

***Fulton-Montgomery
Community College Senate***

Articles of Governance

As Amended during the 2013-2014 Academic Year

PREAMBLE: PHILOSOPHY AND PURPOSE

PHILOSOPHY

Fulton-Montgomery Community College is comprised of various groups which include administrators, the Board of Trustees, buildings and grounds employees, clerical and support staff, teaching faculty and non-teaching professionals (both full and part time) and students. Each of these groups brings to the governance process certain experiences, perspectives, and strengths, and each plays an important part in the shared governance of the College.

The FMCC Senate, in support of the mission of the College, serves as the shared governance structure for the campus community providing a forum for recommendations and discussions regarding college policies, initiatives, and academic programming.

PURPOSE:

- To serve as a forum for discussion for the advancement of the institution
- To review and recommend college and academic policies
- To review and recommend curriculum and program proposals
- To recommend the establishment, number, composition, and responsibilities of ad hoc committees at the Senate's discretion or upon request from the President
- To promote collegial discussions among the college community

ARTICLE I: FMCC SENATE

The governance body of Fulton-Montgomery Community College is the FMCC Senate.

ARTICLE II: SENATE MEMBERSHIP

Members of the FMCC Senate are elected by the various constituency groups of which they are members, and serve for three year staggered terms. The exceptions are student senators and adjunct faculty senators, both of which serve for one year terms, as well as the members of the Safety Committee, all of whom serve for one year terms. No person can hold more than one seat on the FMCC Senate. The FMCC Senate has the responsibility to oversee senatorial elections.

Composition of FMCC Senate

Students:

There will be three student senators selected by the SGA Senate.

Adjunct Faculty:

Adjunct faculty members of the FMCC Senate are elected by current adjunct faculty. There will be two adjunct faculty senators, one who teaches in Arts & Sciences and one who teaches in Business, Technology and Health Professions. An adjunct faculty senator must be teaching at least one course per semester during the term of office.

Senate Composition for Full Time Faculty and Staff

The number of Senators for each of the following constituency groups will be determined as follows:

Number of People in a Group or Sub-group	Number of Senators
1 to 10	1
11 to 20	2
21 to 30	3
31 to 40	4
41 to 50	5

Academic Division Members:

Academic division members of the FMCC Senate are elected by each of the eight academic divisions.

Non-Teaching Professionals:

For purposes of representation in the FMCC Senate, non-teaching professionals who are not a member of an academic division, with the exception of the IT Infrastructure Administrator and the IT Asset Administrator/Applications Specialist, are separated into four groups. Non-teaching professional members of the FMCC Senate will be elected by each of the four groups.

Building and Grounds:

Building and grounds members of the FMCC Senate are elected by full time building and grounds employees.

Clerical (Educational Support Personnel):

Clerical members of the FMCC Senate are elected by full time clerical employees.

Administration:

Administration members of the FMCC Senate are elected by members of the Administration.

Managerial Confidential:

Managerial Confidential members of the FMCC Senate are elected by full time Managerial Confidential employees.

Exceptions to Standard Definitions

The following positions are considered “full-time teaching faculty” for the purposes of this document: Director of COCAL, Math Lab Coordinator, and Writing Lab Coordinator. These individuals will vote as part of the Business, Math and Humanities Divisions respectfully.

ARTICLE III: OFFICERS

A. Chair

The Chair is elected by the FMCC Senate, serves for a one year term and must be chosen from the current voting members of the Senate. An alternate senator will be elected by the representative constituency group to fill the vacancy created by the election of said Chair for the duration of the Chair’s term. The Chair is the presiding officer of the FMCC Senate. Members of the Leadership Team (President, Provost & Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Administration & Finance, and Chief Advancement Officer: Executive Director-Foundation of FMCC) are precluded from serving as Chair of the FMCC Senate. The Chair of the Senate may serve for no more than three consecutive years and may not serve again until one year has passed.

B. Vice Chair

The Vice Chair is elected by the FMCC Senate, serves for a one year term and must be chosen from the current voting members of the Senate. In the absence of the Chair, the Vice Chair serves as the presiding officer of the FMCC Senate. In the event of a vacancy of the Chair, the Vice Chair will assume the position of Chair and the FMCC Senate will elect a new Vice Chair. The Vice Chair of the Senate may serve for no more than three consecutive years and may not serve again until one year has passed.

C. Secretary

The Secretary is elected by the FMCC Senate serves for a one year term and must be chosen from the current voting members of the Senate. The functions of the Secretary include:

1. Issuing calls to meetings, at the direction of the Chair.

2. Maintaining and distributing minutes of FMCC Senate meetings.

3. Keeping records of FMCC Senate proceedings.

The Secretary of the Senate may serve for no more than three consecutive years and may not serve again until one year has passed.

D. Faculty Council of Community Colleges Representative

The FCCC Representative will sit on the College Senate and act as an ex-officio, non-voting officer.

ARTICLE IV: MEETINGS

A. FMCC Senate Meetings

Meetings of the FMCC Senate shall be held once a month (except during the months of January, June, July, and August). Special meetings may be called by the Chair or by the College President. Meetings of the FMCC Senate are open to the entire FMCC community. Minutes of meetings are to be posted in a practical and convenient location where they can be viewed by all members of the FMCC college community. Senators who are unable to attend a meeting may give a proxy vote to a fellow senator.

B. College-wide Informational Meetings

College-wide meetings for information sharing and exchange will be held once a month (except during the months of January, June, July, and August). These meetings will be presided over by the College President or designee and attended by the Senate Chair or designee.

ARTICLE V: QUORUM

At regular meetings of the FMCC Senate, a quorum shall consist of a simple majority of the total number of FMCC Senate members.

ARTICLE VI: AUTHORITY

A. The authority of the FMCC Senate is delegated to it by the Board of Trustees of the College. Such authority of the FMCC Senate, even when delegated in part to representative groups or to various committees, rests with the entire body. Nothing in this article shall be construed to interfere with the responsibility of the appropriate administrative officers in the carrying out of established policy. The authority of the FMCC Senate includes, but is not limited to, the following:

1. Recommending to the Board of Trustees, through the President, policies for award of degrees and certificates in all programs, for general admission, for curricular affairs, and for the regulation of student affairs.

2. Establishing and electing committees, recommending administrative action on policies affecting the FMCC Senate as a whole, and proposing changes in the governance of the FMCC Senate.

B. It is not the purview of the FMCC Senate to deliberate on or become involved with labor/management issues between FMCC and its employees.

C. Committee and Senate vacancies which occur during the academic year shall be filled by the Senate Chair as follows:

1) The Senate chair shall call for volunteers from the appropriate representative group.

2) The Senate Chair shall make the appointment for the duration of the academic year at his/her discretion.

3) In the event that there are no volunteers, the seat shall remain vacant for the duration of the academic year or until such time a suitable volunteer comes forth.

D. In the event a person is elected Chair of a committee, but is currently serving as a Senator in another capacity, the committee shall elect another member to serve as Senatorial representative of said committee. The FMCC Senate has the responsibility to oversee senatorial elections

ARTICLE VII: STANDING COMMITTEES REPORTING TO THE FMCC SENATE

A. Curriculum Committee

1. Composition:

a) A full time teaching faculty member will be elected by each academic division to serve for a three year staggered term.

b) Two at-large full time teaching faculty members will be elected by full time teaching faculty members for three year staggered terms.

c) One adjunct teaching faculty will be elected by adjunct teaching faculty to serve for a one year term.

d) Two students will be selected by the SGA to serve for a one year term.

e) The Provost and Vice President for Academic Affairs, the Academic Dean, the Director of Academic Support Services, the Director of Advisement, Counseling & Testing and the Registrar are ex officio members of the committee.

f) The Chair shall be elected by members of the committee for a one year term. The Committee Chair will be an ex officio member of the FMCC Senate.

2. Charge:

a) To review existing and proposed curricula, programs, courses, numbering, descriptions, credit hours, and prerequisites and to make such recommendations as deemed desirable.

b) To review policies pertaining to academic issues and standards.

B. Policy Committee

1. Composition:

a) Two full time Teaching Faculty members will be elected by full time teaching faculty to serve for three year staggered terms.

b) Two full time Non-Teaching Professionals will be elected by full time non-teaching professionals to serve for three year staggered terms.

c) One Adjunct teaching faculty will be elected by adjunct teaching faculty to serve for a one year term.

d) Two members of the Educational Support Staff will be elected by the clerical support staff to serve for three year staggered terms.

e) One member of the Buildings and Grounds staff will be elected by the buildings and grounds staff to serve a three year term.

£) Two members of the Administration will be elected by members of the administration to serve for three year staggered terms.

g) One member of the Managerial Confidential employees will be elected by the Managerial Confidential staff

h) Two students will be selected by the SGA to serve a one year term.

i) The Registrar is an ex officio member of the committee.

j) The Chair shall be elected by members of the committee for a one year term. The committee chair will be an ex officio member of the FMCC Senate.

2. Charge:

To review and recommend non-academic policies for Senate approval, including but not limited to:

- a) Policies pertaining to admissions procedures and requirements.
- b) Policies related to counseling, advisement, and career resources.
- c) Policies related to financial aid programs.
- d) Policies regarding student activities, student conduct, athletic programs, social events, eligibility for co-curricular activities, and other policies related to student development.
- e) Retention policies.
- f) Educational policies governing the programs of the college and their appropriateness as a means to the realization of the educational objectives of the College.

C. Student Life Committee

1. Composition:

- a) Two members of the full time Teaching Faculty will be elected by full time Teaching Faculty for three year staggered terms.
- b) Two full time Student Affairs professionals will be elected by full time Student Affairs professionals for three year staggered terms.
- c) Two members of the full time Non-Teaching Professionals or full time Teaching Faculty will be elected by full time Non-Teaching Professionals or full time Teaching Faculty for three year staggered terms.
- d) Three students will be selected by SGA to serve for a one year term.
- e) The Vice President for Student Affairs and the Coordinator of Student Activities are ex officio members of the committee.
- f) One member of the Managerial Confidential staff will be elected by the Managerial Confidential staff for three year staggered terms.
- g) One member of the Educational Support Personnel will be elected by the Educational Support Personnel for three year staggered terms.

h) One member of the Buildings and Grounds Personnel will be elected by the Buildings and Grounds Personnel for three year staggered terms.

i) The Chair shall be elected by members of the committee for a one year term. The Committee Chair will be an ex officio member of the FMCC Senate.

2. Charge:

a) To recommend policies affecting regulations of student discipline and student affairs.

b) To recommend ways by which student life outside the classroom may be improved.

c) To consider and make recommendations concerning problems and practices, new services or such other matters related to student affairs as may be brought before it.

d) To work closely with the appropriate student groups in ensuring well-balanced programs of events for students.

e) To appoint the Appeals Committee of four faculty and three students to review non-academic disciplinary actions referred to it.

f) To administer and select recipients for the Who's Who Among Student in American Junior Colleges, the Chancellor's Award for Student Excellence and the Distinguished Student Service Award

D. Academic Grievance Committee

1. Composition:

a) Three full time teaching faculty members will be elected by full time faculty to serve for three year staggered terms.

b) Two students will be selected by the SGA to serve for a one year term.

c) The Chair will be elected by the committee and must be a full time teaching faculty member.

2. Charge:

To aid in determinations if a breach in academic integrity has occurred in accordance with the FMCC Academic Integrity Policy procedure.

E. Academic Assessment Committee

1. Composition:

- a) A full time teaching faculty member will be elected by each academic division to serve for a three year staggered term.
- b) Two at-large non-teaching professionals will be elected by non-teaching professionals to serve for three year staggered terms.
- c) Two students will be selected by the SGA to serve for one year terms.
- d) One adjunct teaching faculty will be elected by adjunct teaching faculty to serve for a one year term.
- e) The Dean of Academic Affairs, the Assistant Dean of Academic Affairs and the Director of Institutional Research & Effectiveness are ex officio members of the committee.
- g) The Chair shall be elected by members of the committee for a one year term. The Committee Chair will be an ex officio member of the FMCC Senate.

2. Charge:

- a) To review and make recommendations to the College's academic outcomes assessment activities.
- b) To benchmark other colleges' academic assessment activities in order to adapt and adopt best practices to FMCC.
- c) To monitor changes in academic assessment standards from accreditation agencies and recommend changes to FMCC's policies and practices.

F. Institutional Assessment Committee

1. Composition:

- a) Two full time teaching faculty members, one from Arts & Sciences and the other from Business, Technology & Health Professions, will be elected by their respective areas.
- b) Two at-large non-teaching professionals will be elected by non-teaching professionals to serve for three year staggered terms.
- c) One member of the Educational Support Staff will be elected by the Educational Support Staff to serve a three year term.

d) One member of the Buildings and Grounds staff will be elected by the buildings and grounds staff to serve a three year term.

e) Two administrators will be elected by the administrators to serve for three year staggered terms.

f) Three students will be selected by SGA to serve for a one year term.

g) The Director of Institutional Research & Effectiveness is an ex officio member of the committee.

h) The Chair shall be elected by members of the committee for a one year term. The Committee Chair will be an ex officio member of the FMCC Senate.

2. Charge:

a) To review and make recommendations to the College's institutional assessment activities.

b) To monitor institutional assessment activities and make recommendations for improvement.

c) To benchmark other colleges' institutional assessment activities in order to adapt and adopt best practices to FMCC.

d) To monitor changes in institutional assessment standards from accreditation agencies and recommend changes to FMCC's policies and practices.

G. Safety Committee

1. Composition:

a) Full time FMCC employees will nominate six employees from which the College President shall choose three to serve for a one year term.

b) The SGA Executive Board will nominate six students from which the college President shall choose three to serve for a one year term.

c) There will be representation from each collective bargaining unit.

d) The Vice President for Student Affairs, the Director of Human Resources, Director of Facilities and the Director of the Department of Public Safety are ex-officio members.

e) At least fifty percent of the committee must be female (in compliance with NYS Regulations).

f) The Chair shall be elected by members of the committee for a one year term. The Committee Chair will be an ex officio member of the FMCC Senate.

2. Charge:

- a) To monitor and make recommendations on safety and security concerns at FMCC.
- b) To promote an awareness of safety and security within the FMCC community.
- c) To annually review and update FM's Violence Prevention in the Workplace Policy and Procedural Manual

H. Institutional Advancement Committee

1. Composition:

- a) Two full time teaching faculty will be elected by full time teaching faculty to serve for three year staggered terms.
- b) Two full time non-teaching professionals will be elected by full time non-teaching professionals to serve for three year staggered terms.
- c) One member of the Educational Support Staff will be elected by the Educational Support Staff to serve a three year term.
- d) One member of the Buildings and Grounds staff will be elected by the buildings and grounds staff to serve a three year term.
- e) One student will be selected by the SGA to serve a one year term.
- f) One member of the Managerial Confidential employees will be elected by the Managerial Confidential staff.
- g) The Director of Information Technology, the Human Resources Director and the Chief Advancement Officer are ex officio members of the committee.
- h) The Chair shall be elected by members of the committee for a one year term. The Committee Chair will be an ex officio member of the FMCC Senate.

2. Charge:

- a) To serve as a forum for discussion for the advancement of the institution.
- b) To promote faculty and staff development.
- c) To research and recommend educational and distance learning technologies for the institution.
- d) To research and recommend innovative learning environments.

e) To research and recommend potential funding sources and initiatives for the college.

I. Honors Committee

1. Composition:

- a) Three members of the Arts and Sciences teaching faculty.
- b) Three members of the Business, Technology and Health Professions teaching faculty.
- c) The Phi Theta Kappa Advisor, Dean of Academic Affairs, the Registrar and the Provost are ex-officio members of the committee.
- d) The Chair shall be elected by members of the committee for a one year term. The Committee Chair will be an ex-officio member of the FMCC Senate.

2. Charge:

The Honors committee is responsible for overseeing the operation of the Honors Program and admission of students to the same.

J. Sustainability Committee

1. Composition

- a) Two members of the Arts and Sciences teaching faculty.
- b) Two members of the Business, Technology and Health Professions teaching faculty.
- c) Two at-large members from the Non-Teaching Professionals.
- d) One member from Buildings and Grounds.
- e) One member from the Educational Support Staff.
- f) One member from the Administration.
- g) Two members from the Student body.
- h) The Chair shall be elected by members of the committee for a one year term. The Committee Chair will be an ex-officio member of the FMCC Senate.

2. Charge:

- a) Reduce waste.

- b) Reduce the College's impact on the environment.
- c) Transition to materials that are more renewable.
- d) Maximize our energy efficiency.
- e) Incorporate alternative energies where possible.

K. Civility Committee

1. Composition

- a) One member of the Arts & Sciences teaching faculty
- b) One member of the Business, Technology and Health Professions teaching faculty
- c) One member from Administration
- d) Two at-large members from the Non-Teaching Professionals
- e) One member from the Managerial Confidential staff
- f) One member from either the Educational Support Staff or Building and Grounds Staff
- h) One member from the Adjunct teaching faculty
- i) Three members from the Student body
- j) The Chair shall be elected by members of the committee for a one year term. The Committee Chair will be an ex-officio member of the FMCC Senate.

2. Charge:

- a) Raise awareness and consciousness about the practice of civility and each person's right to be respected on the campus and in the larger community by infusing Civility into the curriculum and promoting an environment where each person can reach his or her full potential

ARTICLE VIII: AD HOC COMMITTEES

From time to time, the FMCC Senate or the College President may appoint committees to deal with special areas of interest or concern, as either shall see fit. All Student volunteers for ad hoc committees will serve for the duration of the committee’s term, not to exceed a one year term and must be reported to the Student Government Association by the committee chair

ARTICLE IX: AMENDMENTS

Changes in governance policy may be debated, but shall not be voted upon during the meeting at which they are presented. Changes shall be voted upon at the next regularly scheduled meeting. A simple majority of the Senate is necessary approve these changes per the procedure set forth in Article V. Senate approved proposed amendments shall be voted on by the entire campus community during the Senate’s election period (April). A two-thirds majority of votes is necessary for a change in the Articles of Governance.

ARTICLE X: ROBERT'S RULES OF ORDER

Robert's Rules of Order will be the basis for the conduct of FMCC Senate meetings. The Senate Chair may appoint a parliamentarian from among the members of the FMCC Senate.

COMPOSITION OF THE FMCC SENATE

Category	Division/Title/People	Number of Senators
Academic Divisions		
	Business (Including Director of COCAL)	1
	HPER	1
	Health Professions	1
	Humanities (Including Writing Center Coordinator)	2
	Mathematics (Including Math Lab Coordinator)	1
	Science	1
	Social Science	1
	Technology	1
Adjunct Faculty		2
Non-Teaching Professionals		
Group 1	Coordinator of Public Relations and Marketing Director of Continuing Education & Workforce Development HPER/Athletic Technician IT Asset Administrator/Applications Specialist IT Infrastructure Administrator Learning Center Coordinator Library Director	1

	Public Service Librarian Science Technician Systems/Electronic Services Librarian	
Group 2	Coordinator of Accessibility Specialist Coordinator of Outreach & Retention Services Coordinator of Specialized Student Services Director of Advising, Counseling & Testing Education and Career Planning Specialist Outreach & Support Representative	1
Group 3	Admissions & Enrollment Management Assistant (2) Coordinator of Student Activities/Director of College Union Director of Financial Aid Financial Aid Counselor Registrar	1
Group 4	Achievement Advisor (3) Coordinator of Health Grant Employment Placement and Retention Counselor TRiO Learning Services Coordinator TRiO Program Coordinator TRiO Transfer Counselor TRiO Upward Bound Counselor	1
Chairs of the Curriculum, Student Life, Academic Assessment, Institutional Assessment, Safety, Institutional Advancement, Policy, Honors, Sustainability and Civility Committees		10
Buildings and Grounds (15)		2
Clerical (32)		4
Students		3
Administrators (19)		2
Managerial Confidential (4)		1
	Voting Senators	37