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**SUFFOLK COUNTY COMMUNITY COLLEGE**

**GOVERNANCE COORDINATING BODY**

**CONSTITUTION**

July 2018

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| **PREAMBLE** | The Suffolk County Community College Governance Coordinating Body (GCB) derives its purpose from the determination of our governance bodies to reach consensus. The GCB is not driven by demands for efficiency and speed but rather guided by the spirit of inclusion, cooperation, and consensus. |

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| **ARTICLE I** | **∙** | **Name and Purpose** |
| **ARTICLE II** | **∙** | **Membership** |
| **ARTICLE III** | **∙** | **Meetings** |
| **ARTICLE IV** | **∙** | **Adoption, Assessments and Amendments** |

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| **ARTICLE I** | **∙** | **Name and Purpose** | |
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| **Section 1** |  | The name of this body shall be the Suffolk County Community College Governance Coordinating Body, hereinafter “GCB.” | |
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| **Section 2** |  | The GCB shall serve as the collective governance voice of the Suffolk County Community College full-time faculty (hereinafter “faculty”) in accordance with the guidelines and scope of the GCB Constitution and Bylaws. | |
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| **Section 3** |  | The GCB 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, as impairing or as limiting their authority on their own campuses. | |
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| **Section 4** |  | The GCB, shall coordinate and present said governance bodies’ recommendations to the college president regarding academic policies and faculty and student welfare as well as other 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 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, extracurricular 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.” | |
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| **Section 5** |  | When authorized by each of the three campus governance bodies in accordance with its own constitution and bylaws, the GCB serves the following purposes: | |
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|  |  | A. | Serve as a communication point among the campus governance bodies and, when specifically authorized by the three campus governance bodies, to act as liaison between the faculty and the college administration for matters listed in Section 605.1 of the regulations of the State University of New York Board of Trustees and described in the GCB Constitution Article I Section 4. |
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|  |  | B. | Mediate among the campus governance bodies and to seek consensus when initiatives, recommendations, and resolutions are not duly adopted by all three campus governance bodies or not adopted by all in the same form. |
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| **Section 6** |  | Any bylaws or changes thereto governing the operation of the GCB in the exercise of its purposes described here in Article I must be approved by all three campus governance bodies. | |

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| **ARTICLE II** | **∙** | **Membership** | | |
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| **Section 1** |  | The GCB shall consist of the following members, with no individual simultaneously serving in more than one role so that there are always the same number of GCB members\*. However, one member will also be Coordinator: | | |
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|  |  | A. | Eastern Campus Congress | |
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|  |  |  | 1 | Executive Council member on a two-year term |
|  |  |  | 2 | representatives elected by the Congress on two-year terms  (not to exceed two consecutive terms) |
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|  |  | B. | Ammerman Campus Senate | |
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|  |  |  | 1 | Executive Council member on a two-year term |
|  |  |  | 4 | representatives elected by the Senate on two-year terms  (not to exceed two consecutive terms) |
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|  |  | C. | Grant Campus Assembly | |
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|  |  |  | 1 | Executive Council member on a two-year term |
|  |  |  | 3 | representatives elected by the Assembly on two-year terms  (not to exceed two consecutive terms)  D. College-Wide committee representation  1 Representative from CCC  1 Representative from CASC  1 Representative from FCCC  1 Representative from General Studies  \* If no elected reps are able to attend a particular meeting, designees may be appointed to attend in their stead. |
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| **Section 2** |  | **Duties and Election of the GCB Coordinator** | | |
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|  |  | The coordinator shall be a conduit of information among GCB members, arrange meetings, organize the calendar, and serve as point person in all discussions.   The GCB coordinator shall be elected every two years from among the campus-specific representatives, with college-wide committee representatives excluded. The coordinator shall be determined by secret ballot election among the current GCB members from the designated campus for that year as per the rotation cycle described below.  The coordinator position will thereafter rotate on the same two-year cycle so that each campus shares the leadership on a campus-by-campus basis. The preliminary order of campuses for the first three years of coordinators shall be determined by lottery and henceforth shall continue in that order. Any campus may decline their opportunity and it will continue its rotation. | | |
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| **Section 3** |  | **Duties and Election of GCB Members** | | |
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|  |  | The members of the GCB 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 GCB members and among the campus governance bodies, and a commitment to represent the collective faculty voice to the college administration.  In keeping with the GCB Constitution Article II Section 1, GCB members shall be elected to the body in accordance with their respective campus governance body’s procedures, providing that all full-time faculty on each campus are eligible to serve on the GCB.  In case of vacancy of any GCB members elected by their campus governance body, that governance body has an obligation to elect replacement representative within one month of the vacancy so as not to disrupt the proceedings of the GCB. | | |

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| **ARTICLE III** | **∙** | **Meetings** |
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| **Section 1** |  | The GCB is operative and on call at all times during the academic year but must meet no less than once each semester. The calendar of meeting dates and locations as well as modality (e.g., virtual versus on-campus meetings) shall be determined by consensus of the GCB with notification to the three campus governance bodies. |
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| **Section 2** |  | The GCB coordinator shall appoint a secretary to maintain minutes. The coordinator shall then make the minutes available in a timely fashion to the faculty in accordance with the appropriate college-wide governance procedures for dissemination of committee information. |
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| **Section 3** |  | The GCB shall strive to rotate its meeting locations among the three campuses. |

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| **ARTICLE IV** | **∙** | **Adoptions, Assessments, and Amendments** | |
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| **Section 1** |  | This constitution and bylaws must be ratified by the three campus governance bodies. The GCB shall be established and this constitution shall go into effect upon its ratification by all three campus governance bodies. | |
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| **Section 2** |  | The GCB shall undergo an annual self-assessment of the degree to which the body effectively met the purpose and function outlined in the GCB Constitution and Bylaws. A written report shall be made available to the three campus governance bodies by the start of the following academic year.   Each campus governance body shall likewise conduct an annual assessment of the GCB which must be approved by the entire governance body and made public.   These reports shall be made available to all three campus governance bodies and the GCB by mid-semester of the following academic year. | |
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| **Section 3** |  | Proposed amendments to this constitution and bylaws may be initiated by one of the following: | |
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|  |  | A. | Recommendation of the GCB |
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|  |  | B. | Resolution by any of the campus governance bodies |
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|  |  | C. | Petition signed by 10 percent of the faculty. |
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| **Section 4** |  | Amendments to this constitution and bylaws must be ratified by all three campus governance bodies. | |

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**SUFFOLK COUNTY COMMUNITY COLLEGE**

**GOVERNANCE COORDINATING BODY**

**BYLAWS**

July 2018

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| **ARTICLE I** | **∙** | **Meetings of the GCB** |
| **ARTICLE II** | **∙** | **Communication Process** |
| **ARTICLE III** | **∙** | **Reaching Consensus** |
| **ARTICLE IV** | **∙** | **Selection of FCCC Delegate** |
| **APPENDIX A** | **∙** | **Guidelines** |

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| **ARTICLE I** | **∙** | **Meetings of the GCB** | |
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| **Section 1** |  | Meeting sessions shall conform to Article III of the GCB Constitution. | |
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| **Section 2** |  | Meetings are open to all college faculty. | |
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| **Section 3** |  | All meetings shall be conducted with the expressed philosophy that any discussion should be as representative as possible of a diversity of views, which shall be welcomed, reflected in the minutes, and considered during conflict management discussions. | |
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| **Section 4** |  | The GCB shall only make recommendations when a quorum is achieved. A quorum shall consist of at least two-thirds of GCB members being present, either in person or electronically, provided that each campus is represented --- so long as all three campuses meet their obligations as defined in this Constitution and Bylaws. Requests to reschedule to ensure that all campuses are present at meetings will be honored. Each member shall be given a minimum of one-week notice for attending meetings or for responding to communication within the GCB. | |
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| **Section 5** |  | Prior to the end of the academic year, the coordinator of the GCB shall hold an in-person meeting for the purpose of electing the coordinator for the following academic year in accordance with Article II Section 2 of the constitution.   The incoming coordinator shall be elected by the GCB members of the designated campus for that year. In the event of a tie, the governance body of the designated campus for that year shall vote to determine the outcome. | |
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| **ARTICLE II** | **∙** | **Communication Process** | |
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| **Section 1** |  | **Communication of Governance Resolutions or College-Wide Votes** | |
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|  |  | A. | When all three governance bodies pass resolutions, the coordinator of the GCB is responsible for and required to forward the resolutions to the appropriate administrator(s). |
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|  |  | B. | In the event of a college-wide faculty vote, as per Article III.1.B in the GCB Bylaws, the coordinator of the GCB shall forward the results to the campus governance bodies and the appropriate administrator(s). |
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| **Section 2** |  | **Communication of Administrative Requests** | |
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|  |  | A. | Any administrative requests and correspondence to the GCB shall be required to be submitted in writing and forwarded to the three campus governance bodies in a timely fashion. |
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| **Section 3** |  | **Communication among Governance Bodies** | |
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|  |  | A. | The GCB shall give consideration to any recommendation or request referred to it by any one governance body and shall submit the results in writing to all three governance bodies. |
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|  |  | B. | The GCB shall, when necessary and appropriate, recommend to the campus governance bodies the creation of college-wide subcommittees for matters listed in Section 605.1 of the regulations of the State University of New York Board of Trustees. These subcommittees function independently of the GCB and report directly to the campus governance bodies. |
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| **ARTICLE III** | **∙** | **Reaching Consensus** | |
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| **Section 1** |  | **Process Overview** | |
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|  |  | A. | Each member of the GCB is responsible for participating in the conflict management process which may be authorized by one or more of the campus governance bodies in accordance with the GCB Constitution Article I Section 5.B. |
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|  |  | B. | When appropriate, the GCB shall initiate the following, in accordance with GCB Bylaws Article III Section 2:   1. Propose a formal recommendation and refer it back to the three campus governance bodies for a vote. 2. If the recommendation is not accepted, pursue mediation which shall include a complete conflict assessment. 3. In the event that consensus is not achieved after both steps 1 and 2 above have been exhausted, the GCB shall conduct an anonymous college-wide faculty vote/arbitration. |
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|  |  | C. | The GCB shall enable the participation of all who want to be heard on an issue. Such participation may include but shall not be limited to open forums on all three campuses, electronic meetings, and electronic discussions. The GCB shall ensure that there is a means of including anonymous comments in these discussions. The GCB shall also provide a means by which records of these discussions are publicly available for sharing with the college community. |
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| **Section 2** |  | **Procedures** In the case that the governance bodies cannot reach consensus on a particular issue or action, the following step-by-step procedures should be applied, in order, up to the point that the conflict is resolved and a recommendation is sent to the three campus governance bodies for ratification. | |
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|  |  | A. | Formal Recommendation  The GCB shall discuss the conflict and present its recommendation for a solution; as necessary and appropriate, the recommendation will indicate areas of unresolved dissent.   If the governance bodies cannot reach agreement based upon this recommendation, the GCB shall swiftly conduct the mediation process as follows. |
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|  |  | B. | GCB Mediation  Mediation shall include fact finding and research. The GCB shall review the conflict and produce a public document explaining the outcome of the mediation process. The process shall follow the guidelines outlined in Appendix A. |
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|  |  | C. | External Mediation  If the GCB mediation process does not prove successful, the FA Conflict Mediation Program will be utilized to conduct a formal mediation process.  D. Faculty Vote/Arbitration  If all above methods are exhausted yet unsuccessful, the following college-wide process will be initiated to ascertain the will of the faculty at large.  1. The public documents will be made available to all full-time faculty. College-wide faculty fora will follow.   2. An anonymous vote of full-time faculty on recommended solutions shall be conducted by the GCB.   3. In the event of multiple solutions, plurality results from the college-wide vote shall determine the top two choices for a final college-wide referendum. The faculty vote must then be ratified by all three bodies. |
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| **ARTICLE IV** | **∙** | **Selection of Delegates to the** **Faculty Council of Community Colleges** | |
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| **Section 1** |  | During the last year of a term or when a vacancy exists, the GCB 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 as well as a résumé. | |
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| **Section 2** |  | All full-time faculty members are eligible to serve as delegate or alternate delegate to the Faculty Council of Community Colleges. | |
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| **Section 3** |  | 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. | |
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| **Section 4** |  | The three governance bodies shall select a delegate and an alternate delegate from among the candidates. | |
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| **Appendix A** | **∙** | **Guidelines** | |
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| **Article 1** |  | When specific procedures to be followed are not detailed in this document, the GCB shall consult the procedures outlined in chapters 1 and 2 of the [*Short Guide to Consensus Building*](http://web.mit.edu/publicdisputes/practice/) (Harvard/MIT), the [*Consensus Building Handbook*](http://web.mit.edu/publicdisputes/book/cbh.html) (Lawrence Susskind, Sarah McKearnan, Jennifer Thomas-Larmer, Sage Publications, Inc., Thousand Oaks, CA, 1999) on which the *Short Guide* is based, or on other appropriate and mutually agreed upon material. | |