BY-LAWS

OF THE

COLLEGE SENATE

OF

MOHAWK VALLEY COMMUNITY COLLEGE

Approved by College Senate: 3/11/08
Approved by Board of Trustees: 4/21/08
Articles 3 and 5 revised 3/2/10
Article 6 revised 12/6/11
Appendix 4 & Article 6 revised 5/1/12

BY-LAWS OF THE COLLEGE SENATE
OF MOHAWK VALLEY COMMUNITY COLLEGE

ARTICLE 1 - NAME

The MVCC Board of Trustees by resolution of that Board, August 21, 1979, established a College Senate for Mohawk Valley Community College.

ARTICLE 2 - PURPOSE

The College Senate shall study matters relating to the constituencies of the college, including, but not limited to, the faculty, staff and students, and relating to problems, policies and programs, and to the governance and general welfare of the college, excepting matters covered in collective agreements or contracts that may exist between the Board of Trustees, or the County of Oneida, and any group of employees. The College Senate shall:

2.1 Provide opportunity and structure for the constituencies of MVCC to formulate positions on policy matters of common interest to the college for transmittal to the President.

2.2 Provide an opportunity for constituencies of MVCC to act in an advisory, consultative, and planning capacity to the President.

2.3 Provide lines of communication and the opportunity for interchange of ideas among and between all individuals and constituencies of the college on matters of common interest.

2.4 Provide a mechanism for recommendations to the President on the establishment of and procedures for designated Committees of the College.

2.5 Provide for the establishment and coordination of a college-wide governance system of committees.

2.6 Provide an open forum and channel of communication for any member of the college community regarding any issue of relevance to campus life.

2.7 Participate in the formulation 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 Senate shall also make recommendations to the President regarding budget priorities, continuing appointments, career appointments and promotions.

ARTICLE 3 –MEMBERSHIP

3.1 The College Senate shall be comprised of forty (40) voting members. Unless stipulated otherwise, voting members shall be drawn from the full-time constituencies of the college*. Any member of the College community, with the exception of the President and Vice Presidents, is eligible to become a voting member of the Senate.
** "Full-time constituencies" refers to full-time employees of the College.*

3.1.1 Elected Members

Number of Senators	Representative Area
5	There shall be one (1) full-time non-administrative senator representing faculty in each of the five centers, elected by the membership of those centers. Center for Arts & Humanities (CAAH) Center for Language & Learning Design (CLLD) Center for Life & Health Sciences (LAHS) Center for Mathematics, Engineering, Physical Science & Applied Technology (STEM) Center for Social Sciences, Business & Information Sciences (BISS)
1	There shall be one (1) full-time faculty representative of the College Libraries to be elected by the membership of the College Libraries.
1	There shall be one (1) senator elected to represent adjunct faculty.
1	There shall be one (1) senator elected to represent the assistant deans, associate deans, and innovation leaders.
1	There shall be one (1) senator elected to represent the Rome Campus.
2	There shall be two (2) senators elected to represent the Student Services area.
2	There shall be two (2) senators elected to represent the Administrative Services area.
2	There shall be two (2) elected Senators representing the full-time classified staff.
7	There shall be seven (7) elected Senators-at-large. Five (5) of the seven (7) at-large Senators shall occupy positions which currently carry faculty rank. Two (2) at-large Senators shall occupy positions which currently carry non-faculty rank.

3.1.2 Appointed Members

Number of Senators	Representative Area
5	There shall be one (1) full-time non-administrative senator representing faculty in each of the five centers, appointed by the Deans of those centers. Center for Arts & Humanities (CAAH) Center for Language & Learning Design (CLLD) Center for Life & Health Sciences (LAHS) Center for Mathematics, Engineering, Physical Science & Applied Technology (STEM) Center for Social Sciences, Business & Information Sciences (BISS)
5	There shall be one (1) senator appointed by the administrator in charge to represent each of the following areas of the College: Administrative Services, appointment by the Vice President of Administrative Services; Instruction, appointment by the Vice President for Learning and Academic Affairs; Student Services, appointment by the Vice President of Student Services; the Center for Community and Economic Development, appointment by the Director of Center for Community and Economic Development; Information Technology, appointment by the Director of Information Technology.
1	There shall be one (1) appointment by the President of the College.
3	There shall be three (3) student senators appointed according to established procedures. Each of these students must have and maintain a 2.0 G.P.A.
1	There shall be one (1) appointed senator representing part-time employees. This senator shall be appointed by the Chairperson of the College Senate.

3.1.3 Additional Members The holders of the following positions or their designees shall be ongoing members of the Senate:

1	Registrar
1	Director of Facilities and Operations
1	Faculty Council of Community Colleges representative

3.5 Duties of the Senator

3.5.1 Attend all regular and special meetings and participate in all deliberations of the College Senate.

3.5.2 Communicate with his/her representative area regarding the business of the College Senate on a regular basis.

3.5.3 Solicit issues and concerns for College Senate consideration.

3.5.4 Forward agenda items to the Advisory Committee before each regular Senate meeting.

3.5.5 Attend any Senate-sponsored Open Forums.

3.5.6 Be willing to serve on Senate-related committees.

ARTICLE 4 - OFFICERS and OTHER ROLES

4.1 Elected officers shall be the Chairperson and Vice Chairperson. These officers shall be elected by, and from, the Senate.

4.2 Method of Election

4.2.1 Nominations for Chairperson and Vice Chairperson shall be taken from the floor at the last regular Senate meeting of the academic year.

4.2.2 Voting shall be by secret ballot unless the election is uncontested.

4.3 Terms of Office

4.3.1 All officers shall serve for a term of one (1) year. Neither the Chairperson nor the Vice-Chairperson shall serve more than five (5) consecutive terms.

4.3.2 If the completion of the term as Chairperson coincides with the end of his/her Senatorial term, then he/she shall continue as an ex-officio member for one year. This shall be for the purpose of providing continuity in the leadership of the Senate. Otherwise, he/she shall continue as a member of the College Senate for the completion of his/her term.

4.4 Duties

4.4.1 The Chairperson shall:

4.4.1.1 Preside at all regular and special meetings of the College Senate and at all Senate sponsored forums.

4.4.1.2 Appoint a Secretary of the Senate and may appoint a Parliamentarian.

4.4.1.3 With the direction of the College Senate, inaugurate and charge the Committee on Committees and the Nominations and Election Committee with their purposes and duties.

4.4.1.4 Arrange for the conduct of any special elections which may be needed.

4.4.1.5 Serve as an ex-officio member of all college-wide Senate committees, except the Nominations and Election Committee.

4.4.1.6 Serve as a member of the Advisory Committee of the Senate.

4.4.1.7 With the consent of the College Senate, fill by appointment any vacancies which occur during the academic year on committees of the College.

4.4.1.8 Create ad hoc committees as deemed necessary to complete specific, time-limited tasks.

4.4.1.9 Attend the College's Board of Trustees meetings.

4.4.1.10 Communicate with the College President on a regular basis.

4.4.1.11 Insure that minutes of Senate meetings and reports of any special Senate-sponsored events are distributed to the entire College community.

4.4.1.12 Communicate with the College community regarding matters of interest.

4.5.2 The Vice Chairperson shall:

4.5.2.1 Act in the capacity of Chairperson in the Chairperson's absence.

4.5.2.2 Serve as a member of the Advisory Committee of the Senate.

4.5.2.3 Serve as chairperson of the Nominations and Elections Committee

4.5.2.4 Perform additional duties as directed by the Chairperson.

4.5.3 The Secretary shall:

4.5.3.1 Perform all duties customarily assigned to corresponding and recording secretaries.

4.5.3.2 Once approved, prepare and distribute the minutes of all Senate meetings to the college community, including the Board of Trustees.

4.5.4 The Parliamentarian shall insure that customary parliamentary procedures and the Operating Rules for the College Senate are followed.

4.6 Vacancies

4.6.1 The Vice Chairperson shall succeed to the office of Chairperson in the event of a vacancy.

4.6.2 Vacancy in the office of Vice Chairperson shall be filled by a special election held during a regular or special Senate meeting as soon as practicable after the vacancy occurs and shall conform to Article 4.3.2.

4.7 Removal from office

4.7.1 The Chairperson or Vice-Chairperson of the College Senate may be removed from office for cause by a two-thirds (2/3) vote of those College Senators in attendance at a regular or properly called meeting.

4.7.2 Before a vote for removal may take place, a petition signed by at least fifty (50) percent of the Senate membership must be presented to the College Senate at a regular or special meeting.

ARTICLE 5 - MEETINGS

(also refer to Appendix 1)

5.1 Regular meetings shall be held monthly during the Spring and Fall semesters with dates established by the Senate Advisory committee and shall be open to all members of the college community.

5.2 Special meetings shall be called at the discretion of the Chairperson or upon the presentation to the Chairperson of a petition for such meeting at least five (5) days prior to the meeting signed by at least five (5) Senators.

5.3 Agenda

5.3.1 The agenda shall be prepared by the Chairperson in consultation with the Senate Advisory Committee.

5.3.2 The agenda shall be distributed one (1) week prior to regular meetings.

5.3.3 Any Senator may submit items for possible inclusion.

5.4 Quorum: One-half (1/2) of the College Senate membership (excluding any unfilled seats) shall constitute a quorum.

5.5 Voting

5.5.1 All College Senators shall be equal voting members. There shall be no proxy votes.

5.5.2 At the request of any member of the College Senate, voting will be by secret ballot.

5.5.3 Unless otherwise stated, on proposals properly presented to the College Senate, a simple majority vote for the proposal constitutes passage.

5.5.4 When an important issue must be decided and there is no time to convene a regular or special meeting of the full Senate, the Chairperson may ask for and receive an e-mail vote on an issue.

ARTICLE 6--COMMITTEES

(Also refer to Appendix 2)

The committee structure is the main vehicle by which the purposes of the College Senate, as stated in Article 2, will be fulfilled. The College Senate will be responsible for and will oversee the Committees of the College.

6.1 College-wide Committees of the Senate: See Appendix 2 for a list of all standing Senate Committees.

Committees of the College Senate shall be defined as committees whose functions involves the general welfare of the college and which have a defined and ongoing function in the operation of the college. The College Senate recognizes the following areas of concern around which specific committees may be formed.

- college-wide curriculum and instructional planning
- programs related to staff development
- academic appeals and judicial hearings
- policies regarding appointments, promotion, tenure, sabbatical leaves and related personnel issues
- cultural affairs program
- affirmative action policies
- policies regarding the handicapped
- safety and security
- diversity

Other committees may be formed as specific need is identified. All committees seeking College Senate status shall submit a proposal describing the committee's charge and composition with rationale.

6.2 Committee charges and compositions

6.2.1 Charge: Each committee shall receive its charge from the College Senate.

6.2.2 Each committee may at any time propose changes to its charge or composition. Such changes shall take effect only upon approval by the College Senate.

6.2.3 Review: The College Senate shall review the charges and compositions of all its committees at least every two years.

6.3 Communication with the Committees of the College Senate:

6.3.1 The College Senate may communicate directly with Committees of the college in the form of recommendations, requests, and information.

6.3.2 All committees shall keep minutes that will be posted in the College Senate public folder and on the College Senate web site. Minutes cannot be posted until they have been approved by the committee members.

6.3.3 All committee chairpersons will report in person or in writing, to the College Senate. Award and personnel committees will report annually; all other committees will report at least once each semester. Any items that will require Senate action should be forwarded to the Senate two weeks prior to the meeting date.

6.4 The College Senate can, upon review and due deliberation, recommend to the President of the College the dissolution or establishment of a Committee.

6.5 Advisory Committee of the Senate

6.5.1 Membership: The Advisory Committee shall be composed of the Senate Chairperson, the Vice Chairperson, the Recording Secretary, the Faculty Council of Community Colleges (FCCC) representative, and four (4) to six (6) Senators elected by the Senate as a whole. At least two (2) of the elected Senators shall be faculty.

6.5.2 Terms of Office: Elected Advisory Committee members shall serve one-year terms.

6.5.3 Election: Election of four (4) to six (6) Senators will be held at the first regularly scheduled Senate meeting after the May election.

6.5.4 Duties: Members of the Advisory Committee shall:

6.5.4.1 Collect and promulgate issues and concerns from Senators and the College at large for discussion at upcoming Senate meetings.

6.5.4.2 Create and promulgate the agenda for the next Senate meeting.

6.5.4.3 May draft resolutions for Senate action.

6.5.4.4 Receive reports from its committees.

6.6 Duties and responsibilities of College Senate committee members

6.6.1 Attend all regular and special meetings and participate in all deliberations of the committee.

6.6.2 Prepare to attend meetings by reading all materials sent beforehand.

6.6.3 If a committee member cannot fulfill his/her obligation to the point that it impedes the progress of business of that committee, that member must inform the committee chair so that a replacement may be sought.

ARTICLE 7 – ASSESSMENT

(see Appendix 4 and 5)

7.1 There shall be an assessment of the College Senate's effectiveness at least once every three (3) years.

7.2 The Senate Advisory Committee will assess the Quality Indicators and the Mission, Vision, Goals, Objectives, and Action Plans prior to submission to the full Senate for discussion and subsequent action.

ARTICLE 8 - EFFECTIVE DATE OF IMPLEMENTATION

These by-laws shall become effective upon recommendation by the President to, and acceptance by, the Board of Trustees of Mohawk Valley College.

ARTICLE 9 – AMENDMENTS & BY-LAWS REVIEW

Any proposal to amend these by-laws must fulfill the following requirements.

9.1 Written copies of the proposed amendment shall be distributed to all members of the College Senate at least seven (7) calendar days prior to the date of the regular or special Senate meeting at which the amendment is to be formally introduced and discussed.

9.2 The amendment shall be adopted by a two-thirds (2/3) affirmative vote of the College Senate membership (excluding any unfilled seats).

9.3 All amendments shall become effective upon recommendation by the President to, and approval by, the Board of Trustees of Mohawk Valley Community College.

9.4 These by-laws shall be reviewed in their entirety at least once every five (5) years. This review shall be conducted by an ad hoc Committee appointed by the Chairperson and shall consist of a minimum of three (3) individuals.

APPENDIX 1--OPERATING RULES FOR COLLEGE SENATE

Adopted by College Senate on October 3, 2000
Revised: September 6, 2005
Approved by the Board of Trustees: September 19, 2005

1. A proposal or recommendation requiring action by the College Senate must be in the hands of available to the Senate members (not just on the agenda) at least one (1) week prior to any discussion or definitive action being taken.

2. Any item of new business not distributed to Senators one (1) week prior to a regular meeting shall automatically be tabled until the following regular Senate meeting.

3. The Chairperson or any Senator in attendance may ask for a waiver of the Operating Rules at any time. This will require a two-thirds (2/3) vote (of those Senators in attendance) to pass.

4. All recommendations adopted by the College Senate shall be forwarded in writing to the College President or to the appropriate administrator.

5. Communications shall be established between the College Senate and the College community to keep the College community regularly informed of College Senate activities. Such communication may be written or electronic.

6. In the future these rules can be modified as needed by a simple majority of those present at an official College Senate meeting.

7. All Senators shall vote by casting a yea, nay, or abstention vote.

8. The latest edition of Robert's Rules of Order will guide the conduct of the College Senate meetings.

APPENDIX 2--CHARGE, COMPOSITION, AND REPORTING OF STANDING COMMITTEES OF THE COLLEGE SENATE OF MOHAWK VALLEY COMMUNITY COLLEGE

(See Senate Public Folder entitled Committee Charters)
(See College Senate web page: http://www.mvcc.edu/senate/committee-members/committes)

Standing Committees (Once a semester reports to Senate)
Academic Policies and Standards Committee
Curriculum Committee
Diversity & Global View Committee
Facilities Committee
General Education Committee
International Initiatives Committee
Safety & Security Committee
Traffic Committee
Wellness Committee
Award Committees (Annual Reports to Senate)
Excellence—Adjunct Teaching Award
Excellence—Faculty Service Award
Excellence—Librarianship Award
Excellence in Professional Service Award
Excellence in Scholarship & Creative Activities Award
Excellence in Service for Classified Staff Award
Excellence in Service for Part-Time Personnel Award
Excellence—Student Chancellor's Award
Excellence in Teaching Award
Personnel Committees (Annual Reports to Senate)
Academic Appeals Committee
Career Appointments Committee
Continuing Appointments for Faculty Committee
Disciplinary Appeals Board
Promotion Review Committee for Administrators
Promotion Review Committee for Faculty
Promotion Review Committee for Non-Teaching Professionals
Sabbatical Leave Committee

APPENDIX 4

COLLEGE SENATE MISSION

The College Senate provides a forum for discussion where it studies and recommends on matters relating to the College's constituencies, policies, and programs in order to promote student success. It seeks to deal with the general welfare of the College and surrounding communities through a spirit of service and commitment to excellence.

COLLEGE SENATE VISION

The Senate will continue to provide the opportunity for interaction among the various College constituents to form positions on policy, to advise, recommend, and consult with the President, and to establish Senate Committees to meet the current and future needs of the College Community.

COLLEGE SENATE GOALS AND OBJECTIVES

GOAL 1: The Senate will interact with the various college constituents to develop positions on policy which are conveyed in the form of Senate recommendations.

OBJECTIVE 1: The Senate will solicit issues of concern from the College Community and forward same to appropriate committees, departments, offices, or persons as applicable.

ACTION PLAN:

- Email to allusers from the Senate Chair calling for issues to be placed upon the agenda.
- Representatives should solicit issues at their constituent meetings.
- The Senate Chair, in consultation with the Senate Advisory Committee, will set the meeting agendas.

Responsible persons: Senate Chair, Senators, Senate Advisory Committee members
Time line: Ongoing process throughout the academic year.

OUTCOMES AND ASSESSMENT

Issues of concern are received by Senate Advisory Committee and appear on the Senate agendas, in the Senate minutes, and in the Senate Advisory Committee minutes. Any issues brought to the Senate Advisory Committee that are not added to the agenda are forwarded by the Senate Advisory Committee to the appropriate persons or offices, and this will be reflected in the Senate Advisory Committee minutes. Senate Advisory Committee minutes will appear in the College Senate public folder and the College Senate web page no later than the Friday of the week after the next Senate Advisory Committee meeting.

OBJECTIVE 2: The Senate will act on policy recommendations from its committees at scheduled meetings.

ACTION PLAN

After receiving and discussing recommendations from the Senate committees, the Senate will respond in a timely fashion.

Responsible persons: Senate
Time limit: Ongoing process throughout the academic year.

OUTCOMES AND ASSESSMENT

Actions on policy recommendations will appear in the Senate minutes. The Senate Chairperson will notify appropriate persons, committees, departments, or offices of Senate actions within one week of the Senate meeting in which the actions took place.

OBJECTIVE 3: The Senate will interact with the President and/or designee.

ACTION PLAN

At all Senate meetings, the President and/or his designee will present a report after which discussion may occur.

The Chair of the Senate will attend and report at Cabinet meetings and Board of Trustees meetings and will meet with the President or designee as necessary.

Responsible persons: President or designee, Senate Chair
Time line: Ongoing process throughout the academic year.

OUTCOMES AND ASSESSMENT

President's report will appear in the Senate minutes and the Senate Chair will report on Senate-related activities to the Cabinet and Board of Trustees every month.

OBJECTIVE 4: The Senate will communicate to the College Community highlights from its meetings.

ACTION PLAN

Senators will report Senate activities to their constituents.

Approved Senate minutes will be posted under the College Senate public folder and on the College Senate web site.

Responsible persons: Senators, Senate secretary
Time line: Ongoing process throughout the academic year.

OUTCOMES AND ASSESSMENT

Senators will provide a report back to their constituents within two weeks of the Senate meeting.

Senate minutes will be in available in the College Senate public folder and on the College Senate web site within one week after the Senate meeting in which they have been approved has been held.

GOAL: 2: The Senate will oversee the Senate Committees to meet the current and future needs of the College.

OBJECTIVE 1: The Senate will solicit progress reports from its committees.

ACTION PLAN

Senate Committees will report to the Senate as a whole one or more times per year depending on the type of committee as outlined in the College Senate Bylaws, Appendix 2.

Responsible persons: Senate Committee Chairs
Time line: One or more times per year.

OUTCOMES AND ASSESSMENT

Committee progress reports will be displayed in the College Senate public folder and on the College Senate web site by the June 1st.

OBJECTIVE 2: The Senate will oversee the functioning of its committees.

ACTION PLAN

Senators and committee members will be elected according to the Bylaws.
Committee chairs will notify the Senate Chair of committee vacancies.
The Senate Chair in conjunction with the committee chair will fill vacancies as needed in a timely manner.
The Senate Chair will meet with the President regarding joint Senate Chair/Presidential appointments to Senate committees.
The Senate Chair will meet with all committee chairs in August to review best practices for committee operation.
See: http://mvcc.libguides.com/aecontent.php?pid=63219&sid=2572276

Responsible persons: Nominating and Elections Committee chaired by the Senate Vice Chair, Senate Committee Chairs, Senate Chair
Time line: Elections held annually; vacancies occurring within the year are filled as needed.

OUTCOMES AND ASSESSMENT

Annual and updated lists of committee members will be distributed through the College Senate public folder and the College Senate web site as needed. Committee vacancies will be filled within one month of notification of said vacancies.

OBJECTIVE 3: The Senate will evaluate and recommend changes to its Bylaws and committee operating policies and procedures as deemed necessary.

ACTION PLAN

The Chair of the Senate will work with the Senate Advisory Committee to periodically review and make any recommendations for changes to the Senate By-laws and committee policies and procedures.

As necessary, committees will recommend to the Senate any changes in policies and procedures of their committees.

Responsible persons: Senate Chair, Senate Committee Chairs, Senate Advisory Committee
Time line: Revision of the complete Bylaws at least once every three years.
Parts of the Bylaws revised as needed.
Committee policies and procedure changes are accepted and made as needed.

OUTCOMES AND ASSESSMENT

Senate action(s) on recommended changes to Bylaws and committee operating policies and procedures will appear in the minutes and be implemented.

OBJECTIVE 4: The Senate will form ad hoc committees to deal with issues not under the jurisdiction of its standing committees.

ACTION PLAN

As needed, ad hoc committees will be established by the Senate Chairperson.

Responsible persons: Senate Chairperson
Time line: Ongoing process throughout the academic year.

OUTCOMES AND ASSESSMENT
Establishment of Ad hoc committees will be reflected in the Senate minutes.

Last revision (approved by Senate): 12/7/2004, 10/3/06, 5/21/2009; format revised and wording updated to reflect current practice, 5/1/2012.

Next review due in 2015.

APPENDIX 5 – COLLEGE SENATE QUALITY INDICATORS

[Approved by Senate 11/6/2001]

QUALITY INDICATORS – COLLEGEWIDE NON INSTRUCTIONAL UNIT

100 Student satisfaction with non-instructional units

101 College personnel satisfaction with non-instructional units

NA 102 Faculty satisfaction with classroom facilities

NA 103 Student satisfaction with classroom facilities

NA 104 Student satisfaction with non-classroom facilities

NA 105 Faculty/staff satisfaction with non-classroom facilities

106 Unit Improvement Plan achieved

NA 107 Unit operates within budget

NA 108 Unit external audits of operations are satisfactory

NA 109 CCED revenue covers cost

110 Community/professional affiliations exist

NA 111 Instructional affiliations current

NA 112 Evaluation of administration complete

NA 113 Administrative evaluation of non-instructional personnel complete

114 Qualified personnel

NA 115 Staff Development requirements

UNIT SPECIFIC INDICATORS

Issues of concern brought to College Senate	100%	Senate Minutes
Act on policy recommendation	100%	Senate Minutes
Interaction with College President	100%	Senate Minutes
Communication with College Community	80%	Communitas E-Mail notices
Senate Committee Reports received	80%	Senate Minutes
Senate Committee appointments completed	90%	Senate Committee Membership Listing
Senate Bylaws reviewed	100%	Senate Minutes Senate Bylaws
Senate Committees Policies & Procedures reviewed	90%	Senate Minutes Senate Bylaws
Ad hoc committee formation	100%	Senate Minutes