

LAGUARDIA COMMUNITY COLLEGE
GOVERNANCE PLAN

ARTICLE I. POWERS AND FUNCTIONS OF THE COLLEGE SENATE

SECTION I - Responsibilities of the College Senate

The College Senate shall have responsibility, subject to guidelines and policies established by the Board of Higher Education, to formulate policy pertaining to the operation of LaGuardia Community College, including the following:

- A. Create bylaws for its own operations consistent with its constitution and the policies and bylaws of the Board of Higher Education.
- B. Establish and protect the academic standards of the College.
- C. Set qualifications for degrees, requirements for matriculation, and scholarship standards; the faculty, however, shall reserve the right to confer degrees.
- D. Review the operations of the College curriculum, approve new curricula and courses, and review modifications of existing curricula.
- E. Determine and review all policies dealing with instruction, and with faculty and student welfare and development consistent with academic freedom and professional standards.
- F. Determine policy with respect to facilities and financial matters of the College within the framework of the bylaws of the Board of Higher Education.
- G. Consult with the President on the appointment of personnel to the position of full dean through the establishment of an appropriate search committee consisting of at least three people including faculty representation.
- H. Create a search committee consisting of at least three people including faculty representation to make recommendations to the Board of Higher Education in the event of a presidential vacancy.
- I. Create a search committee to make recommendations to the President if a vacancy in the position of department chairperson occurs and no one from the department is elected. The search committee should consist of at least three people, including faculty representation.

- J. Propose such amendments to and revision of the Bylaws to the President for transmittal to the Board of Higher Education and such other legislative or administrative boards as are deemed appropriate by the Senate.
- K. Create such additional standing and ad hoc committees as are deemed necessary to carry out the functions enumerated herein.
- L. Review information from the Administration on budgetary appropriations and disposition, and all other available information as is necessary to implement the functions of the Senate.
- M. Formulate policy governing the conduct and behavior of members of the college community consistent with individual rights and democratic principles.

SECTION II – Recognition of Other Governing Bodies

It is the intent of the College Senate to follow the bylaws of the Board of Higher Education in conjunction with this Governance Plan regarding personnel procedures and to recognize that there exists a Faculty Council concerned with faculty affairs and a student government which is involved in student affairs. The constitutions of these bodies are on file with the legal counsel of the Board.

SECTION III – Repeal of Senate Decisions

Upon petition of twenty-five members of the full-time instructional staff or seventy-five members of the student body, and the presentation of such petitions to the Chairperson of the Senate, a referendum must be conducted by the Committee on Elections to determine if the college staff and the student body both desire to repeal any Senate decision. Petition for repeal must be filed within five weeks after publication of the action in the minutes of the Senate in accordance with Article II, Section III – B. A decision shall be repealed by a two-thirds vote of the full-time instructional staff, in which at least forty percent of the full-time instructional staff participate, and a two-thirds vote of the student body in which at least twenty-five percent of the student body participate.

ARTICLE II. SENATE MEETINGS

SECTION I – Time of Meetings

- A. The time, location and agenda of all Senate meetings shall be distributed to Senators not less than forty-eight hours prior to the time of meetings.
- B. The Senate shall meet at least once monthly.

SECTION II – Conduct of Meetings

- A. All Senate meetings shall be conducted in conformance with Robert's Rules of Order.
- B. All Senate meetings shall be open to the college community at large.
- C. Forty percent of the Senate membership, excluding the Chairperson and vacant seats, but in no case fewer than twelve Senators, shall constitute a quorum.
- D. Upon the signed petition of a least ten of the Senators, a special meeting shall be called to order by the Senate Chairperson within five days after receiving the petition.

SECTION III – Minutes of Meetings

- A. The Secretary of the Senate shall maintain a record of the Minutes of all official meetings of the Senate.
- B. Minutes of all Senate meetings shall be distributed to the Senators, President, Deans and Chairpersons of the College.
- C. Minutes of all Senate meetings shall be made available in the College library to any members of the college community.

ARTICLE III. COMPOSITION OF THE SENATE

SECTION I – Distribution of Membership

- A. One member shall be elected from the instructional staff of each of the following constituencies; Department of Accounting/Managerial Studies, Department of Communication Skills, Department of Data Processing, Department of English, Department of Human Services, Department of Humanities, Department of Mathematics, Department of Natural and Applied Sciences, Department of Secretarial Science, Department of Social Sciences, Division of Administration, Division of Cooperative Education, Division of Continuing Education, Division of Student Services, The Learning Resources Center (Library), and the President's Office, which shall be construed to encompass all instructional staff not otherwise enfranchised.

If the administrative structure is altered so that the number of constituencies increases, each new constituency will have one Senator, whose senate service will become effective at the next regular Senate elections. If the number of constituencies decreases, the so-affected constituency senators shall continue to serve until the next regular Senate election. The next election shall reflect the new administrative structure of the College with one elected senator from each constituency.

- B. There will be one senator-at-large for every four constituency Senators. However, the number of senators-at-large will never be fewer than four.
- C. The number of student senators will be equal to the total number of instructional staff representatives.
- D. There will be one senator elected by the Alumni Association and one senator elected by the non-instructional staff.
- E. The President of the College, the President of the Faculty Council, the President of the Student Council and all full Deans shall serve ex-officio without vote.

SECTION II – Election Procedures

A. Specific Constituency Procedures

1. Instructional Staff

- a. Declarations of candidacy for at-large Senate Seats must be filed with the Chairperson of the Committee on Elections within two weeks after the first day of regular classes of the Fall quarter. Elections for at-large Senate Seats will be held two weeks thereafter.
- b. Nominations will be made and elections will be held for constituency Senate seats at constituency meetings called by the heads of the constituencies within four weeks after the first day of regular classes of the Fall quarter.

2. Students

- a. All student senators will be elected at-large.
- b. Elections for student senators will be conducted by the Committee on Elections of the Senate in cooperation with the Dean of Students.
- c. Declarations of candidacy for student senate seats must be filed with the Chairperson of the Committee on Elections within two weeks after the first day of regular classes of the Fall quarter. Elections for student senate seats will be held two weeks thereafter.

3. Other Senators

- a. Declarations of candidacy for non-instructional staff senate seats must be filed with the Chairperson of Committee on Elections within two weeks after the first day of regular classes of the Fall quarter.

- b. Nominations and election for the Alumni Association Senate seat will be conducted within four weeks after the first day of regular classes of the Fall quarter, according to a process proposed by the President of the Alumni Association and approved by the Committee on Elections of the Senate.

B. General Procedures

1. All elections will be conducted by secret ballot.
2. Elections will not be valid unless twenty-five percent of the eligible voters participates consistent with Section 15.2 of the Bylaws of the Board of Higher Education.
3. In elections for at-large Senate seats, all eligible voters will have the right to vote for as many candidates as there are at-large seats being filled during that election. Each voter may cast no more than one vote for each candidate.
4. In the event of a tie for an at-large Senate seat, a run-off election will be conducted within two weeks.

C. Election of Alternates

1. If a constituency Senator knows that he/she will be absent not less than one month, not more than three months, he/she must notify the constituency. The constituency may elect an alternate to serve and vote during the period of absence. The Secretary of the Senate must be notified in writing of such an election.
2. If an at-large Senator will be absent for more than one month and less than three months, he/she shall notify the Executive Committee who shall designate the runner-up in the most recent at-large election as alternate.

SECTION III – Eligibility to Serve on and Vote for Members of the College Senate

A. Full-time members of the instructional staff in the following titles shall be eligible:

1. Professor, Associate Professor and Assistant Professor
2. Instructor and Lecturer
3. Senior College laboratory technician and College laboratory technician
4. Registrar, Associate Registrar and Assistant Registrar

5. Higher Education Officer, Higher Education Associate, Higher Education Assistant, Assistant to Higher Education Officer, Higher, Higher Education Intern
 6. Research Assistant
- B. Students enrolled in a degree granting program shall be eligible.
- C. Full-time members of the non-instructional staff in the following titles shall be eligible:
1. College Office Assistant “A” and “B”
 2. College Secretarial Assistant “A” and “B”
 3. College Administrative Assistant
 4. All members in Civil Service Career and Salary Plan Titles.

SECTION IV – Term of Office

- A. Terms of office of the newly elected senators shall begin six weeks after the first day of regular classes of the Fall quarter.
- B. All student Senators shall have one-year terms; all other Senators shall have staggered two-year terms.

SECTION V – Recall of a Senator

- A. All Senators are subject to recall.
- B. A Senator shall be subject to recall under the following conditions:
1. After three consecutive unexcused absences.
 2. After three months in office, the Senator’s overall attendance record reflects a majority of absences.
- C. The recall procedure is as follows:
1. A letter will be sent by the Secretary of the Senate to the Senator requesting the Senator to submit an explanation to the Senate Executive Committee regarding the absences.
 2. The Executive Committee will review the response and decide whether to forward a motion to the Senate to recall the Senator or excuse the absences of the Senator.

3. If the decision by the Executive Committee is to submit a motion of recall to the Seante, a two-thirds vote of those Senators present is required to recall that Senator.

ARTICLE IV. ORGANIZATION OF THE SENATE

SECTION I – Chairperson and Vice Chairperson

- A. Each new Senate at its first meeting shall elect a Chairperson from its membership who shall preside at all meetings of the Senate. The Chairperson's term of office shall be for one year commencing with the organization of a new Senate in the Fall Quarter. The Senate shall also elect for a term of one year a Vice Chairperson, who shall preside should the Chairperson be absent or unable to serve.
- B. The Chairperson of the Senate shall vote only in the event of a tie.

SECTION II – Secretary

The Secretary of the Senate shall be elected for a term of one year from its membership by the College Senate.

SECTION III – Senate Committees

There shall be eight Standing Committees of the College Senate: The Executive Committee, the Committee on Committees, the Curriculum Committee, the Academic Standing Committee, the Committee on Professional Development, the Committee on Campus Affairs, the Committee on Elections, and the Committee on the Evaluation of Program Effectiveness.

SECTION IV – Parliamentarian

The Executive Committee shall select a Parliamentarian who shall not be a member of the Senate. The Parliamentarian shall have all rights and privileges of Senate membership except the right to vote.

ARTICLE V. POWERS AND DUTIES OF THE STANDING COMMITTEES

SECTION I – The Standing Committee

A. The Executive Committee

1. The Executive Committee shall consist of the following members:

The elected Chairperson, Vice Chairperson, Secretary to the Senate, two members of the instructional staff and two students, nominated and elected at large by the Senate. The Senate's Parliamentarian shall be a non-voting member. Members shall serve for one year.

2. The Executive Committee shall be responsible for fixing the agenda of the Senate, including:
 - a. Establishment of an annual schedule of Senate meetings, subject to the ratification of the full Senate;
 - b. Establishment of a recommended timetable for submission to the Senate of reports and recommendations from all Senate committees;
 - c. Establishment and maintenance of standards of clarity and completeness of all reports, recommendations and documents brought before the Senate, except that any Committee or person submitting items to the Executive Committee for inclusion on a future Senate agenda may decline to modify or answer questions about their submissions, with the assurance that such submissions will nevertheless be processed without prejudice. The Executive Committee must place all reports, recommendations and resolutions certified by their author(s) as “in final form” on the agenda of the next College Senate meeting.

3. The Executive Committee shall be responsible for coordinating the activities of all standing and ad hoc Senate committees, including:
 - a. Referral of items brought to its attention to the appropriate Senate committee(s):
 - b. Timely receipt of reports and recommendations from all Senate committees;
 - c. Assurance that each committee has among its members a Senator to serve as liaison to the Senate, or, in the absence of such a member, the designation of a member of the Executive Committee to serve as committee liaison to the Senate;

- d. Collection of meeting schedules and minutes of all Senate committees;
 - e. Notification of the full Senate of any committees believed to be in violation of “Committee Regulations” elsewhere in this document.
4. The Executive Committee shall have power to call the College Senate into special session. Upon receipt of a written request by ten senators, the Executive Committee must place on the agenda any item of business under consideration by any standing or ad hoc committee.
 5. The Executive Committee shall be charged with interpreting the Governance Plan, subject to a majority vote of the Senate, and with recommending changes in the Governance Plan as needs arise.
 6. The Executive Committee shall serve as the continuous liaison between the Senate and the President of the College.

B. The Committee on Committees

1. The Committee on Committees shall be elected from among the members of the College Senate. The committee shall be comprised of seven members, including a minimum of two students, elected by plurality vote after nomination from the floor. Voting shall be by secret ballot throughout. Tie votes shall be resolved by the Chairperson of the College Senate. The committee shall meet immediately after the election to elect a Chairperson.
2. The Committee shall recommend to the College Senate allocations of the standing committees’ seats to specific constituencies. The Committee shall also disseminate information about applications for service on all committees and then collect and sort those applications. The Committee shall also assign, after consultation with the President of the College, individuals to the committees in accordance with the guidelines specified in Article V, Section II of this document.

3. The Committee shall maintain a current roster of members for all standing committees. At the request of the Chairperson of any committee, the Committee on Committees in consultation with the President of the College, shall consider and adjudicate issues relating to membership status and replacement of any committee member due to lack of attendance, unwillingness or inability to serve.
4. The Committee shall have the further responsibility of constituting ad hoc or special committees as they may be created by the Senate.

C. The Curriculum Committee

1. The Curriculum Committee shall be concerned with all aspects of the formulation, development, evaluation, and modification of course and program proposals.
2. The Dean of Faculty or designee shall be a member of this committee and shall serve as its chairperson.

D. The Academic Standing Committee

1. The Academic Standing Committee shall determine regulations and policies concerning academic standing matriculations processes, degree requirements and grading systems.
2. The Office of the Registrar, the Office of Admissions, the Office of Extended Day, and the counseling staff of the Division of Student Services shall be represented on this committee.

E. Committee on Professional Development

1. The Committee on Professional Development shall be responsible for developing programs which promote the professional growth and development of all staff members of the College.
2. The Committee shall, in consultation with the Committee on Evaluation of Program Effectiveness, develop and periodically review instruments and procedures to provide evaluative data on instructional effectiveness and on the performance of non-instructional and administrative services. Systematic student input shall be included in all evaluative procedures.
3. The Director of Personnel and the Dean of Faculty or their designees shall be members of this Committee.

F. The Committee on Campus Affairs

1. The Committee shall review policy and make recommendations with respect to master and long-range planning of the physical facilities and the on-going operation of the physical facilities. The Committee shall hold periodic open hearings to assure the participation of the college community.
2. The Committee shall also recommend and review policy pertaining to student recruitment, admissions, standards or behavior within the community, ceremonies, health, athletics, and other services and activities relating to the campus good and welfare.
3. The Dean of Students, Dean of Faculty, and Dean of Administration or their designees shall serve on this Committee.

G. The Committee on Elections

1. The Committee on Elections shall recommend to the Senate procedures for all Senate related elections held in the College and shall supervise those elections. It shall be available upon request to consult with any other College group to assist in its elections.
2. Should the need arise, the Committee shall receive and hear grievances relating to elections, and shall make appropriate recommendations to the Executive Committee. These recommendations may be appealed to the Executive Committee.
3. In the case of student elections, the Committee shall, upon request of the student organization involved, assist in developing procedures for the election.

H. The Committee on Evaluation of Program Effectiveness

1. The Committee shall periodically measure and determine the effectiveness of curricula and other educational programs. The Committee shall forward its findings and recommendations to the Executive Committee of the Senate and the appropriate college divisions.
2. The Dean of Faculty and the Director of Institutional Research or their designees shall serve on this Committee.

SECTION II – Committee Regulations

- A. Each committee, with the exception of the Curriculum Committee, shall elect its own chairperson and secretary at its first or second meeting, and shall forward the results of the election to the Committee on Committees.
- B. Each committee shall meet as often as necessary, but at least once a quarter, keep minutes of its meetings, and send copies of minutes to the Secretary of the Senate.
- C. Committees shall be empowered to create subcommittees from their own membership to discharge their responsibilities.
- D. Committee chairpersons may be impeached by a two-thirds vote of the Committee's membership. Results of the impeachment are to be forwarded to the Committees within ten days. Where the Dean of Faculty has designated a person to chair the Curriculum in his/her stead, a two-thirds vote for impeachment is to be construed as a recommendation to the Dean of Faculty to change the appointment of his/her designee.
- E. Except in the case of the Executive Committee and the Committee on Committees, membership on Senate standing, ad hoc or special committees is open to all members of the college community.
- F. Committee members, other than students, will serve staggered two-year terms. Student members will serve one-year terms.

ARTICLE VI. AMENDMENTS

SECTION I - Initiation of Amendments

Amendments to this Governance Plan may be initiated by petition of twenty-five percent of the incumbent Senators, or by petition of ten percent of the enfranchised voters from among either the full-time instructional staff or the student body.

SECTION II – Ratification of Amendments

Amendments shall be incorporated into the Governance Plan after ratification by a two-thirds vote of the Senate and after a majority vote of at least ten percent of students enrolled in a degree-granting program and a majority vote of at least ten percent of the full-time instructional staff, and after approval by the Board of Higher Education. The Committee on Elections shall be responsible for supervising referendums on amendments.

PROCEDURES FOR RATIFICATION
OF THE GOVERNANCE PLAN

- I. The Governance Plan shall be ratified following affirmation by a majority vote of at least ten percent of the students enrolled in a degree-granting program and by a majority vote of at least ten percent of the full-time instructional staff.
- II. The Committee on Elections shall be responsible for supervising the ratification referendum and counting the ballots therein.
- III. The Executive Committee shall be responsible for supervising the transition from the last Senate organized under the initial Governance Plan to a new Senate organized under this Governance Plan.

ARTICLE VII. PERSONNEL AND BUDGET P & B) COMMITTEES

SECTION I – Staff Enfranchised to Vote

All full-time instructional staff (those holding faculty rank or in the titles of Instructor, Lecturer, Senior College Laboratory Technician, College Laboratory Technician, Research Assistant, or Higher Education Officer (HEO) series titles in an instructional division shall have the right to vote for and serve as members of the Divisional/Departmental P & B Committees.

SECTION II – Membership of Divisional/Departmental Personnel and Budget Committees

Four persons are elected to serve on the Divisional/Departmental P & B in addition to the Chairperson who chairs the Committee. All members shall serve for staggered three year terms.

SECTION III – Membership of the College Personnel and Budget Committee

The College P & B, chaired by the President, shall consist of the Chairpersons, the Chief Librarian, the Deans of Continuing Education, Cooperative Education and Student Services, and a Dean designated by the President.

SECTION IV – Elections of Personnel and Budget Committees

- A. Elections of members to P & B Committees shall be held during the month of May. Newly elected P & B members shall take office July 1st.
- B. Should a vacancy on a Divisional/Departmental P & B Committee occur, a special election shall be called without undue delay by the Chairperson or Dean to fill the seat for the unexpired term.