to begin at the start of the academic year.
- D. The chair of the committee shall be elected by its members.

### **Cultural Programs Committee**

- A. Purpose: To consider and discuss existing cultural programs and to support and promote cultural growth by funding programs and encouraging volunteering at the college's cultural events.
- B. Cultural Programs Committee membership shall be as follows:
  - Six faculty members, two elected from each academic division
  - Six professional staff elected by a caucus of CCPs
  - Four classified staff members elected by a caucus of classified staff.
  - Dean of Student Affairs (or designee)
  - Two students appointed by the Student Government Association.
- C. Representatives shall begin service in September and, except for student representatives, the term of service shall be two years. Students are appointed on a yearly basis. To provide for rotation of membership, three faculty members, two classified staff members and three professional staff members shall have terms

beginning in odd-numbered years; and three faculty members, two classified staff members and three professional staff shall have terms beginning in even-numbered years.

D. Dean of Student Affairs or designee shall serve as chair.

### **Diversity Committee**

Purpose: To consider issues and concerns regarding diversity and initiate programming to foster equity, access, and inclusion throughout the MCC community.

A. Diversity Committee membership shall be as follows:

- Six faculty members, two elected from each academic division
- Six professional staff elected by a caucus of CCPs
- Four classified staff members elected by a caucus of classified staff
- Chief Diversity Officer/Title IX Coordinator
- Two students appointed by the Student Government Association

The committee shall accept all members of the MCC community with an interest in diversity matters that wish to participate in meetings as ex-officio members.

B. Representatives shall begin service in September and, except for student representatives, the term of service shall be two years. Students are appointed on a yearly basis. To provide for rotation of membership, three faculty members, two classified staff members and three professional staff members shall have terms beginning in odd-numbered years; and three faculty members, two classified staff members and three professional staff shall have terms beginning in even-numbered years.

D. Co-chairs shall be elected by the membership.

### **Employee Recognition Committee**

A. Purpose: To implement a campus-wide Employee Recognition program. The committee approaches employee recognition as a communication tool that reinforces and rewards the college's most important organizational outcomes. An effective employee recognition system is simple, immediate, and powerfully reinforcing. The goal is for the recognition program to be motivating and rewarding and contribute to the success of MCC in a way that is on-going, systemic and institutionalized. The committee will ensure that the Employee Recognition Program is fair, highly visible and consistent.

B. Employee Recognition Committee membership shall be as follows:

- Chief Diversity Officer
- Three faculty members, one elected from each academic division
- Three professional staff elected by a caucus of CCPs
- Two classified staff elected by a caucus of classified staff
- One dean elected by a caucus of managers
- Two students appointed by the Student Government Association

C. Representatives shall begin service in September and, except for student representatives, the term of service shall be two years. Students are elected on a yearly basis. To provide for rotation of membership, one faculty member, one classified staff member and two professional staff members shall have terms beginning in odd-numbered years; and two faculty members, one classified staff member, one professional staff and one dean shall have terms beginning in even-numbered years.

D. The Chief Diversity Officer/Title IX Coordinator shall act as chair.

### **Strategic Planning Committee**

A. Purpose: To develop, plan, and coordinate broad discussions of the college's goals and direction, as part of College Senate meeting agendas, special college-wide forums, or through other means; to summarize the results of the input and data; and to make recommendations for new or altered goals and priorities.

B. Strategic Planning Committee membership shall be as follows:

- Director of Planning, Research and Assessment, who will also serve as chair of the committee.
- Three faculty members, one elected from each academic division
- Two additional professional staff, elected by a caucus of CCPs
- Two classified staff elected by a caucus of classified staff
- One non-bargaining unit member elected by a caucus of managers
- Two students appointed by the Student Government Association

C. Representatives shall begin service in September and, except for student representatives, the term of service shall be two years. Students are appointed on a yearly basis. To provide for rotation of membership, two faculty members, one classified staff member and one professional staff member shall have terms beginning in odd-numbered years; and one faculty member, one classified staff member, one professional staff member and one non-bargaining member shall have terms beginning in even-numbered years.

D. The Director of Planning, Research and Assessment shall act as chair.

## **Student Life Committee**

- A. Purpose: To serve as a forum among faculty, staff and students for discussion, communication, and advice concerning all areas of student life and to encourage student participation in campus activities and events. These activities include, but are not limited to, co-curricular activities, registration, orientation and advising.
- B. The Student Life Committee membership shall be as follows:
- Three faculty members, one elected from each academic division.
  - Two additional professional staff, elected by a caucus of CCPs
  - Two classified staff elected by a caucus of classified staff
  - Director of Student Activities
  - Four students appointed by the Student Government Association
- C. Representatives shall begin service in September and, except for student representatives, the term of service shall be two years. Students are appointed on a yearly basis. To provide for rotation of membership, two faculty members, one classified staff member and one professional staff member shall have terms beginning in odd-numbered years; and one faculty member, one classified staff member and one professional staff shall have terms beginning in even-numbered years.
- D. The MCC staff members on the committee will elect a co-chair; a student co-chair will be elected by student members of the committee.

## **III. STUDENT GOVERNMENT ASSOCIATION**

- A. The Student Government Association shall serve as the main forum for student discussion of issues related to all areas of student interest and activities. The Student Government Association shall have the authority and responsibility to discuss, recommend, and as appropriate (within the context of MCC policy and community college system policies) determine policies that govern the activities and interests of the student body. Students also participate in the College Senate, which deals with policies affecting the entire MCC community.
- B. The Student Government Association Constitution and By-Laws define criteria for governance of the Student Government Association.
- C. The chair of the SGA is responsible for forwarding any recommendations to the appropriate administrator.

#### **IV. ISSUES RELATING TO MORE THAN ONE SENATE**

##### **Emeritus Committee**

- A. Purpose: To honor those unclassified staff who have served the college with distinction, and to encourage participation in the selection process.
- B. The Emeritus Committee shall report to the Academic Senate or the College Senate, as appropriate. The Committee will follow the policy on emeritus status adopted by the Board of Regents for Higher Education.
- C. Emeritus Committee membership shall be as follows:
  - Three tenured faculty members, one elected from each academic division
  - One non-bargaining unit manager
  - Three tenured CCPs elected by a caucus of CCPs.
- D. Representatives shall begin in September and the term of service shall be two years. To provide for rotation of membership, two faculty members and one professional staff member shall have terms beginning in odd-numbered years; and one faculty member and two professional staff members shall have terms beginning in even-numbered years. The non-bargaining unit member will be elected in odd-numbered years.
- E. The chair of the committee shall be elected by its members.

##### **Jurisdiction Committee**

- A. Purpose: To determine and report to constituent bodies noted in this document which policy-advising body shall have jurisdiction over policy questions not otherwise enumerated in this document.
- B. Questions of proper jurisdiction for policy decisions may be brought to the attention of the Committee by the chairs of the college's three senates or upon petition signed by ten members of any single constituency of the college or twenty-five members from the constituencies of the college. The Jurisdiction Committee is charged with reporting back to the appropriate senates within 15 days of being consulted.
- C. Within the bounds of college governance, the Jurisdiction Committee's decision shall be final.
- D. Jurisdiction Committee membership shall be as follows:
  - Three faculty members, one elected from each academic division
  - Three professional staff elected by a caucus of CCPs
  - Two classified staff, elected by a caucus of classified staff
  - Two students appointed by the Student Government Association.

- E. Representatives shall begin service in September and, except for student representatives, the term of service shall be two years. Students are appointed on a yearly basis. To provide for rotation of membership, two faculty members, two professional staff and one classified staff shall have terms beginning in odd-numbered years; and one faculty member, one professional staff and one classified staff shall have terms beginning in even-numbered years.
- F. The chair of the committee shall be elected by its members.

### **PRESIDENTIAL AFFIRMATION**

Policies or procedures recommended by the Academic Senate, College Senate or Student Government Association, shall be implemented unless vetoed by the President within thirty days of the President's receipt of the written recommendation.

### **AMENDMENTS**

- A. Initiation: Amendments to this document can be initiated by a two-thirds vote of any recognized constituent unit of the college community, including the Academic Senate, College Senate, Student Government Association and caucus of classified staff.
- B. Ratification: An amendment to this document shall become effective when it has been ratified by a majority vote of those present within each of the following: (1) the Academic Senate, which for the purpose of ratification only will include managers, (2) the Student Government Association; and (3) a caucus of classified staff.

### **CONTEXT OF AUTHORITY**

In addition to the committees and senates described in this document, there are three other levels of organization that have boards, councils and committees, and that control or influence many of the topics mentioned in this document:

- A. Board of Regents for Higher Education: The Board of Regents for Higher Education and the president of the Connecticut State Colleges and Universities (CSCU) have the authority to make decisions concerning areas such as budget, academic standards, financial aid, hiring, facilities, planning, and so forth, for the colleges and universities in the system. The system has set up a network of councils and committees. Each council or committee discusses issues of concern to the board and the system and makes recommendations to the Council of Presidents, the Board of Regents, the CSCU president or other CSCU administrator as appropriate. MCC representatives on such councils or committees are expected to communicate MCC concerns and ideas to the system, and to communicate system issues and decisions to the MCC community. The committees and senates described in this document provide useful forums for communication and discussion of these issues.

- A. Bargaining Units: The Congress of Connecticut Community Colleges (the 4Cs); Administrative & Residual, AFSCME Clerical, Maintenance & Service, and Protective Services are bargaining unions representing employees at MCC and other Connecticut Community Colleges. The contracts negotiated by the State of Connecticut with these bargaining units determine requirements in such areas as faculty or staff workload, promotion and professional development. "Contract committees" such as the Promotion and Tenure Committee are established in accordance with union contracts.
  
- B. MCC Administration: The president and deans at MCC have established committees of MCC faculty and staff to discuss issues and provide advice on areas for which they are responsible. Committees such as the President's Advisory Council (PAC) and the President's Emergency Management Team are examples. It is expected that duplication of committees dealing with the same or similar issues will be avoided, and that representatives from such committees will make reports to the three governing bodies as appropriate.



## SUMMARY OF AMENDMENTS

- 2007 Complete and comprehensive review of existing document. Highlights of changes include creation of Student Life and Strategic Planning Committees, renaming of Faculty Senate to Academic Senate, reevaluation of composition of each committee, with special emphasis placed on equitable number of positions held by faculty, staff and students.
- 2010 Renaming of Student Senate to Student Government Association
- 2010.1 Creation of Employee Recognition Committee, reporting to College Senate
- 2015 Addition of Diversity Committee to jurisdiction of College Senate and update to Context of Authority to replace Board of Trustees with Board of Regents and CSCU.
- 2017 Revision of composition of governance committees to reflect change from four academic divisions to three. Creation of College Senate Executive Committee.
- 2018 Minor revisions to Library and Academic Technology, Cultural Programs, Curriculum, Diversity and Strategic Planning committee charges. Addition of committee participation limits. Included recognition of chairs of Academic Senate and College Senate as appointees to President's Advisory Council. Added College Senate Executive Committee to areas of oversight by College Senate. Recognition of Standard Operating Procedures. Extended term of Academic Senate Executive Committee to two years. Provided for rotation of members of Emeritus Committee.
- 2021 Corrected error in section C of Employee Recognition Committee: number of faculty elected in odd number of years should have been one, not two, in order to match committee composition of three faculty. Corrected "manager" to "dean" in same section. Corrected omission of non-bargaining unit member in section C of Strategic Planning Committee and section D of Emeritus Committee.