

**SUFFOLK COUNTY COMMUNITY COLLEGE  
GOVERNANCE COUNCIL CONSTITUTION  
(October 2006)**

---

- Article I - Name and Purpose**
- Article II - Membership**
- Article III - Sessions**
- Article IV - Adoption and Amendments**

**ARTICLE I - Name and Purpose**

**Section 1** The name of this body shall be the Suffolk County Community College Governance Council, hereinafter called “the Council.”

**Section 2** The Council shall be empowered to act as the collective and united voice of the Suffolk County Community College full-time Faculty (hereinafter “Faculty”) in the exercise of its academic judgment and responsibilities when authorized to do so by the Ammerman Campus Senate, the Eastern Campus Congress, and the Grant Campus Assembly, hereinafter referred to as “the campus governance bodies.”

**Section 3** The Council shall only maintain or extend and shall not diminish, usurp, or replace the roles and authority of the campus governance bodies. Nothing herein shall be construed as overriding the autonomy of the campus governance bodies, nor as impairing their ability to act under their own constitutions, nor as limiting their authority on their own campuses.

**Section 4** The Council, when empowered by the campus governance bodies, shall make recommendations regarding academic policies, faculty and student welfare, as well as all the matters listed in Section 605.1 of the regulations of the State University of New York Board of Trustees which describes the role of community college faculty as follows:

“The faculty shall participate in the formation of the policy relating to student health, scholarship, standards of admission, attendance and discharge of students, curriculum and other study programs, the granting of degrees, student activities, extra-curricular activities and student discipline. The faculty shall also present recommendations to the president regarding (a) the instructional budget, and (b) appointments, reappointments, tenure, special salary increments, promotions and leaves of absence of members of the instructional staff.”

**Section 5** The Council serves the following purposes:

- a. To pursue the implementation of initiatives, recommendations, and resolutions of the campus governance bodies and to represent the interests, viewpoints, and opinions of the Faculty in the exercise of its academic authority and judgment before the college administration, the college Board of Trustees, state and national faculty organizations, and various political bodies, among other entities both inside and outside the college, when duly authorized to do so by the campus governance bodies.
- b. To mediate among the campus governance bodies and to reach consensus when initiatives, recommendations, and resolutions are not duly adopted by all the campus governance bodies or not adopted by all in the same form.
- c. To create college-wide subcommittees to research issues, initiatives, programs, and policies of interest to the Faculty; to create charges for such subcommittees; to present and pursue any resolutions of such subcommittees, after such resolutions are duly adopted by the campus governance bodies.
- d. To serve as the central communication point among the Faculty on the three campuses and between the Faculty and the college administration for all matters listed in Section 605.1 of the regulations of the State University of New York Board of Trustees and described in Article I, Section 4.

**Section 6** The Council, upon ratification of this Constitution, shall be empowered to create By-Laws governing its operations in the exercise of its authority and in fulfillment of the purposes described in Article I.

## **ARTICLE II – Membership**

**Section 1** The following are members of the Council:

The Presiding Officer of the Ammerman Senate  
One representative chosen by the Ammerman Senate  
The Presiding Officer of the Eastern Campus Congress  
One representative chosen by the Eastern Campus Congress  
The Presiding Officer of the Grant Campus Assembly  
One representative chosen by the Grant Campus Assembly  
The College Delegate to the Faculty Council of Community Colleges  
The Chairperson of the College Curriculum Committee  
The Chairperson of the College Academic Standards Committee

**Section 2 Presiding Officer of the Council**

The Council shall choose a Presiding Officer from among its members to serve a one-year term. The Presiding Officer shall serve as the official representative of the Council, subject to the orders and actions of the Council.

**Section 3 Duties of Council Members**

The members of the Council are charged with upholding the ideals of shared faculty governance. These ideals include: a commitment to consultation and collaboration; a commitment to achieving consensus among the Council members and among the campus governance bodies; and a commitment to vigorously represent the collective faculty voice to the college administration.

**ARTICLE III - Sessions**

**Section 1** The Council is operative and on call at all times during the academic year but must meet no less than once each semester.

**Section 2** Regular sessions of the Council and special sessions as necessary shall be called by the Presiding Officer of the Council.

**Section 3** Meetings of the Council may be called upon the request of any three Council members.

**Section 4** The Council shall strive to rotate its meeting locations among the three campuses.

**Article IV – Adoption and Amendments**

**Section 1** The Suffolk County Community College Governance Council shall be established and this Constitution shall go into effect upon its ratification by the campus governance bodies.

**Section 2** This Constitution shall be reviewed annually by the Council for the first five years after its ratification and any proposed amendments shall be presented to the three campus governance bodies for ratification.

**Section 3** Proposed amendments to this Constitution may be initiated by one of the following:

- a. Recommendation of the Council.
- b. Resolution by any of the campus governance bodies.
- c. Petition signed by 10 percent of the Faculty.

**Section 4** Amendments to this Constitution must be ratified by the campus governance bodies.

October 2006

**SUFFOLK COUNTY COMMUNITY COLLEGE  
GOVERNANCE COUNCIL BY-LAWS  
(Adopted May 23, 2008)**

**PREAMBLE**

The founding members of the Suffolk County Community College Governance Council (hereinafter “the Council”) believe that the Council derives strength and authority from the determination of its members to reach consensus before taking action.

- Section I – Meetings of the Council**
- Section II – Reaching Consensus**
- Section III – Agenda and Business**
- Section IV – Formation of Subcommittees**
- Section V – Review and Amendments**
- Section VI – Selection of FCCC Delegate**
- Appendix A – Guidelines**

**SECTION I – Meetings of the Council**

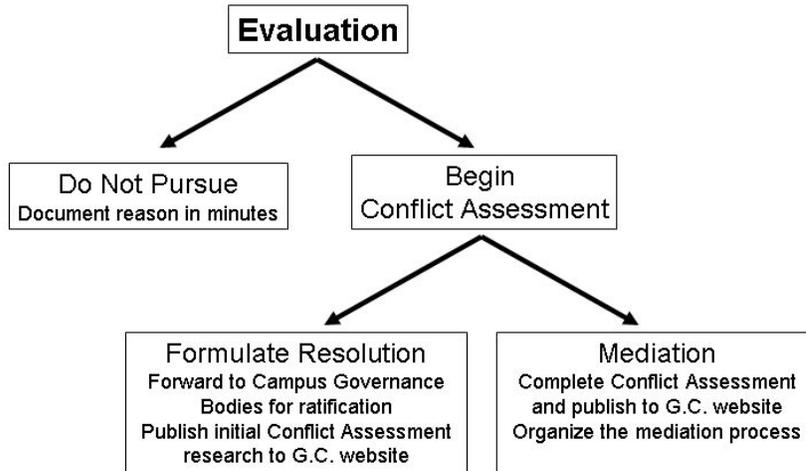
- A. The Council will meet physically a minimum of once per semester, regardless of agenda. Additionally the Council will be called into session any time it is necessary to mediate among the governance bodies or to create subcommittees. Additional sessions may be called during the academic year by consensus of any three Council members.
- B. Meetings are open, but the Council may agree to meet in an executive session.
- C. All meetings shall be conducted with the expressed philosophy that any discussion should be as representative as possible of a diversity of views. Dissenting or minority opinions shall not merely be permitted, but shall be solicited and encouraged. Minority opinions must be included in all minutes and/or records and in all conflict assessments.
- D. Routine business, such as forwarding to the administration resolutions that have been adopted by the governance bodies or requesting a timely response from the administration, may be conducted outside a physical meeting so long as a quorum is contributing.
- E. A quorum shall consist of at least 50 percent of the membership being present, either in person or contributing by other means, provided that each campus is represented. Each member shall be given a minimum of a 48 hour notice for attendance at physical meetings or for a response to routine business.

- F. The final meeting of each academic year shall be a physical meeting. Each governance body will send both its current and its newly-elected Council members to the meeting. At that time, all those present shall select the Presiding Officer for the next academic year. The newly-selected Presiding Officer shall take office at the conclusion of the meeting.
- G. The Presiding Officer shall be responsible for organizing the Council: establishing the calendar of meetings, setting the agenda, presiding at meetings, preparing and posting the minutes, and pursuing agreed upon actions of the Council, including overseeing any subcommittees.

## **SECTION II – Conflict Resolution**

- A. Process Overview
  - 1. The Council is responsible for deciding how a particular conflict is to be resolved. The Council shall make an evaluation when initiatives, recommendations, and resolutions affecting the entire college are not duly adopted by all three campus governance bodies or are not adopted by all in the same form.
  - 2. After the evaluation, the Council may decide to take one of three actions:
    - i. The Council may decide not to pursue a resolution of the conflict. The Council's evaluation and the reasons for declining to pursue a resolution shall be written into the minutes.
    - ii. The Council may decide to perform an initial conflict assessment (defined below in B.1.). After the initial assessment of the conflict, the Council may decide to propose a formal resolution and refer it back to the three campus governance bodies for a vote.
    - iii. The Council may decide to pursue a mediation process, which shall include a complete conflict assessment (defined below in B.1.). The Council's actions may include fact-finding and research, communicating with stakeholders regarding their interests, and establishing cross-college communication. Once initiated, a mediation process must result in a consensus document (defined below in B.6.).

## Conflict Resolution Actions



3. The Council shall be responsible for organizing the participation of all who want to be heard on an issue to be mediated. Such participation may include, but not be limited to: open forums on all three campuses, electronic meetings, and electronic discussions. The Council shall ensure that there is a means of including anonymous comments in these discussions. The Council shall also provide a means by which records of these discussions are publicly available for sharing with the college community.
4. The Council shall act as conflict assessor, mediator / convener, and recorder during the process, as defined below.
5. The goal of the mediation process is to produce a consensus document (defined below in B.6.) for consideration by all three campus governance bodies.
6. In the case where a consensus document is not duly passed by all three campus governance bodies, the Council shall decide whether or not to pursue the conflict further.

### B. Definitions and Roles

1. Conflict Assessments – When the Council decides to pursue the resolution of a conflict, it shall perform an initial conflict assessment that identifies what the issues are, who the stake-holding interests are, where they disagree and where they might find common ground (see Appendix A). If the Council, as conflict assessor, deems it necessary and beneficial to proceed with a mediation

process, it shall perform a complete conflict assessment, producing a public document explaining its assessment, specifying how the mediation process is to be organized, and establishing a timeline for its completion.

2. Stakeholders – Stakeholders are persons and groups who have an interest in a collective decision or action of the campus governance bodies. The Council shall provide a means to include all stakeholders in a mediation process.
3. Interests – Interests are the underlying needs or reasons that explain why stakeholders take the positions that they do. Interests of stakeholders should be defined in the conflict assessment prior to the onset of the mediation process. Interests are *not* the same as positions or demands.
4. Mediator / Convener – If a mediation process is to be undertaken, the Council, as mediator / convener, shall include all stakeholders in the dispute, set an agenda and a calendar and develop the ground rules for the mediation process. The Council as mediator shall review the progress of the process and shall make its best effort to understand and apply consensus-building principles by consulting the guidelines in Appendix A, by consulting other appropriate materials or by seeking appropriate training, if deemed necessary.
5. Recorder – The Council shall provide an on-going public record of what has been discussed and decided during the mediation process.
6. Consensus Document – When the Council deems it appropriate, it shall refer a consensus document to the three campus governance bodies. The consensus document should be the product of a good-faith effort to meet the interests of all stakeholders. It should be an initiative, recommendation or resolution on the disputed issue that the Council believes will be duly passed by all three campus governance bodies.

C. Founding Philosophy

It is the hope of the founding members of the SCCC Governance Council that the actions of future Councils are not driven by demands for “efficiency” and speed, but rather are guided by the spirit of inclusion, cooperation and consensus that are intended to be written into Article II, Section 3 of the Council Constitution and into Section I. C. and Section II of the Council By-Laws.

### **SECTION III – Agenda and Business**

- A. The Council shall consider any subject pertaining to the academic interests of the faculty of Suffolk County Community College and shall make recommendations to the college administration and to other entities both inside and outside the college in regard thereto.
- B. The Council shall give consideration to any recommendation or request referred to it by a member of the Council or by the President of the College.

### **SECTION IV – Formation of Subcommittees**

- A. The Council shall be responsible for creating representative college-wide subcommittees to research issues, initiatives, programs and policies of interest to faculty.
- B. The Council shall establish the charges for all subcommittees, including a timeline for their work. A Council member shall convene the first meeting of all subcommittees, during which the charges will be conveyed and a subcommittee chair will be agreed upon.
- C. Subcommittees shall report their progress to the Council at agreed upon intervals.
- D. The Council shall review the recommendations and reports of all subcommittees and decide whether to prepare resolutions to forward to the campus governance bodies for approval.

### **SECTION V – Review and Amendments**

- A. The Council shall retain and not delegate to any other body or individual the authority to amend these by-laws.
- B. These by-laws shall be reviewed annually by the Council for the first five years after their adoption.
- C. All amendments to the by-laws shall be agreed upon at a physical meeting of the Council with a quorum being present.

**SECTION VI – Selection of Delegates to the  
Faculty Council of Community Colleges**

- A. All full-time faculty members are eligible to serve as delegate or alternate delegate to the Faculty Council of Community Colleges.
- B. The term of office for delegate and alternate delegate is three years. The term begins at the conclusion of the academic year in which the delegate and alternate delegate are chosen.
- C. During the last year of a term or when a vacancy exists, the Council shall announce a position vacancy and solicit nominations from the faculty at large on all three campuses. The announcement shall describe the duties of delegates and shall include a timeline for the selection process. Nominees shall provide a statement supporting their candidacy, a résumé, and other information deemed appropriate by the Council.
- D. The Council shall select a delegate and an alternate delegate from among the candidates pursuant to Article II, Section 3 of the Constitution.

**APPENDIX A – Guidelines**

When specific procedures to be followed are not detailed in this document, the Council shall consult the procedures outlined in the *Short Guide to Consensus Building*, Chapters 1 and 2 below and/or the *Consensus Building Handbook* (Lawrence Susskind, Sarah McKernan, Jennifer Thomas-Larmer, Sage Publications, Inc., Thousand Oaks, CA, 1999) on which the *Short Guide* is based, or on other appropriate material.

5/23/08

**SUFFOLK COUNTY COMMUNITY COLLEGE  
GOVERNANCE COUNCIL BY-LAWS  
(Adopted May 23, 2008)**

**PREAMBLE**

The founding members of the Suffolk County Community College Governance Council (hereinafter “the Council”) believe that the Council derives strength and authority from the determination of its members to reach consensus before taking action.

- Section I – Meetings of the Council**
- Section II – Reaching Consensus**
- Section III – Agenda and Business**
- Section IV – Formation of Subcommittees**
- Section V – Review and Amendments**
- Section VI – Selection of FCCC Delegate**
- Appendix A – Guidelines**

**SECTION I – Meetings of the Council**

- A. The Council will meet physically a minimum of once per semester, regardless of agenda. Additionally the Council will be called into session any time it is necessary to mediate among the governance bodies or to create subcommittees. Additional sessions may be called during the academic year by consensus of any three Council members.
- B. Meetings are open, but the Council may agree to meet in an executive session.
- C. All meetings shall be conducted with the expressed philosophy that any discussion should be as representative as possible of a diversity of views. Dissenting or minority opinions shall not merely be permitted, but shall be solicited and encouraged. Minority opinions must be included in all minutes and/or records and in all conflict assessments.
- D. Routine business, such as forwarding to the administration resolutions that have been adopted by the governance bodies or requesting a timely response from the administration, may be conducted outside a physical meeting so long as a quorum is contributing.
- E. A quorum shall consist of at least 50 percent of the membership being present, either in person or contributing by other means, provided that each campus is represented. Each member shall be given a minimum of a 48 hour notice for attendance at physical meetings or for a response to routine business.

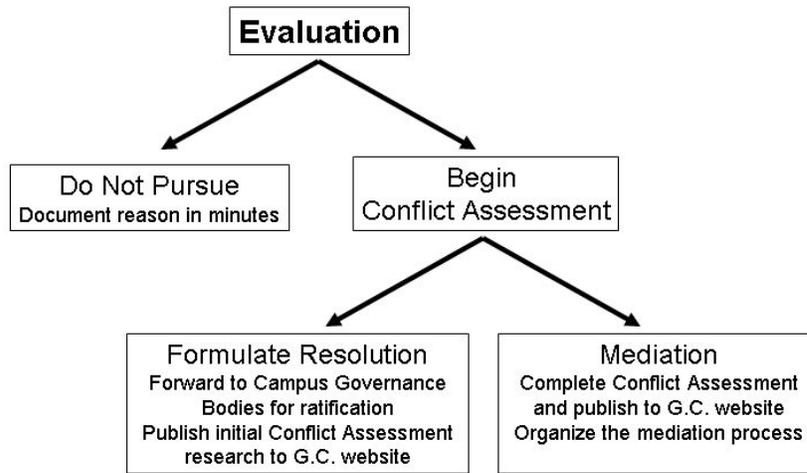
12

- F. The final meeting of each academic year shall be a physical meeting. Each governance body will send both its current and its newly-elected Council members to the meeting. At that time, all those present shall select the Presiding Officer for the next academic year. The newly-selected Presiding Officer shall take office at the conclusion of the meeting.
  
- G. The Presiding Officer shall be responsible for organizing the Council: establishing the calendar of meetings, setting the agenda, presiding at meetings, preparing and posting the minutes, and pursuing agreed upon actions of the Council, including overseeing any subcommittees.

## **SECTION II – Conflict Resolution**

- A. Process Overview
  - 1. The Council is responsible for deciding how a particular conflict is to be resolved. The Council shall make an evaluation when initiatives, recommendations, and resolutions affecting the entire college are not duly adopted by all three campus governance bodies or are not adopted by all in the same form.
  
  - 2. After the evaluation, the Council may decide to take one of three actions:
    - i. The Council may decide not to pursue a resolution of the conflict. The Council’s evaluation and the reasons for declining to pursue a resolution shall be written into the minutes.
  
    - ii. The Council may decide to perform an initial conflict assessment (defined below in B.1.). After the initial assessment of the conflict, the Council may decide to propose a formal resolution and refer it back to the three campus governance bodies for a vote.
  
    - iii. The Council may decide to pursue a mediation process, which shall include a complete conflict assessment (defined below in B.1.). The Council’s actions may include fact-finding and research, communicating with stakeholders regarding their interests, and establishing cross-college communication. Once initiated, a mediation process must result in a consensus document (defined below in B.6.).

## Conflict Resolution Actions



3. The Council shall be responsible for organizing the participation of all who want to be heard on an issue to be mediated. Such participation may include, but not be limited to: open forums on all three campuses, electronic meetings, and electronic discussions. The Council shall ensure that there is a means of including anonymous comments in these discussions. The Council shall also provide a means by which records of these discussions are publicly available for sharing with the college community.
4. The Council shall act as conflict assessor, mediator / convener, and recorder during the process, as defined below.
5. The goal of the mediation process is to produce a consensus document (defined below in B.6.) for consideration by all three campus governance bodies.
6. In the case where a consensus document is not duly passed by all three campus governance bodies, the Council shall decide whether or not to pursue the conflict further.

### B. Definitions and Roles

1. Conflict Assessments – When the Council decides to pursue the resolution of a conflict, it shall perform an initial conflict assessment that identifies what the issues are, who the stake-holding interests are, where they disagree and where they might find common ground (see Appendix A). If the Council, as conflict assessor, deems it necessary and beneficial to proceed with a mediation process, it shall perform a complete conflict assessment, producing

a public document explaining its assessment, specifying how the mediation process is to be organized, and establishing a timeline for its completion.

2. Stakeholders – Stakeholders are persons and groups who have an interest in a collective decision or action of the campus governance bodies. The Council shall provide a means to include all stakeholders in a mediation process.
3. Interests – Interests are the underlying needs or reasons that explain why stakeholders take the positions that they do. Interests of stakeholders should be defined in the conflict assessment prior to the onset of the mediation process. Interests are *not* the same as positions or demands.
4. Mediator / Convener – If a mediation process is to be undertaken, the Council, as mediator / convener, shall include all stakeholders in the dispute, set an agenda and a calendar and develop the ground rules for the mediation process. The Council as mediator shall review the progress of the process and shall make its best effort to understand and apply consensus-building principles by consulting the guidelines in Appendix A, by consulting other appropriate materials or by seeking appropriate training, if deemed necessary.
5. Recorder – The Council shall provide an on-going public record of what has been discussed and decided during the mediation process.
6. Consensus Document – When the Council deems it appropriate, it shall refer a consensus document to the three campus governance bodies. The consensus document should be the product of a good-faith effort to meet the interests of all stakeholders. It should be an initiative, recommendation or resolution on the disputed issue that the Council believes will be duly passed by all three campus governance bodies.

C. Founding Philosophy

It is the hope of the founding members of the SCCC Governance Council that the actions of future Councils are not driven by demands for “efficiency” and speed, but rather are guided by the spirit of inclusion, cooperation and consensus that are intended to be written into Article II, Section 3 of the Council Constitution and into Section I. C. and Section II of the Council By-Laws.

### **SECTION III – Agenda and Business**

- A. The Council shall consider any subject pertaining to the academic interests of the faculty of Suffolk County Community College and shall make recommendations to the college administration and to other entities both inside and outside the college in regard thereto.
- B. The Council shall give consideration to any recommendation or request referred to it by a member of the Council or by the President of the College.

### **SECTION IV – Formation of Subcommittees**

- A. The Council shall be responsible for creating representative college-wide subcommittees to research issues, initiatives, programs and policies of interest to faculty.
- B. The Council shall establish the charges for all subcommittees, including a timeline for their work. A Council member shall convene the first meeting of all subcommittees, during which the charges will be conveyed and a subcommittee chair will be agreed upon.
- C. Subcommittees shall report their progress to the Council at agreed upon intervals.
- D. The Council shall review the recommendations and reports of all subcommittees and decide whether to prepare resolutions to forward to the campus governance bodies for approval.

### **SECTION V – Review and Amendments**

- A. The Council shall retain and not delegate to any other body or individual the authority to amend these by-laws.
- B. These by-laws shall be reviewed annually by the Council for the first five years after their adoption.
- C. All amendments to the by-laws shall be agreed upon at a physical meeting of the Council with a quorum being present.

## **SECTION VI – Selection of Delegates to the Faculty Council of Community Colleges**

- A. All full-time faculty members are eligible to serve as delegate or alternate delegate to the Faculty Council of Community Colleges.
- B. The term of office for delegate and alternate delegate is three years. The term begins at the conclusion of the academic year in which the delegate and alternate delegate are chosen.
- C. During the last year of a term or when a vacancy exists, the Council shall announce a position vacancy and solicit nominations from the faculty at large on all three campuses. The announcement shall describe the duties of delegates and shall include a timeline for the selection process. Nominees shall provide a statement supporting their candidacy, a résumé, and other information deemed appropriate by the Council.
- D. The Council shall select a delegate and an alternate delegate from among the candidates pursuant to Article II, Section 3 of the Constitution.

### **APPENDIX A – Guidelines**

When specific procedures to be followed are not detailed in this document, the Council shall consult the procedures outlined in the *Short Guide to Consensus Building*, Chapters 1 and 2 below and/or the *Consensus Building Handbook* (Lawrence Susskind, Sarah McKernan, Jennifer Thomas-Larmer, Sage Publications, Inc., Thousand Oaks, CA, 1999) on which the *Short Guide* is based, or on other appropriate material.

5/23/08