Notes:

1. At the very least, agendas (prior to meetings), minutes (immediately following a meeting), recommendations (when forwarded) should be emailed to the college community. Ideally, a web site should be developed and maintained for this purpose.

2. Department meetings for Academic Departments can take place on the first and third Tuesday of the month (following the Academic Affairs meetings of the first and third Monday of the month) during the common hour.

3. Constituency groups could meet on the second and fourth Tuesday of the month during the common hour – or whenever else they choose to meet.
Constitution

Finger Lakes Community College

Preamble:

Governance is the process by which institutional decisions and policies are developed to carry out the mission of the College and to establish the future course and direction of the institution.

The governance system includes the Board of Trustees, the President and Administration, the Academic Senate, the College Council, and the constituencies that they represent. The responsibility for making decisions of an institution wide nature is vested in the Board of Trustees and the President and the recommending responsibility includes the Academic Senate, the College Council, and the constituencies that they represent. College decision making at its highest level – that of institutional policy – is specifically vested in the Board of Trustees. The Board charges its chief executive officer and he or she, in turn, charges the administration with the implementation of Board policies and the development of solid administrative procedures that promote the mission of the College.

In order for the Governance system proposed in this document to work, the participants must present their best recommendations to the President. In addition, the President must be committed to the receipt of recommendations, accountable for the disposition of recommendations, and willing to communicate to the constituencies his/her response and decision regarding the recommendations.

The Governance system developed herein is dedicated to these principles and to the philosophy that a structure founded on the necessity of involvement and participation as well as on authority, responsibility, accountability, and communication is best suited to lead this College into the future.
ARTICLE I
PHILOSOPHY

Finger Lakes Community College believes that all members of the five College constituencies – faculty, administration, professional staff, students, and support staff – should be afforded the opportunity to participate in the governance process. For the purpose of this governance system, the membership of the five constituencies shall consist of full time members of the faculty, administration, professional staff, and support staff as well as the elected membership of the Student Corporation Board.

ARTICLE II
GOALS

Section 1: The goals of the Governance system, consistent with applicable statutory requirements and Board of Trustees and Administration responsibilities are:

A. To develop recommendations relative to policies and decisions that shall ultimately benefit academic policies, institutional planning and resource development and allocation.
B. To develop recommendations for policies and decisions that shall provide for the appropriate and orderly development of the College.
C. To request and utilize appropriate data analysis in the development of policy recommendations.
D. To encourage proper communication and coordination between and among constituent groups.
E. To foster reciprocal accountability and responsibility among Governance participants.

ARTICLE III
STRUCTURE and OPERATIONS

Section 1: There shall be two College governance bodies: Academic Senate and College Council.

Section 2: The Academic Senate shall consist of twenty faculty members [one from each Academic Department and ten elected at large from the entire faculty (one from each Academic Department)], Vice President of Academic Affairs and Dean of the College, Associate Dean of Instruction, and a student representative elected from the Student Corporation Board. In the initial academic year of this Constitution (2003-2004), the ten representatives elected from each department shall serve one year terms and the ten representatives elected from the entire faculty (one from each department) shall serve two year terms. Subsequently, all elections shall be two year terms with a three consecutive term limit.
The College Council shall consist of four representatives elected from each of the five constituency groups (student representatives elected from the Student Corporation Board, support staff, faculty, professional staff, and administration). In the initial academic year of this Constitution (2003-2004), two representatives from each of the five constituency groups shall be elected for one year terms and two representatives shall be elected for two year terms. Subsequently, all elections shall be two year terms with a three consecutive term limit.

Section 3: The Academic Senate shall recommend Academic Policies to the President.

The College Council shall recommend Institutional Planning and Resource Development and Allocation policies to the President. The College Council shall facilitate all proposed amendments to this Constitution.

Section 4: Academic Senate and College Council membership elections shall take place by May 1 for the next academic year.

Section 5: There shall be three officers of the Academic Senate and College Council elected at the first meeting of the Fall semester. They shall be the Chairperson, Vice Chairperson, and Recorder. The Chairperson of the Academic Senate shall be a member of the Teaching Faculty.

Section 6: The Academic Senate shall meet on the first Thursday of the month during the common hour and College Council shall meet on third Thursday of the month during the common hour.

The Chairperson and Vice Chairperson of both the Academic Senate and College Council shall meet collectively with the President at least once a month to set agendas, communicate recommendations, and differentiate between policy and operational issues.

The Chairperson of the Academic Senate and the Chairperson of the College Council shall provide a report to the College community at least once a semester.

Section 7: The Chairpersons of the Academic Senate and College Council shall:

- Preside over the meetings
- Meet with President and other Chairperson
- Arrange for special meetings, when necessary
- Develop a written agenda for each meeting
The Vice Chairpersons of the Academic Senate and College Council shall:
- Meet with Chairpersons and President
- Serve in place of the Chairperson as required

The Recorders of the Academic Senate and College Council shall:
- Maintain accurate minutes of all meetings
- Submit a summary of minutes and agenda for publication according to established guidelines
- Distribute notices of meetings and other communications as directed by the Chairperson
- Maintain official files and transfer such files to the succeeding recorder

ARTICLE IV
COMMITTEES

Section 1: There shall be one Standing Committee of the Academic Senate called the Curriculum Committee. The primary purpose of the Curriculum Committee is to review credit programs and course offerings, and to recommend action that permit the College to develop and maintain high quality programs in accordance with State regulations and guidelines. The Curriculum Committee is responsible for making recommendations regarding all new and existing program and credit course offerings: sequences, and prerequisites and co-requisites.

A. There shall be 12 members, as follows:
   a. one faculty representative from each academic department
   b. Vice President of Academic Affairs and Dean of the College
   c. Associate Dean of Instruction.

B. The Curriculum Committee shall meet on the second and fourth Thursday of the month during the common hour.

C. Prior to presentation to the Curriculum Committee, new programs must have a signed routing form for review and feedback from the following areas:
   a. Library
   b. Educational Technology Center
   c. Planning and Facilities Management
   d. Admissions
   e. Registrar
   f. The Center for Advisement/Transfer Counselor
   g. Continuing Education
D. The Curriculum Committee shall forward all recommendations to
the Academic Senate for consideration. The vote of the Academic
Senate is a representative vote of the entire faculty.

Section 2: Ad Hoc committees shall be convened as deemed necessary by either the
College Council or the Academic Senate.

A. The convening body (either the College Council or Academic Senate) shall determine the charge to the committee, including a timeline for completion of the charge.

B. The convening body (either the College Council or Academic Senate) shall request appropriate representation from each of the five Constituency groups. Members of Ad Hoc committees shall be appointed or elected by their respective Constituency group. The Chairperson of the Ad Hoc committee shall be elected by and be a member of the convening body (either the College Council or Academic Senate).

C. The initial meeting of the Ad Hoc committee shall be with the convening body (either the College Council or Academic Senate).

ARTICLE V
MEETINGS

Meetings shall be conducted according to Roberts’ Rules of Order

Section 1: The quorum for all regular and special meetings of the Academic Senate and the College Council shall be a simple majority of the membership of each body.

Section 2: A simple majority of the current membership of each body shall be necessary to approve action.

Section 3: Any individual who wishes to address a committee shall inform the Chairperson, who shall then designate a time for open discussion.

Section 4: All meetings shall be open to the general College community.

Section 5: All agendas and minutes shall be made available to the College community.
ARTICLE VI
AMENDMENTS TO THE CONSTITUTION

A constitutional amendment may be proposed by a written petition of at least 50 per cent of the membership of any single constituency group as defined in Article I of this Constitution and forwarded to the College Council prior to February 1.

Section 1: The College Council shall assure that the petition has valid signatures of the constituency group proposing the amendment.
Section 2: The College Council shall establish two hearing dates for the amendment. Proponents of the proposed amendment shall facilitate the hearings.
Section 3: The College Council shall establish a voting period, to occur during March, for all amendments for the academic year.
Section 4: An amendment shall be passed by a 2/3 favorable vote of those voting.
Section 5: Approved amendments shall be effective the first day of the next academic year.

ARTICLE VII
RATIFICATION

This constitution shall be presented to the full-time staff of the College and to the membership of the Student Corporation Board for a ratification vote during the month of April 2003. The voting shall be no less than three consecutive days and no more than five consecutive days in duration and shall be conducted from a central location by secret ballot. Ballots shall be counted and the total vote affirmed by the Constitution Committee. A majority of those voting shall be necessary to approve this constitution.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

Roberts’ Rules of Order shall be the Parliamentary Authority in all cases not covered by the Constitution.