

# LAGUARDIA COMMUNITY COLLEGE GOVERNANCE PLAN 2026

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## **Preamble**

The first comprehensive governance plan of Fiorello H. LaGuardia Community College was created in 1978 with the goal of translating into practical form the ideals and mission of the College, built around a core belief in making the best of higher education and professional opportunity available to all those who seek them. Through the ensuing years of its growth as an individual institution with a tradition of innovation, and as a vital part of the City University of New York, the College has remained constant in both its ideals and its mission.

The principles embodied in the 1978 governance plan included: governance of the College is participatory and shared among the faculty, the staff, the students, the alumni, and the administration; the governance body provides an arena for the voices of elected representatives of all constituencies to be heard; the leadership of the governance body is elected by its members. In line with these principles, the LaGuardia Community College Senate draws its members from the faculty, the staff, the alumni, and the student body, working in collaboration with the President of the College and the administration to carry forth the LaGuardia mission. This governance plan reaffirms these long-held principles.

### **Shared Governance across LaGuardia Community College**

Aligning with the American Association of University Professors' (AAUP) views, LaGuardia Community College's administration supports shared governance. Shared governance in higher education refers to structures and processes through which faculty, professional staff, administration, governing boards and, sometimes, students and staff participate in the development of policies and in decision-making that affect the institution.

### **LaGuardia Community College Mission**

LaGuardia Community College's mission is to educate and graduate one of the most diverse student populations in the country to become critical thinkers and socially responsible citizens who help to shape a rapidly evolving society.

### **Statement of Core Values**

Our values are woven into the culture of the College and guide the decisions, actions and behaviors of the LaGuardia community—what we choose to do, how we carry out our work in all parts of the institution, and how we assess the outcome of our individual and shared efforts.

- **Learning.** Believing that everyone can learn, we foster a creative and collaborative environment that stimulates the intellect, inspires the imagination, and enlarges our vision of the world.
- **Diversity.** We believe that diverse perspectives make us stronger and seek to learn from everyone's unique experience and cultural inheritance.

- Opportunity. We invest in everyone’s capacity to fulfill their potential and continually advance through the exercise of individual talent and effort.
- Responsibility. We aspire to be a caring community, holding ourselves individually and collectively accountable to each other.
- Innovation. We strive for excellence through innovation, honoring the pioneering spirit of our institution.

### **Support of Academic Freedom**

LaGuardia Community College supports academic freedom. In a joint report from the American Association of Colleges and Universities (AAC&U) and the American Association of University Professors (AAUP), “A college or university is a dedicated social place where a variety of competing claims to truth can be explored and tested, free from political interference. The persons who drive the production of knowledge and the process of education are highly trained professors, and they, through an elaborate process of review by professional peers, take responsibility as a community for the quality of their scholarship, teaching, and student learning. Trustees, administrators, policy makers, and other stakeholders also have important roles to play, but the faculty and their students stand at the center of the enterprise.”

### **Non-Discrimination, Inclusion, and Diversity Statement**

The City University of New York and LaGuardia Community College are dedicated to maintaining an inclusive work and learning environment, and we strongly reaffirm LaGuardia's commitment, to the principles of affirmative action, equal opportunity, and diversity.

It is the policy of The City University of New York and LaGuardia Community College to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without discriminating on the basis of actual or perceived race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, credit history, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state and city laws.

Sexual harassment, including sexual violence, domestic/intimate partner violence, and gender-based harassment, forms of sex discrimination, are also prohibited by the City University of New York and LaGuardia Community College.

The City University of New York, as a public university system, adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others Section 1324b of the Immigration and Nationality Act (INA), Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964,

Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law.

- New York City Commission on Human Rights,  
<http://www1.nyc.gov/site/cchr/index.page>
- New York State Division on Human Rights, Page 3 of 3 <http://www.dhr.ny.gov>
- U.S. Equal Employment Opportunity Commission, <http://www.eeoc.gov>
- United States Department of Justice, <http://www.justice.gov/>
- United States Department of Education, Office for Civil Rights,  
<http://www2.ed.gov/ocr>

## ARTICLE I. POWERS AND FUNCTIONS OF THE COLLEGE SENATE

### SECTION I. Responsibilities of the College Senate

In the course of carrying out its responsibilities, the Senate, through its Executive Committee, shall be fully advised of, shall routinely receive, and shall be free to seek information from the College's administrative officers on all matters germane to the programs and operations of the College.

- A. The College Senate shall have responsibility, subject to guidelines and policies established by the CUNY Board of Trustees, to formulate and recommend policy pertaining to the operation of LaGuardia Community College, including the following: Establish and protect the academic standards of the College.
- B. Set qualifications for degrees, requirements for matriculation, and scholarship standards; the faculty, however, shall reserve the right to confer degrees.
- C. Review the operations of the College curriculum, approve new curricula and courses, and review modifications of existing curricula.
- D. Determine and review all policies dealing with instruction, with the academic calendar, and with the welfare and development of the college community, consistent with academic freedom and professional standards.
- E. Formulate policy governing the conduct and behavior of members of the college community, consistent with individual rights and democratic principles, including but not limited to the review of Faculty and Staff handbooks and Human Resources documents.
- F. Review information from the Administration on budgetary appropriations and disposition, and all other available information as is necessary to implement the functions of the Senate.
- G. Determine policy with respect to facilities of the College.
- H. Consult with the President on nominations to a search committee in the event of a vice-presidential vacancy and serve on the search committee.
- I. Select representatives for a search committee(s) via nominations from the Senate body, in the event of a presidential vacancy, subject to approval by the CUNY Board of Trustees.
- J. Create bylaws for its own operations consistent with its governance plan and the policies and Bylaws of the CUNY Board of Trustees. Create such additional standing and *ad hoc* committees as are deemed necessary to carry out its functions.
- K. Inform itself on the College's programs and operations.

## **SECTION II. Recognition of Other Governing Bodies**

It is the intent of the College Senate to follow the Bylaws of the CUNY Board of Trustees in conjunction with this Governance Plan regarding personnel procedures, and to recognize the Faculty Council as an elected body concerned with faculty affairs and the Student Government Association (SGA) as an elected body concerned with student affairs. The constitutions of these bodies are on file with the legal counsel of the CUNY Board of Trustees.

## **SECTION III. Repeal of Senate Decisions**

The most current edition of Robert's Rules of Order, Newly Revised will be used in the course of day-to-day Senate business, including review of Senate decisions. This Governance Plan declares a special rule with the repeal of Senate decisions.

In the event that a Senator from the defeated side of a motion wishes to review or repeal a Senate decision, they shall follow this process:

Upon petition of twenty-five members of the full-time faculty and/or staff or seventy-five members of the student body, and the presentation of such petitions to the Chair of the Senate, a referendum must be conducted by the Committee on Elections to determine if the college faculty, staff, and the student body both desire to repeal any Senate decision. Petition for repeal must be filed within five weeks after publication of the action in the minutes of the Senate in accordance with Article II, Section III C.

Upon successful referendum, a Senate decision shall be repealed by a majority vote of the full-time faculty and staff, in which at least forty percent of the faculty and staff participate, and a majority vote of the student body.

## **ARTICLE II. SENATE MEETINGS**

### **SECTION I. Time of Meetings**

- A. The time, location, and agenda of all Senate meetings shall be distributed to Senators not less than seventy-two hours prior to the time of the meetings.
- B. The Senate shall meet at least once monthly during the months of September, October, November, January, February, March, April, and May.
- C. Senate meetings will primarily occur every second Wednesday of the month. Special meetings, as required, may be called by the Executive Committee to vote on important concerns.

### **SECTION II. Conduct of Meetings**

- A. All Senate Meetings shall be conducted in conformance with the current edition of *Robert's Rules of Order Newly Revised*, except as otherwise required by law or as may be provided in the CUNY Bylaws. All Senate meetings shall be open to the College community.
- B. Each Senator holds one vote. Alternate senators who are attending for absent Senators are voting members for that meeting.
- C. A quorum is defined as a majority of the voting members of the Senate. A quorum must be present for passage of a measure within the Senate's authority.
- D. The signed petition of at least one-third of the Senators shall be sufficient to mandate a *special meeting*, which shall be called to order by the Senate Chair within seven business days after receiving the petition.

### **SECTION III. Minutes of Meetings**

- A. The Secretary of the Senate shall maintain a written record of the minutes of all official meetings of the Senate and the Senate Executive Committee.
- B. Draft minutes will be forwarded to the Senate distribution list with the agenda for the next meeting of the College Senate. Official minutes shall be available and distributed to the College community after Senate approval.
- C. In compliance with the New York State Freedom of Information Law, the Secretary will maintain a record of the final vote of each member of the Senate when votes are taken. This record shall be made available upon request to the College Senate.

## ARTICLE III. COMPOSITION OF THE SENATE

### SECTION I. Distribution of Membership

- A. One Senator and one Alternate shall be elected from each of the Academic Departments, based on eligibility in Article III, Section IV.
- B. One Senator and one Alternate shall be elected from each Division.
- C. There shall be two Senators and two Alternates elected by instructional and non-instructional staff to represent the community at-large. Elections will be staggered with one Senator and one Alternate elected in year one and one Senator and one Alternate in year two.
- D. There shall be one Senator and Alternate elected by CLTs.
- E. There shall be one Senator/ Alternate elected by HEOs.
- F. There shall be one Senator/ Alternate elected by the faculty.
- G. The Faculty Council President, or their designee, shall be a Senator. The Faculty Council shall elect an Alternate.
- H. There shall be one Senator and Alternate elected by Adjunct Faculty.
- I. There shall be one Senator and Alternate elected by Civil Service (Non-Instructional staff).
- J. There shall be one Senator and Alternate elected by the Alumni Association.
- K. There shall be one Senator and Alternate elected by the College President's Office. In the rare occurrence that the President's Office is unable to elect a Senator and/or an Alternate Senator, the Executive Committee of the Senate will ask the College President to make the appropriate appointment(s).
- L. The Student Government Association (SGA) President, or their designee, shall be a Senator. The Alternate shall be elected by the Student Government Board of Governors. In the rare occurrence that the SGA cannot elect an Alternate, the Executive Committee of the Senate will ask the SGA President to make the appropriate appointment.
- M. There shall be Student Senators, whose number shall be equal to the number of Senators from the Academic Departments, elected by the student body. The students shall also elect an equal number of Alternates.
- N. The President of the College and all Vice Presidents shall serve *ex officio* without vote.
- O. The Elections Committee will conduct a regular review of the composition of the Senate.

### SECTION II. Changes to Senate Composition

- A. Changes to the administrative structure of the College
  - i. If the number of constituencies increases, each new constituency shall have one Senator and Alternate, whose Senate service becomes effective after the next regular Senate elections.

- ii. If the number of constituencies decreases, the affected Senator(s) shall continue to serve until after the next regular Senate elections.
  - iii. The next election shall reflect the new administrative structure of the College with one elected Senator from each constituency.
- B. Adding a new seat for a new constituency
- i. Beyond the additions for automatic seats (new Departments or Divisions), a Senate seat may be considered for addition to the College Senate under the following conditions:
    - a. Request by the constituency; or
    - b. Request by the Executive Committee.
  - ii. The procedure to request a new Senate seat is as follows:
    - a. A letter will be sent to the Chair of the Senate from a representative of the new constituency, requesting the addition of a Senate seat for their constituency.
    - b. The request will be presented to the Senate during the meeting following receipt of the request.
    - c. A vote from an absolute majority of the Senate membership is required to add the requested Senate seat.
    - d. The vote will occur at the meeting following the presentation and discussion of the request.
    - e. The service of the new Senate seat becomes effective after the next regular Senate elections.
- C. Removal of a constituency seat for prolonged vacancy
- i. All Senate seats are subject to removal for prolonged vacancy. A Senate seat shall be subject to removal under the following conditions:
    - a. Request by the constituency;
    - b. Request by the Executive Committee after prolonged vacancy or excessive absences; or
    - c. After a review of the Governance Plan by the Senate.
  - ii. The vote to remove the seat will occur at the meeting following the presentation and discussion of the request.
  - iii. The removed seat remains active until the following Senate elections.

### **SECTION III. Election Procedures**

- A. General Procedures
- i. Elections will be conducted by secret ballot.
  - ii. All eligible voters will have the right to vote for as many candidates as there are seats being filled during that election. Each voter may cast no more than one vote for each candidate.
  - iii. All eligible voters will vote for the Senator and vote for the Alternate.
  - iv. In the event of a tie for a Senate seat, a run-off election will be conducted within three weeks of the original election.
  - v. The winning candidate earns the highest number of votes cast.

- vi. If a vacancy for a Senator or an Alternate remains after the elections have concluded, the vacancy shall be filled by holding a new election. If a vacancy remains after additional elections, the vacancy may be filled by appointment from the Department Chair/ Dean/ Vice President of Division.
  - vii. A representative of each constituency will forward a record of the final vote to the Chair of the Elections Committee.
  - viii. In compliance with the New York State Freedom of Information Law, voting records shall be made available upon request to the College Senate.
- B. Specific Constituency Nominations and Elections
- a. Divisional and Departmental Senators Declarations of candidacy for divisional, departmental, and other non-departmental constituencies will be solicited by email.
  - b. Voting method will be determined by said constituencies.
  - c. The entire process must be completed within six weeks after the first day of regular classes of the Fall semester, Session 1.
- ii. Student Senators
- a. All Student Senators will be elected at-large, with the exception of the President of the Student Government Association (or their designee) and an Alternate for the President of the Student Government Association (or their designee).
  - b. Elections for Student Senators and Alternates will be conducted by the Senate Committee on Elections, in cooperation with the Office of Student Life.
  - c. Declarations of candidacy for Student Senators will be filed with the Senate Committee on Elections within three weeks after the first day of regular classes of the Fall semester, Session 1.
  - d. Elections for Student Senators will be held within three weeks thereafter.
- iii. Alumni Association Senators
- a. Nominations and election for the Alumni Association Senator and Alternate will be conducted within four weeks after the first day of regular classes of the Fall semester, Session 1, as specified in the Bylaws of the Alumni Association.
  - b. The Alumni Association may choose to solicit nominations by email and establish a polling place for the subsequent election.
  - c. The entire process must be completed within four weeks after the first day of regular classes of the Fall semester, Session 1
  - d. Other Senators Declarations of candidacy for non-instructional staff and adjunct Senators and Alternates will be solicited by email.
  - e. Voting will be conducted by the Committee on Elections
  - f. The entire process must be completed within six weeks after the first day of regular classes of the Fall semester, Session 1.

C. Temporary Substitution of Alternates

- i. In the case of a constituency or at-large Senator who is absent from a Senate meeting, their duly elected Alternate shall have voting privileges at that meeting.
  - a. In the case of a Student Senator who is absent from a Senate meeting, the Alternate who received the most votes at the most recent student election, and who is in attendance at that meeting, shall have voting privileges at that meeting. If there are ties among those alternates with the most votes in attendance at the meeting, alphabetical order will break the ties.

D. Filling Vacancies

- i. Non-Student Senators and Alternates
  - a. If a non-student Senator resigns or is recalled, the Alternate shall be designated as the new Senator by the Senate Chair.
  - b. A constituency election for a new Alternate will be held within two weeks of the vacancy.
  - c. In the event the Alternate declines, a constituency election for a new Senator is held within two weeks of the vacancy and runs through the original term.
- ii. Student Senators and Alternates
  - a. If a Student Senator resigns or is recalled, the student Alternate who received the most votes in the most recent student elections and has retained eligibility, shall be designated as the new Senator by the Senate Chair.
  - b. If no such student is able to serve, the Student Government Association will elect a student in good academic standing to fill the remainder of the vacated term.
- iii. Executive Committee
  - a. If a member of the Executive Committee resigns or is recalled, a new election will be held at the Senate meeting immediately following the vacancy.
  - b. The term of the newly elected Executive Committee member begins immediately after the election and runs through the original term.

**SECTION IV. Eligibility to Serve as Members of the College Senate**

- A. Full-time members of the instructional staff in the following titles shall be eligible to serve as Departmental Senator or Alternate:
- i. Professor, Associate Professor, Assistant Professor;
  - ii. Instructor, Lecturer;
  - iii. Chief College Laboratory Technician, Senior College Laboratory Technician, College Laboratory Technician;

- iv. Higher Education Officer, Higher Education Associate, Higher Education Assistant, Assistant to Higher Education Officer;
  - v. Research Assistant, Research Associate.
- B. Full-time members of the staff in the following titles shall be eligible to serve as a Divisional Senator or Alternate:
- i. Professor, Associate Professor, Assistant Professor;
  - ii. Instructor, Lecturer;
  - iii. Chief College Laboratory Technician, Senior College Laboratory Technician, College Laboratory Technician;
  - iv. Civil Service (Non-Instructional staff), Classified Managerial Series;
  - v. Higher Education Officer, Higher Education Associate, Higher Education Assistant, Assistant to Higher Education Officer;
  - vi. Research Assistant, Research Associate.
- C. Students enrolled in a degree-granting program or enrolled in a 30-or-more credit certificate program shall be eligible to serve as Student Senators or Alternates. Student Senators and Alternates must be in good academic standing (2.0 GPA or better).
- D. Members of the LaGuardia Community College Alumni Association in good standing, as per the Alumni Association Bylaws, shall be eligible to serve as the constituency Senator or Alternate for the Alumni Association.
- E. Full-time non-instructional staff shall be eligible to serve as the Senator or Alternate for Civil Service employees.
- F. Members of the part-time faculty who do not hold a full-time position in CUNY shall be eligible to serve as the constituency Senator or Alternate for the credit and non-credit adjunct faculty.
- G. For the five At-Large seats, the eligibility to serve is as follows:
- i. CLT At-Large Senator/ Alternate: Full-time Chief College Laboratory Technician, Senior College Laboratory Technician, College Laboratory Technician.
  - ii. HEO At-Large Senator/ Alternate: Full-time Higher Education Officer, Higher Education Associate, Higher Education Assistant, Assistant to Higher Education Officer.
  - iii. Faculty: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer
  - iv. (Two) Community At-Large: All full-time members of the College Community as noted in Article III. Section IV B.

#### **SECTION V. Eligibility to Vote for Members of the College Senate**

- A. Full-time members of the staff (LaGCC employees) in the following titles shall be eligible to vote for Departmental and Divisional Senators and Alternates:
- i. Professor, Associate Professor, Assistant Professor;
  - ii. Instructor, Lecturer;

- iii. Chief College Laboratory Technician, Senior College Laboratory Technician, College Laboratory Technician;
  - iv. Civil Service (non-instructional staff), Classified Managerial Series;
  - v. Higher Education Officer, Higher Education Associate, Higher Education Assistant, Assistant to Higher Education Officer;
  - vi. Research Assistant, Research Associate;
  - vii. Research Foundation staff assigned to LaGuardia Community College.
- B. Students enrolled in a LaGuardia degree-granting program or enrolled in a 30-or-more credit certificate program, and currently registered for at least one class shall be eligible to vote for Student Senators and Alternates. Student Senators must be in good academic standing (2.0 GPA or better).
- C. Members of the LaGuardia Community College Alumni Association in good standing shall be eligible to vote for the constituency Senator and Alternate for the Alumni Association as specified in the Alumni Association Bylaws.
- D. Full-time non-instructional staff shall be eligible to vote for the constituency Senator and Alternate for Civil Service employees.
- E. Members of the part-time faculty who do not hold a full-time position in CUNY shall be eligible to vote the constituency Senator and Alternate for the credit and non-credit adjunct faculty.
- F. For the five At-Large seats, the eligibility to vote is as follows:
- i. CLT At-Large Senator/ Alternate: Full-time Chief College Laboratory Technician, Senior College Laboratory Technician, College Laboratory Technician;
  - ii. HEO At-Large Senator/ Alternate: Full-time Higher Education Officer, Higher Education Associate, Higher Education Assistant, Assistant to Higher Education Officer;
  - iii. Faculty: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer;
  - iv. Community At-Large: All full-time members of the College Community as noted in Article III. Section V A.

## **SECTION VI. Term of Office**

- A. The term of office of the newly-elected Senators and Alternates shall begin six weeks after the first day of regular classes of the Fall semester, Session 1.
- B. Each Student Senator and Student Alternate shall have a one-year term; all other Senators and Alternates shall have three-year terms.
- C. It is recommended that each Senator serve a maximum of three consecutive terms for a particular constituency.

## **SECTION VII. Recall of a Senator**

- A. All Senators, except Senators serving in seats mandated by position (e.g., President of Student Government Association or their designee, Faculty Council President or their designee), are subject to recall.
- B. A Senator shall be subject to recall under the following conditions:
  - a. After two consecutive unexcused absences; or,
  - b. After three months in office, when the Senator's overall attendance record reflects a majority of absences.
- C. An excused absence may be obtained for good cause, if a letter or email is received by the Secretary of the Senate or the Chair of the Senate prior to the Senate meeting.
- D. The recall procedure is as follows:
  - a. A letter will be sent to the Senator by the Secretary of the Senate requesting an explanation regarding the absences.
  - b. The explanation response will be returned to the Executive Committee. The Executive Committee will review the response and decide whether to forward a motion to the Senate to recall the Senator, or to excuse the absences of the Senator.
  - c. If the decision by the Executive Committee is to submit a motion of recall to the Senate, a two-thirds vote of those Senators present or an absolute majority of the Senate membership, whichever is greater, is required to recall that Senator.

## **ARTICLE IV. ORGANIZATION OF THE SENATE**

### **SECTION I. Chair**

- A. At its first meeting, each new Senate shall elect a Chair from its membership who shall preside at all meetings of the Senate.
- B. The Chair's term of office shall be for one year commencing with the October meeting of the Senate, and concluding after the election of the new Chair the following Fall.
- C. The Chair is the official representative of the body to the college community and to outside organizations.
- D. The Chair leads the Executive Committee.
- E. The Chair must have served at least one year as a voting member of the Senate.
- F. When there are Senate roll-call votes, the Chair of the Senate shall vote last.

### **SECTION II. Vice Chair**

- A. At the first meeting, each new Senate shall elect a Vice Chair from its membership.
- B. The Vice Chair's term of office shall be for one year commencing with the October meeting of the Senate, and concluding after the election of the new Vice Chair the following Fall.
- C. The Vice Chair shall preside should the Chair be absent or unable to serve.
- D. The Vice Chair shall perform all duties of the Chair in the absence of, request of, or the resignation of the Chair.
- E. The Vice Chair sits on the Executive Committee.
- F. The Vice Chair, or their designee, shall serve as Chair of the Committee on Committees.

### **SECTION III. Senate Secretary**

- A. At the first meeting, each new Senate shall elect a Secretary from its membership.
- B. The Secretary's term of office shall be for one year commencing with the October meeting of the Senate, and concluding after the election of the new Secretary the following Fall.
- C. The Secretary sits on the Executive Committee.
- D. The Secretary shall record the minutes of all meetings of the Senate and of the Executive Committee, distribute draft minutes to the college community, and update the draft minutes after Senate approval.
- E. The Secretary shall take attendance at all meetings of the Senate and the Executive Committee.
- F. The Secretary shall lead all Senate roll-call votes.
- G. The Secretary shall keep all Senate records and ensure these documents are properly archived.
- H. The Secretary sends out College Senate communications and meeting notices.

#### **SECTION IV. Parliamentarian**

- A. The Executive Committee shall elect a Parliamentarian for a term of one-year, who may or may not be a member of the Senate.
- B. Whether or not a Senator, the Parliamentarian shall have all rights and privileges of Senate membership, except a non-Senator may not vote.
- C. The Parliamentarian is knowledgeable in rules of order and the proper procedures for the conduct of Senate meetings.
- D. The Parliamentarian assists in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of Senate and Senate Committee meetings.
- E. The Parliamentarian sits on the Executive Committee, *ex-officio*, without vote.

#### **SECTION V. Senate Committees**

- A. There shall be fourteen standing committees of the College Senate. They are the Senate Committees on/of:
  - i. Academic Appeals;
  - ii. Academic Standing;
  - iii. Budget and Finance;
  - iv. Campus Affairs;
  - v. Committee on Committees;
  - vi. Curriculum;
  - vii. Elections;
  - viii. Faculty;
  - ix. Food Insecurity, Justice, and Community Need (FIJCN);
  - x. Professional Development (COPD);
  - xi. Staff and Alumni (COSA);
  - xii. Students;
  - xiii. Transfer;
  - xiv. The Senate Executive Committee.
- B. The Senate may create standing committees by motion from the Senate floor.
- C. The Senate may create *ad hoc* committees for handling one-time special projects. Once the special project is complete, the committee is disbanded.

## ARTICLE V. POWERS AND DUTIES OF THE STANDING COMMITTEES

### SECTION I. The Standing Committees

- A. The Senate Committee on Academic Appeals
- i. Role: The Academic Appeals Committee reviews academic appeals for grade changes and appeals for reinstatement.
  - ii. Membership: Members of the committee include at least one faculty member from each Academic Department, Counseling, and one representative each from the Registrar's Office, Academic Affairs, and the Student Information Center. A staff member of the Registrar's Office prepares the appeals, attends the meetings, sends out notification letters, and keeps records.
    - a. Alternates shall consist of members recommended by the Committee of Faculty. Alternate members serve *ex officio*, without vote, except when serving in place of an absent member, at which time the Alternate will have voting rights.
  - iii. Committee Chair: The voting members of the Committee shall elect its Chair for a term of two-years.
  - iv. Selection of Membership: The Committee on Committees selects the members from the College Community based on recommendations by Departmental or Divisional leadership,
  - v. Responsibilities: The Academic Appeals Committee shall:
    - a. Render decisions on Academic Appeals and reinstatements and notifies students in a timely manner;
    - b. Review student requests for change of grade, including, but not limited to: grade given in error, grade change to W, request for a higher grade, and to correct FIN; and
    - c. Keep minutes and records of the decisions in the Registrar's office.
- B. The Senate Committee on Academic Standing
- i. Role: The Senate Committee of Academic Standing maintains the academic standards of LaGuardia Community College.
  - ii. Membership: Membership of the Academic Standing Committee shall consist of one representative from each academic department, one member from Adult and Continuing Education (ACE), and one member from the Registrar. The Director of Admissions, and a designee of the Vice President for Academic Affairs shall be ex-officio members of the Committee. The President of the Student Government Association, or a designee, shall be a member of the Committee.
    - a. Alternates shall consist of members recommended by the Committee of Faculty. Alternate members serve *ex officio*, without vote, except when serving in place of an absent member, at which time the Alternate will have voting rights.
  - iii. Chair: The voting members of the Committee shall elect its Chair for a term of two years.
    - a. The Chair of the Committee shall be a voting member of the Committee.

- b. The Chair must be a tenured faculty member or must hold a Certificate of Continuous Employment (CCE).
- iv. Selection of Membership: All members of the Academic Standing Committee are elected by their Departments/ Divisions
- v. Responsibilities: The Academic Standing Committee shall:
  - a. Review and recommend to the Senate regulations and policies concerning academic standing, matriculation processes, degree requirements, and grading systems;
  - b. Review and make recommendations to the Senate on the College's Academic Calendar;
  - c. Coordinate its work with the Academic Appeals Committee; and
  - d. Keep minutes of its meetings and report its actions regularly to the Senate.

C. The Senate Committee of Budget and Finance

- i. Role: The committee shall concern itself with the planning and allocation of the College's operating, capital, and other budgets, the process of making budgetary and financial decisions, and the determination of priorities among academic and other programs having financial implications.
- ii. Membership: The Senate Committee of Budget and Finance shall consist of nine members drawn from the College community and/ or recommended by the Committee on Committees. There shall be at least two student members, two faculty members, and two members representing other constituencies. The Executive Director of Finance & Business, or the Director's designee, shall be a member of the Committee. The Chair of the College Senate, in consultation with the Executive Committee, shall designate one member. The Vice President of Administration shall serve as an *ex officio* member of the Committee.
  - a. The committee does not have alternate members.
- iii. Chair: The voting members of the Committee shall elect its Chair for a term of two years.
- iv. Selection of Membership: The Committee on Committees selects the members from the College Community based on recommendations by Departmental or Divisional leadership, with the exception of specific members designated in the membership section.
- v. Responsibilities: The Committee of Budget and Finance shall:
  - a. Develop expertise in the analysis of the various budgets of the College and the pertinent budgets of CUNY;
  - b. Review the processes by which College budgets are developed;
  - c. Keep minutes of its meetings and report its actions regularly to the Senate;
  - d. Review the extent to which College priorities expressed in the Strategic Plan and Periodic Program Reviews are included in the College budget;
  - e. Review how actual expenditures compare to budgeted expenses, as well as the rationale for any significant budget reallocations;

- f. Review the extent to which the budget anticipates and prepares for fiscal uncertainty and budget modification; and
- g. Review audit reports and the plans for addressing any findings or recommendations that result.

D. The Senate Committee on Campus Affairs

- i. Role: The Committee oversees policies, concerns, and issues that affect the quality of life on campus. The Committee is also responsible for monitoring, reviewing, and making recommendations concerning a broad range of planning issues and priorities, and for the use of campus resources.
- ii. Membership: The Committee shall consist of members from the college community with at least one student committee member. The Vice Presidents of Administration, Academic Affairs, and Student Affairs, or their designees, shall also serve on this committee.
  - a. Alternates shall consist of members recommended by the Committee on Committees. Alternate members serve *ex officio*, without vote, except when serving in place of an absent member, at which time the Alternate will have voting rights.
- iii. Chair: The voting members of the Committee shall elect its Chair for a term of two years.
  - a. The Chair shall be a voting member of the Committee.
- iv. Selection of Membership: The Committee on Committees selects the members from the College Community based on recommendations by Departmental or Divisional leadership, with the exception of specific members designated in the membership section.
- v. Responsibilities: The Committee on Campus Affairs shall:
  - a. Formulate policy proposals, continually review existing policies, and make recommendations with respect to master and long-range planning of the physical facilities and ongoing operation of the physical facilities;
  - b. Recommend and review policy pertaining to student recruitment, admissions procedures, health and public safety, standards of behavior, ceremonies, athletics, and other related auxiliary services and activities not under the charge of other Senate Committees;
  - c. Maintain healthy relationships between the campus and the community at large; and
  - d. Keep minutes of its meetings and report its actions regularly to the Senate.

E. The Senate Committee on Committees

- i. Role: The Committee recommends and maintains the membership of the Senate standing and ad-hoc committees.
- ii. Membership: The Committee shall consist of at least three members, including one Faculty, one Staff, and one Student.

- a. Alternate Senators from the constituencies may serve *ex officio*, without vote, except when serving in place of an absent Senator, at which time the Alternate will have voting rights.
    - iii. Chair: The Senate Vice Chair, or their designee, shall serve as Chair of the Committee on Committees, for a term of one year.
      - a. The Chair shall be a voting member of the Committee.
    - iv. Selection of Membership: All Committee members must come from the membership of the Senate. The members of the Committee on Committees are all nominated and elected at-large by the Senate at the first Senate meeting following the elections of the Executive Committee.
    - v. Responsibilities: The Committee on Committees shall:
      - a. When appropriate, in consultation with the Executive Committee, fill vacancies on the Senate Standing Committees, *Ad Hoc*, or Special Committees, in accordance with the guidelines specified in this document or the CUNY Bylaws; and
      - b. Keep minutes of its meetings and report its actions regularly to the Senate.
- F. The College Senate Curriculum Committee
- i. Role: The Committee reviews and approves all aspects of the formulation, development, evaluation, and modification of courses.
    - a. The Senate will consider items coming from the College Senate Curriculum Committee by means of a consent calendar;
    - b. Through this procedure, Senators requesting minor changes to the proposed curricula will communicate with the Chair of the Curriculum Committee at least 72 hours prior to the Senate meeting.
    - c. Only unresolved objections communicated to the Chair of the Senate prior to the upcoming Senate meeting will bring items to the floor of the Senate for discussion and resolution.
  - ii. Membership: The Committee shall consist of one member from each academic department, one member each from the Division of Adult and Continuing Education, and the Registrar.
    - a. The Committee on Committees may make additions, but full-time faculty shall represent at least three-quarters of the membership of the Committee.
    - b. Only faculty members will have voting privileges with only one vote per department.
    - c. The President of the Student Government Association, or a designee, shall serve as a non-voting member.
    - d. The Director of Student Advising, or a designee, shall serve as a non-voting member.
    - e. Chair: The Vice President of Academic Affairs, or their designee, will serve as Chair.

- f. The Chair serves as a non-voting member, unless they serve as their Departmental representative.
    - iii. Selection of Membership: All members of the Committee are appointed by Department/ Division leadership.
      - a. Alternates for each member are appointed by Department/ Division leadership.
      - b. Alternate members serve *ex officio* without vote, except when serving in place of an absent member, at which time the Alternate will have voting rights.
    - iv. Responsibilities: The Curriculum Committee shall:
      - a. Review and approve submissions from Departmental Curriculum Committees on the formulation, development, evaluation and modification of courses and programs; and
      - b. Keep minutes of its meetings and report its actions regularly to the Senate.
- G. The Senate Committee on Elections
- i. Role: The Committee supervises and monitors all Senate related elections.
  - ii. Membership: The Committee shall consist of members of the college community and/ or recommended by the Committee on Committees. There shall be at least one student member of this Committee who is not a candidate for membership on the Senate. The Senate Parliamentarian serves *ex-officio* on the Committee.
    - a. The Committee does not have alternate members.
  - iii. Chair: The voting members of the Committee shall elect its Chair for a term of two years.
    - a. The Chair shall be a voting member of the Committee.
  - iv. Selection of Membership: The Committee on Committees selects the members from the College Community based on recommendations by Departmental or Divisional leadership, with the exception of specific members designated in the membership section.
  - v. Responsibilities: The Committee on Elections shall:
    - a. Recommend procedures for all Senate-related elections held in the College and shall supervise and monitor those elections;
    - b. Receive and resolve questions and concerns relating to elections, and report findings to the Executive Committee (should the need arise); and
    - c. Keep minutes of its meetings and report its actions regularly to the Senate.
- H. The Senate Committee of Faculty
- i. Role: The Committee acts as a liaison between the Senate and all full and part-time teaching staff of the College.
  - ii. Membership: The Committee shall consist of all Faculty Senators, including the CLT Senator.

- iii. Chair: The voting members of the Committee shall elect its Chair or Co-chairs and a Secretary for a term of one year.
  - a. The Chair(s) and Secretary shall be voting members of the Committee.
- iv. Selection of Membership: Faculty Senators automatically serve as voting members of the Committee. Alternate Faculty Senators may serve *ex officio*, without vote, except when serving in place of an absent or non-faculty Senator representing an academic department, at which time the alternate will have voting rights.
- v. Responsibilities: The Committee of Faculty shall:
  - a. Consider, discuss, and propose action on matters within the purview of the faculty, including, but not limited to, those indicated in the Bylaws of the CUNY Board of Trustees, and shall bring such matters and proposals to the Senate for appropriate action;
  - b. Carry out the traditional and accepted prerogatives of college and university faculty to ensure that degree requirements are met by candidates and to confer degrees upon those found to be eligible;
  - c. Act on behalf of the College faculty in certifying that degree candidates have met all requirements for the degree. The Chair(s) of the Committee of Faculty shall, after consultation with the Registrar, convene the Committee as needed to certify degree candidates.
  - d. Keep minutes of its meetings and shall send copies of those minutes that refer to the conferral of degrees to the Chair of the Senate, the Vice President for Academic Affairs, the Registrar, and the Chairs of the Academic Departments;
  - e. Designate a standing Sub-Committee on Academic Freedom, consisting of no fewer than four Faculty members drawn from membership of the Faculty Council. The Sub-Committee on Academic Freedom shall:
    - 1. Monitor, examine, and report to the Senate on the status of academic freedom at the College;
    - 2. Investigate possible violations of academic freedom brought to its attention by members of the college community and report the results of its investigations to the full Committee of Faculty and to the Senate;
    - 3. Make appropriate recommendations regarding academic freedom policies and practices to the Senate and, when appropriate, to the University Faculty Senate of CUNY; and
    - 4. Keep minutes of its meetings and send copies of such minutes to the Chairs of the Committee of Faculty and the Senate.

- I. The Senate Committee on Food Insecurity, Justice, and Community Need (FIJCN)
  - i. Role: The Committee is dedicated to the principles and actions of food justice. Its goals are to contribute to the reduction of food insecurity and other unmet needs, such as housing, toiletries, household cleaning products, clothing, and baby care items, among LaGuardia's wide community of students, staff, faculty, and neighborhoods, and to form partnerships that sustain community members so that they may learn, work, and serve with resilience and self-pride. Committee members commit to practices that raise awareness of the diverse manifestations of food inequity, in particular the ways food insecurity deprives individuals and communities of the human right to healthy food, stigmatizes food pantry recipients, and disproportionately affects the well-being of lives endangered by racial, ethnic, and economic injustice.
  - ii. Membership: Membership of the Committee shall consist of members of the college community, including student members.
    - a. The committee does not have alternate members
  - iii. Chair: The voting members of the Committee shall elect its Chair for a term of two years.
    - a. The Chair shall be a voting member of the Committee.
  - iv. Selection of Membership: The Committee is open to all members of the LAGCC community, including representation from faculty, staff, and students. All members are voting members.
  - v. Responsibilities: The Food Insecurity, Justice, and Community Need Committee shall:
    - a. Collaborate with LaGuardia CARES, the LaGuardia Community College Foundation, the Nutrition and Culinary Management (NCM) Program and Club, the Student Government Association (SGA), Standing Up for Racial Justice (SURJ), the Sustainable Urban Agriculture (SUA) Program and other relevant college organizations to:
      1. Reduce student hunger on campus by providing free or reduced-cost meals.
      2. Host and support events that explore and build awareness of food insecurity and other unmet needs among students, staff, faculty, and community members;
      3. Hold fundraising campaigns and collection drives;
      4. Encourage anyone facing financial challenges to contact college and community services and resources for immediate help.
    - b. Work with ACE program directors, faculty groups such as inter-departmental cohorts, and the Center for Teaching and Learning to encourage the incorporation of food justice, food equity, food activism, food sovereignty, and related topics into class curricula and pedagogy;
    - c. Work with businesses and community-based groups, such as community gardens, supermarkets, farmers' markets, business improvement districts, and other relevant businesses and organizations to raise funds and solicit

donations of food, toiletries, clothing, household cleaning products, baby care needs, and other essential items;

d. Make data available on food and other assistance sought by LaGuardia students, staff, faculty, and community members; and

e. Keep minutes of its meetings and report its actions regularly to the Senate.

J. The Senate Committee on Professional Development

i. Role: The Committee on shall be responsible for initiating and organizing college-wide professional development activities.

ii. Membership: Membership of the Committee shall consist of members of the college community, including student members.

iii. Chair: The voting members of the Committee shall elect its Chair for a term of two years.

a. The Chair shall be a voting member of the Committee.

iv. Selection of Membership: The Committee on Committees selects the members from the College Community based on recommendations by Departmental or Divisional leadership.

a. The committee does not have alternate members.

v. Responsibilities: The Committee on Professional Development shall:

a. Review proposed policy changes focused on professional development and offer recommendations;

b. Review current campus policies focused on professional development;

c. Work with the Senate Executive Committee to oversee and conduct orientation activities for all new Senators;

d. Create standing sub-committees or *ad hoc* committees to meet professional development needs; and

e. Keep minutes of its meetings and report its actions regularly to the Senate.

K. The Senate Committee of Staff and Alumni

i. Role: The Committee shall act as a liaison between the Senate and all other staff members of the College including, but not limited to, staff in the Higher Education Officer Series, College Laboratory Technician Series, Civil Service Career and Salary Plan titles (non-instructional staff), including part-time or hourly staff, and Research Foundation staff.

ii. Membership: The Committee shall consist of all non-teaching instructional staff Senators (HEO Series), including the constituency Senator for Civil Service (Non-Instructional staff) Employees, and the senator from the Alumni Association.

a. Alternate Staff, Civil Service (Non-Instructional Staff), and Alumni Senators may serve *ex officio* without vote, except when serving in place of an absent Senator, at which time the alternate will have voting rights.

iii. Chair: The voting members of the Committee shall elect its Chair or Co-chairs and a Secretary for a term of one year.

- a. The Chair(s) and Secretary shall be voting members of the Committee.
    - iv. Selection of Membership: Non-teaching Instructional Staff, Civil Service (non-instructional Staff), and Alumni Senators automatically serve as voting members of the Committee.
    - v. Responsibilities: The Committee of Staff and Alumni shall:
      - a. Address and make recommendations to the Senate on all issues of work life and welfare brought to its attention, including but not limited to the following:
        - 1. Employment practices and policies;
        - 2. Advancement strategies and training opportunities; and,
        - 3. Disseminating information affecting the work life and welfare of staff.
      - b. Connect, when appropriate, with Alumni to gather feedback on Senate related issues, such as College policies, curriculum changes, recruitment, mentoring opportunities and Alumni benefits;
      - c. Support and advocate for Alumni (or Association) in situations, both internal and external to campus, in dealings with the College;
      - d. Elect a member to serve on the Personnel Review Committee (PRC); and
      - e. Keep minutes of its meetings and report its actions regularly to the Senate.
- L. The Senate Committee of Students
  - i. Role: The Committee shall act as a liaison between the Senate and all other student organizations including, but not limited to, the Student Advisory Council (SAC) and the Student Government Association (SGA).
  - ii. Membership: The Committee shall consist of all Student Senators, including the President of the SGA, or their designee, the Chair of SAC, or their designee, and Division leadership or their designee.
    - a. Alternate Student Senators may serve *ex officio* without vote, except when serving in place of an absent Student Senator, at which time the Alternate will have voting rights
    - b. The Vice President of Student Affairs, or their designee, shall serve as Student Mentor, to support the Committee of Students by serving for one-term, *ex officio*.
  - iii. Chair: The voting members of the Committee shall elect its Chair or Co-chairs, and a Secretary for a term of one year.
    - a. The Chair(s) and Secretary shall be voting members of the Committee.
  - iv. Selection of Membership: Student Senators automatically serve as voting members of the Committee.
  - v. Responsibilities: The Committee of Students shall:
    - a. Address and make recommendations to the Senate on all issues of student life and welfare brought to its attention, including but not limited to the following:

1. Academic policies, programs, curriculum, and degree requirements;
  2. Campus-wide cultural and educational events;
  3. Job Fairs, recruitment and transfer events; and
  4. Physical plant and accommodations.
- b. Recommend to the Committee on Committees student representatives for the various Standing Committees of the Senate. These student representatives will be responsible for reporting back to the Committee of Students on the activities of the Committees to which they were assigned; and
  - c. Keep minutes of its meetings and report its actions regularly to the Senate and the SGA.
- M. The Senate Committee on Transfer
- i. Role: The Committee shall offer suggestions and recommendations on transfer to and from LaGuardia Community College.
  - ii. Membership: Membership of the Committee shall consist of members of the college community, including student members.
    - a. The committee does not have alternate members.
  - iii. Chair: The voting members of the Committee shall elect its Chair for a term of two years.
    - a. The Chair shall be a voting member of the Committee.
  - iv. Selection of Membership: The Committee on Committees selects the members from the College Community based on recommendations by Departmental or Divisional leadership.
  - v. Responsibilities: The Committee on Transfer shall:
    - a. Report to the Senate any suggestions and recommendation on transfer to and from LaGuardia Community College; and
    - b. Keep minutes of its meetings and report its actions regularly to the Senate.
- N. The Executive Committee (EC)
- i. Role: The Executive Committee shall serve as elected leadership of the Senate body.
  - ii. Membership: The Executive Committee shall consist of the following voting members: the elected Chair; Vice Chair; Secretary; the elected chair (or their designee) of the Committee of Faculty, Committee of Staff and Alumni, and the Committee of Students; two members drawn from Senators who represent the instructional staff, Alumni, or Civil Service (non-instructional staff); and two students. The Senate's Parliamentarian and the Immediate Past Chair shall serve *ex officio*, without vote. The term of office for each member of the Executive Committee is one year.
    - a. The Committee does not have Alternate members.
  - iii. Chair: The Executive Committee Chair is the Senate Chair. The Chair is elected in accordance with Article IV, Section I of this document.

- a. In the event of a vacancy in the position of Chair of the Senate, the Vice Chair shall succeed to that office. A new Vice Chair shall be elected at the Senate meeting following the occurrence of the vacancy.
  - b. Vacancies in other elected positions on the Executive Committee shall be filled by an election held at the Senate meeting following the occurrence of the vacancy.
- iv. Selection of Membership: All Executive Committee members must come from the non-alternate membership of the Senate. The Executive Committee are all nominated and elected by the Senate. The Chairs of the Committee of Faculty, Committee of Staff and Alumni, and the Committee of Students are elected by their constituency committees.
- v. Responsibilities: The Executive Committee shall:
  - a. Set the agenda of the Senate, including the establishment of:
    - 1. An annual schedule of Senate meetings, subject to the ratification of the full Senate;
    - 2. A recommended timetable for submission to the Senate of reports and recommendations from all Senate committees;
  - b. Establish and maintain standards of clarity and completeness of all reports, recommendations, and documents brought before the Senate (except that any committee or person submitting items to the Executive Committee for inclusion on a future Senate agenda may decline to modify or answer questions about their submissions, with the assurance that such submissions will be processed without prejudice). The Executive Committee must place all reports, recommendations and resolutions certified by their author(s) as “in final form” on the agenda of the next College Senate meeting;
  - c. Coordinate the activities of all Standing and *Ad Hoc* Senate Committees, including:
    - 1. Referral of items brought to its attention to the appropriate Senate Committee(s);
    - 2. Timely receipt of reports and recommendations from all Senate Committees;
    - 3. Assurance that each non-Senate college committee (or task force) has among its members a Senator to serve as liaison to the Senate or, in the absence of such a member, the designation of a member of the Executive Committee to serve as committee liaison to the Senate;
    - 4. Collection of meeting schedules and minutes of all Senate committees; and
    - 5. Notification to the full Senate of any committees believed to be in violation of Committee Regulations as specified elsewhere in this document or the bylaws.

- d. Keep minutes of its meetings and report its actions regularly to the Senate.
- vi. The Executive Committee may call a special Senate meeting, with proper notice, in order to act on agenda items that the full Senate could not consider due to lack of a quorum at one of its meetings.
- vii. During the summer months, the Executive Committee is empowered to act on items on behalf of the full Senate.
- viii. Upon receipt of a written request by ten Senators, the Executive Committee must place on the agenda any item of business recommended by the ten Senators.
- ix. The Executive Committee shall be charged with interpreting the Governance Plan or bylaws. The Executive Committee may recommend changes to the Senate in the Governance Plan or bylaws as needs arise.
- x. The Executive Committee shall serve as the continuous liaison between the Senate and the President of the College.

## **SECTION II. Committee Guidelines**

- A. Each Committee, with the exception of the Executive Committee, the Curriculum Committee, and the Committee on Committees, shall elect its own Chair and Secretary at its first or second meeting of the academic year.
- B. Each Committee shall meet as often as necessary, but at least once each 12-week session, keep minutes of its meetings, and send copies of minutes to the Vice Chair of the Senate.
- C. Committees shall be empowered to create subcommittees to discharge their responsibilities.
- D. Following Roberts' Rules of Order, Committee Chairs may be recalled for cause by a two-thirds vote of the Committee's membership. Results of the recall process are to be forwarded to the Committee on Committees within ten days.
- E. Except in the case of the Executive Committee, the Committee on Committees, the Committee of Faculty, the Committee of Staff and Alumni, and the Committee of Students, membership on Senate Standing, *Ad Hoc*, or Special Committees is open to all members of the college community.
- F. Committees will set appropriate term limits for their members.
- G. Committees will regularly and publicly document and maintain written policies and procedures for their operations and decision-making process.
- H. Committees will prepare and share a comprehensive annual report of activities.
- I. New standing committees shall be added to Article IV Section II and Article V Section I of this Governance Plan immediately after Senate approval of committee creation. The addition will include the year the committee was added.

## **ARTICLE VI. TASK FORCES AND EQUIVALENT BODIES**

### **SECTION I. Definition**

This Article shall apply to any task force or equivalent body. A task force is defined as an *ad hoc* body formed, not by the College Senate, but by the Administration, for the purpose of studying collegewide issues and/or making policy recommendations.

### **SECTION II. Representation on Such Bodies**

The College Senate shall have at least one representative, chosen by the Senate, on each such task force or equivalent body.

### **SECTION III. Consideration and Action**

The findings of each task force or equivalent body shall be presented to the College Senate for consideration and possible action.

## **ARTICLE VII. REVISIONS AND AMENDMENTS**

For purposes of this Article, persons affiliated with LaGuardia Community College who are entitled to initiate and/or ratify amendments are defined as follows:

- A. Faculty are those whose primary responsibilities are teaching and scholarly pursuits;
- B. Staff are those whose primary responsibilities are in administration, management or support;
- C. Students are those who are enrolled in degree-granting or 30-or-more credit certificate programs;
- D. Alumni are former students of LaGuardia Community College who are in good standing with the Alumni Association.

### **SECTION I. Revising the Governance Plan**

- A. A revision to this plan is an extensive rewrite that makes fundamental changes in the structure of the document and proposes to substitute a new set of bylaws for the existing ones.
- B. The Senate is free to amend anything in the proposed revision before it is adopted, as if the plan was being considered and adopted for the first time.
- C. Revisions to this Governance Plan may be initiated by a proposal of 25% of the incumbent Senators, or by petition of 10% of the enfranchised voters, either from among the faculty, the staff, the alumni, or the students, as previously defined.
  - i. Revisions initiated in this manner are ratified after a two-thirds vote of the Senate, after a majority vote of at least 10% of students, faculty and staff, as previously defined, and after approval by the Board of Trustees.
  - ii. The Committee on Elections shall be responsible for organizing and supervising referenda on revisions.
  - iii. Alternately, the Senate may ratify revisions after a two-thirds roll call vote of the Senate at two regular meetings of the Senate, and after approval of the Board of Trustees.

### **SECTION II. Amending specific articles, sections, or sub-sections of the Governance Plan**

- A. , By amending specific articles, sections, of subsections, the Senate may regulate its own internal activities, but not establish substantive policies.
- B. Amendments may not contradict the College Senate's own Governance Plan.
- C. The Senate may change the following sections of the Governance Plan by means of a regular review of the plan:
  - i. Updating the list of departments and divisions in Article III, Section I;
  - ii. Updating the job titles in Article III, Section IV;
  - iii. Adding or subtracting committees or updating the descriptions of committee responsibilities or composition in Article IV, Section V or Article V; and,
  - iv. Updating for the sole purpose of reflecting changes in CUNY policy, when applicable.

- D. The Senate may adopt or modify amendments by majority vote.
  - i. When amending parts of this plan, the amendment is proposed as a main motion.
  - ii. The processes of the motion to amend are:
    - a. Strike out words, sentences, or paragraphs;
    - b. Insert (or add) words, sentences, or paragraphs; and
    - c. Strike out and insert (or substitute) words, sentences, or paragraphs.

## **DUTIES AND ELECTION OF THE DEPARTMENT CHAIR**

As the executive officers of their respective departments, the Academic Chairs serve more than one constituency and must assume multiple roles. While Chairs are tasked with carrying out the department's policies and advocating for their faculty and staff, they must also implement college wide policies and initiatives.

### **SECTION I. Role of the Chair.**

#### **A. The Academic Chair shall:**

- i. Be responsible for departmental records;
- ii. Develop a schedule of the department's course offerings and teaching assignments of instructional staff members of the department each semester, after consultation with the department faculty, that is based on student needs and consistent with college and university policies and guidance;
- iii. Initiate policy and action concerning the recruitment of faculty and other departmental affairs subject to the powers delegated by these Bylaws to the staff of the department in regard to educational policy, and to the appropriate departmental committees in the matter of promotions and appointments;
- iv. Represent the department before the college's administration, the faculty, and CUNY's Board of Trustees;
- v. Preside at meetings of the department;
- vi. Be responsible for the work of the department's Personnel and Budget (P&B) Committee, which they chair;
- vii. Prepare the departmental budget request, subject to the approval by the department's Personnel and Budget (P&B) Committee;
- viii. Transmit the departmental budget request with their own recommendations to the President, or the Dean or Provost as the President may designate;
- ix. Arrange for careful observation and guidance of the department's instructional staff members, consistent with contractual language;
- x. Make a full report to the President and to the college committee on Faculty personnel and budget of the action taken by the department Personnel and Budget (P&B) Committee when recommending an appointee for appointment, reappointment, tenure, or promotion on the criteria set forth in the Instructional Staff Employee Handbook, as well as any other criteria set forth in university policies;
- xi. Hold an annual evaluation conference with every member of the department after observation and prepare a memorandum thereof;
- xii. Articulate the needs of the department and its Faculty and Staff to Administration;
- xiii. Appoint members of the department Curriculum Committee and determine the number of members, member eligibility, and select the Committee Chair;
- xiv. Determine the process leading to the assignment of Program Directors;
- xv. In collaboration with other members of department leadership, set expectations and goals for the mentoring of Faculty. Although the details of such mentoring

- may vary from department to department, mentoring will include guidance on teaching, research, service, and professional growth;
- xvi. In collaboration with other members of department leadership, support the professional growth of the department's administrative staff; and
  - xvii. Generally supervise and administer the department.
- B. The above list should in no way be construed as an all-encompassing list of a Chair's rights and duties. Responsibilities can vary by department and may be delegated, as appropriate.

### **Section II. The Chair of the Library**

The library will constitute an instructional department of the college and the chairperson thereof will be elected in the same manner as the chairs of all other departments. Such chairperson, in addition to the duties of department chairperson as enumerated in section "A," will be charged with the administration of the library and will perform such other duties as the president may assign. Such chairperson may use the additional title of "Chief Librarian."

### **Section III. Eligibility to Vote for Chair**

The following full-time members of the department are eligible to vote in department elections:

- i. Faculty who has faculty rank;
- ii. Faculty who has faculty status;
- iii. Instructional Staff appointed to the CLT series; and
- iv. Instructional Staff appointed to the HEO series.

## **CHAIRS COUNCIL BYLAWS**

### **ARTICLE I. PURPOSE**

#### **Section I.**

The Chairs Council has been formed to uphold and advance the college's commitment to shared governance and provide the department chairs with a collective voice in the governance process.

#### **Section II.**

Nothing in these Bylaws shall be construed to limit a Chair's authority under Section 9.3 of the CUNY Bylaws.

### **ARTICLE II. ORGANIZATION**

#### **Section I.**

Membership of the Chairs Council consists of all those bearing the title of chair of an academic department of the college. Acting and interim chairs are members of the Chairs' Council during their tenure.

#### **Section II.**

Each member of the Chairs Council will serve for the duration of their term as department chair.

#### **Section III.**

The officers of the Chairs Council shall consist of:

- A. A Chair who shall be elected by the Department Chairs in accordance with the following procedures:
  - a. The Chair shall be elected each spring following department chair elections and serve in this role for one (1) academic year.
  - b. Proxy or email voting is prohibited.
  - c. All nominations for Chair must occur at the election meeting itself. All nominations must be seconded to be placed on the ballot. Any member of the Chairs Council may nominate or second a nomination for Chair.
  - d. Elections will be by secret ballot. Ballots will be counted by the outgoing Chair.
  - e. The votes of a majority of the chairs are required for the election of Chair.
  - f. If the Chair is on leave or otherwise unable to serve for any portion of the one-year term, the Deputy Chair will serve as Acting Chair for such period.
- B. A Deputy Chair. The election procedures for Deputy Chair shall be the same as for elections for Chair.

## **ARTICLE III. MEETINGS AND RULES OF ORDER**

### **Section I**

The Chairs Council will meet as often as necessary for the purpose of discussing institutional policies and other matters of concern to the group and the college.

### **Section II.**

The Chairs Council will meet at least once in Fall I and Spring I.

### **Section III.**

Additional meetings may be called at the discretion of the Chair. The Chair must call a meeting of the Chairs Council within five (5) working days at the request of any member.

### **Section IV.**

Written notice of Chairs Council meetings shall be sent to all members no less than two (2) working days in advance of the meeting date. An agenda of the meeting shall accompany such notification.

### **Section V.**

Meetings shall be open to members of the Chairs Council only, but the Chair may choose to open a meeting or portion of a meeting to others as appropriate.

### **Section VI.**

The presiding officer at all meetings of the Chairs Council shall be the Chair. If the Chair does not attend a meeting at which a quorum is present, the Deputy Chair may call the meeting to order and preside. If neither the Chair nor the Deputy Chair will be present, the Chair shall designate another member to call the meeting to order and preside.

### **Section VII.**

A quorum shall consist of a majority of the members of the Chairs Council.

### **Section VIII.**

Except as herein otherwise specifically provided, the Chairs Council shall be governed in its procedure by parliamentary rules and usage as set forth in the most recent edition of Robert's Rules of Order.

### **Section IX.**

Decisions regarding all issues shall require a majority vote of all members of the Chairs Council and shall be by a show of hands except in the case of elections, which will be by secret ballot.

## **Section X.**

Minutes shall be taken at all meetings, which shall consist of a record or summary of all motions, proposals, resolutions, and any other matters formally voted upon, and the vote thereon.

## **Article IV. RESPONSIBILITIES OF CHAIR OF THE CHAIRS COUNCIL**

### **Section I.**

The Chair of the Chairs Council will serve as the representative of the Council for all purposes. As such, the Chair will receive and may answer communications addressed to the Council.

### **Section II.**

The Chair of the Chairs Council will represent the Council on the Governance Leaders Committee.

### **Section III.**

The Chair of the Chairs Council will submit recommendations, comments, and/or questions to the President, Provost, Senate, Faculty Council, or other appropriate party.

### **Section IV.**

The Chair of the Chairs Council shall be the presiding officer at all meetings of the Council and shall be entitled to vote at all meetings.

## **ARTICLE V. RESPONSIBILITIES OF THE DEPUTY CHAIR**

### **Section I.**

The Deputy Chair shall preside, in the absence of the chairperson, at all meetings of the Council and shall be entitled to vote at all meetings. If the position of Chair of the Chairs Council is vacant, the Deputy Chair shall exercise all the duties of the chairperson.

## **ARTICLE VI. AMENDMENTS**

### **Section I.**

All proposed amendments to these Bylaws shall be submitted in written form to all members of the Chairs Council at least five (5) working days in advance of the meeting at which the proposal is to be considered.

### **Section II.**

Any amendment to these Bylaws shall become effective upon the approval of a majority of the members of the Council and shall be by a show of hands.

### **Section III.**

Any amendment to these Bylaws shall be published and disseminated to the College Senate as an informational item.

### **Section IV.**

The Bylaws of the CUNY Board of Trustees and the Governance Plan of LaGuardia Community College shall supersede any Chairs Council Bylaw which conflicts with any provision of these documents.

## **ARTICLE VII. WAIVER OF THE BYLAWS**

### **Section I.**

Any other provision of these Bylaws may be waived for a particular purpose at any meeting of the Chairs Council by the affirmative vote of a majority of the members present.

## **PERSONNEL AND BUDGET (P&B) COMMITTEE**

### **Section I. Faculty and Staff Enfranchised to Vote for and Serve as Departmental and Divisional P&B Committee Members**

- A. Eligibility to Serve
  - i. All full-time members holding the titles of Professor, Associate Professor, Assistant Professor, Lecturer series, Instructor series, College Laboratory Technician series, shall have the right to serve as members of the Departmental or Divisional P&B Committees.
- B. Eligibility to Vote
  - i. All full-time members holding the titles of Professor, Associate Professor, Assistant Professor, Lecturer series, Instructor series, College Laboratory Technician series, Higher Education Officer series shall have the right to vote for the members of the Departmental or Divisional P&B Committees.

### **Section II. Membership of Departmental or Divisional P&B Committees**

- A. Each departmental P&B Committee shall be comprised of at least five individuals and no more than nine individuals including the Department Chairperson and at least two tenured faculty members: assistant, associate, or full professors. The committee must also include two additional members, one of whom may be an untenured professorial line.
- B. Departments with fewer than 60 members will only have five members. Departments with 60 members or more can choose to increase the size of their P&B committee.
- C. At the request of 25% of the voting members, departments with 60 or more eligible voting members may choose to elect two additional P&B members for each 20 full-time members above 40.
  - i. At least half the added members must be tenured faculty. For example, a department of 60 people could have a seven-member P&B while a department of 80 people could have a nine-member P&B.
  - ii. Committee membership must be an odd number dependent upon full-time departmental membership. This determination will be confirmed by a majority vote of all eligible voting members. The decision will be binding until the added P&B seats are up for re-election at which point a department can choose to return to the minimum required five-member P&B through a vote of all eligible voting members.
- D. In the event a department, including the chairperson, has fewer than three tenured faculty elected members, the chairperson, after consultation with the department faculty, may nominate for election one or more eligible persons within the department, or of tenured faculty from outside the department, upon agreement with the chairperson of the selected outside member. In no event shall the membership of the P&B Committee constituted under this subsection be less than three faculty members.
- E. If any, for each Divisional P&B, the composition of the P&B will reflect the composition of the Departmental P&B as stated in Section II A in addition to the divisional Vice President who chairs the Committee.
- F. All members shall serve for staggered three-year terms.

### **Section III. Membership of College Personnel and Budget Committee**

The College P&B, chaired by the President, shall consist of the Chairpersons of the academic departments and the Provost.

**Section IV. Elections to Personnel and Budget Committees**

- A. Elections of members of P&B Committees shall be held during the month of May. Newly elected members shall take office on July 1st.
- B. Should a vacancy occur in the Departmental or Divisional P&B Committee, a special election shall be called without undue delay by the Chairperson or Vice President, respectively, to fill the seat for the unexpired term.
- C. The majority of the P&B members must always be tenured faculty; any vacant seat can be filled by any eligible member.

## **PERSONNEL REVIEW COMMITTEE (PRC)**

### **Section I. Role of the Committee**

The LaGuardia Community College Personnel Review Committee (PRC) was established, as required by the Board of Trustees, to make recommendations to the President on personnel actions. The PRC reviews actions for all Higher Education Officer (HEO) Series titles. All actions for full time Classified staff earning annual salaries of thirty-eight (38) thousand dollars or more must be reviewed by the PRC.

The Committee's primary goals are to ensure the equitable administration of personnel procedures, in conformity with University and Affirmative Action guidelines, and to help provide an environment in which well-qualified employees are attracted to the College, and then retained and rewarded. The PRC does not establish budgetary priorities. The PRC reviews all personnel actions of the College HEO Series and selected Classified staff actions.

### **Section II. Actions for Approval and Actions for Information**

- A. The Personnel Review Committee performs the following actions for approval:
  - i. New appointments (with exceptions noted for information only)
  - ii. Merit increases for HEO's
  - iii. Reclassifications
  - iv. Reorganizations
  - v. Transfers between Divisions
  - vi. Level changes for Classified Staff
  - vii. Temporary appointments for Classified Staff
  - viii. Substitute appointments
- B. The Personnel Review Committee performs the following actions for information:
  - i. Appointments from Civil Service Lists
  - ii. Changes in functional title
  - iii. Reassignments within Divisions

### **Section III. Membership**

- A. The college-wide Personnel Review Committee will include the following *ex officio*, voting members:
  - i. Vice President of Academic Affairs;
  - ii. Vice President of Administration;
  - iii. Vice President of Information Technology;
  - iv. Vice President of Adult and Continuing Education
  - v. Vice President of Student Affairs;
- B. The collegewide Personnel Review Committee will include the following *ex officio*, non-voting members:
  - i. Affirmative Action Officer;
  - ii. Labor Designee;
  - iii. Director of Human Resources (Secretary);

- C. The collegewide Personnel Review Committee will include the following elected, voting members:
  - i. Three (3) Higher Education Officers (HEO's);
  - ii. Three (3) alternates;
- D. The collegewide Personnel Review Committee will include an appointed, voting Classified Staff Member.
- E. Divisional HEO representation will be in rotational terms of three Divisions (including the President's Office) in the first two-year term, and the remaining three Divisions in the second two-year term. Thus, the total membership of the PRC will be thirteen (13) including ten (10) voting members and three (3) non-voting members.
- F. A quorum consisting of seven (7) members must be present in order to convene a PRC meeting. There must be at least five (5) voting members present, excluding the Chairperson, to conduct business and vote on personnel actions.
- G. The President will appoint the Chair of the Committee, who will use their vote in the event of a tie.
  - i. If the Chairperson cannot attend a college-wide PRC meeting, they will designate a Vice President to act as chairperson for that meeting.
- H. Vice Presidents may send a substitute to represent them at meetings.
  - i. The Vice President's substitute is eligible to vote on actions at that meeting.
  - ii. In the event a Vice President is unable to serve on the committee (i.e. due to a resignation, leave of absence, termination), their substitute will represent them for the duration of said time.

#### **Section IV. Election Of HEO Representatives**

- A. Each division will elect one representative and an alternate, and each divisional representative will serve for a two-year term.
  - i. Only Higher Education Officers (HEO) and Higher Education Associates (HEA) are eligible to be nominated as a member of the collegewide PRC.
  - ii. Within each Division, all staff appointed to HEO Series Titles are eligible to vote with the exception of those in "Substitute" Titles.
- B. The Director of Human Resources will solicit all eligible HEO/HEA individuals with interest in serving on the PRC for self-nominations.
  - i. A secret ballot, listing eligible nominees, will be distributed to all eligible voters within each Division.
  - ii. The Human Resources Director will coordinate a mail vote for each Division.
  - iii. A majority vote for eligible nominees is required to elect a member of the PRC.
  - iv. The runner-up to the majority vote will have been elected as an alternate member of the PRC.
  - v. In case of a tie, successive secret ballots will be called for until the tie is broken.
- C. In the event a representative or alternate cannot fulfill their two-year term, the Vice President of that Division will select an individual to serve until the next voting period.

## **Section V. Types Of Actions Reviewed by the PRC**

### **A. New Appointments**

- i. The Committee reviews all new full-time appointments in the Higher Education Officer Series and selected Civil Service appointments that require a full-time workweek and receive a minimum annual salary of \$38,000.
- ii. Appointments made from an open competitive or promotional Civil Service list are excluded from review by the PRC but will be included on the agenda as informational items.

### **B. Substitute Appointments**

- i. The Committee reviews all full-time tax levy substitute appointments for HEO Series titles.
- ii. Substitute appointments are short-term appointments to fill vacant or new budget supported positions, and are limited to a total of two (2) six (6) month periods out of any twenty-four (24) months. Then the individual may not serve as a substitute (either teaching or non-teaching) at the College for at least twelve (12) months.
- iii. If it is necessary to fill a position on a substitute basis, a search to fill the position permanently must begin at the beginning of the first six (6) month substitute appointment. Thus, requests for a renewal of a substitute appointment must include documentation to show that the search for the position has begun. A finalized Job Vacancy Notice must accompany requests for the renewal of substitute appointments.

### **C. Temporary Civil Service Appointments**

- i. Temporary Civil Service appointments are made for a term of 90 days.
- ii. They may be for the purpose of hiring for a limited duration of a special project or to meet the need for an urgent, immediate hiring.
- iii. The 90-day temporary appointment may be extended, with justification, up to three times for a total of one year from the original appointment date.
- iv. Temporary Civil Service appointments may also be made to fill an approved leave of absence vacancy for the duration of the leave.
- v. All temporary appointments are subject to full review by the PRC.

### **D. Merit Increases**

- i. Merit increases are processed annually in March/April.
- ii. An eligible employee in a HEO Series Title or their divisional Vice President may initiate merit increases if the employee meets the following eligibility criteria:
  - a. Employee has had one year of service in the current HEO series title;
  - b. Employee did not receive a merit increase in the previous fiscal year;
  - c. Employee is not at the top of the current salary range; and
  - d. Employee has assumed additional responsibilities and/or has sustained exceptional performance.
- iii. Procedure: Eligible employees in a HEO Series title or their divisional Vice Presidents/Deans may propose merit increases to their Divisional Merit Review Committee.
  - a. The Divisional Merit Review Committee reviews applications for merit increases and forwards its recommendations for such increases to the

collegewide PRC. Staff who apply to the divisional Merit Review Committee for an increase and are turned down by that body may appeal to the Personnel Review Committee.

- iv. Documentation: All requests for merit increases must include a PRC Request Form along with the completed Merit Application, both available from the Human Resources Department, as well as a current job description, a performance evaluation completed within the previous 12 months, and a current organizational chart.
  - a. The employee or the Vice President must contact the Human Resources Department to make sure that all documents are current and on file.
- E. The Divisional Merit Review Committee
  - i. The Vice President shall appoint a Divisional Merit Review Committee consisting of Deans or Directors, Senior Managers and representation of HEO Series staff within their respective divisions.
  - ii. The Vice Presidents shall report the membership of the Committee to the Human Resources Director.
  - iii. Voting in the Committee shall be by secret ballot. The vote of the Committee shall be reported on each Merit Application. The results of all votes will be reported by the Vice President to the Human Resources Director, who will send standard "Notification of Rejection" letter to all applicants who are not recommended for a merit increase by their Divisional Merit Review Committee.
- F. Limits on Recommendations from Each Division
  - i. The number of merit increases that may be considered is limited by available resources. The Executive Council will inform the Human Resources Director of the percentage of HEO merit increases.
  - ii. Historically, the proportion has ranged from 5 to 10 percent. Any consideration of a larger proportion is subject to approval by the Executive Council and the President.
  - iii. The Human Resources Director will inform the Divisional Merit Review Committees, prior to their deliberations, of the maximum number of merit increases that they may recommend each year. The maximum will be proportionate to the total number of HEOs in the division.
- G. Two or More Step Increases: In cases of extraordinary performance or significant expansion of duties, the Vice President may recommend to the Personnel Review Committee a two-or-more step increase for an individual whom the Divisional Merit Review Committee has recommended for an increase. Such a recommendation should be supported with additional documentation.

## **Section VI. Committee Procedures and Documentation**

### **A. Salary**

- i. The University has provided the College with discretion in determining compensation: all salary steps are regarded as appropriate within a HEO title.
- ii. In making initial salary offers or pay changes, the college should consider experience and expertise that the person brings to the particular position, the market for such skills (including his/her previous compensation), opportunities for advancing to higher steps in the pay structure, and comparable pay of others in the organization performing work of similar value.
- iii. The salary offered must be within the range listed on the PVN.
- iv. Movement from a substitute to a regular appointment is considered a lateral move with no increase, unless it is a contractual increment. Exceptions can be made on a case-by-case basis by the PRC before forwarding the recommendation to the President and CUNY for final approval.

### **B. Confidentiality**

- i. To protect the rights of the employees, Committee discussions and votes of members are confidential.
- ii. Votes will be taken by secret ballot except in special circumstances where telephone polling is acceptable. (The Chair of the PRC speaks directly with each PRC member.) E-mail ballots are not acceptable.

C. The President, CUNY Office of Human Resources Management, and the Board of Trustees must approve Committee recommendations. Action is final upon approval by the President, the Office of Human Resources Management and the Board of Trustees.

D. The candidate may make appeals of Committee recommendations to the President.

E. The historical file of actions is maintained in the Human Resources Department.

F. The Affirmative Action Officer must approve new and substitute appointments before they are placed on the PRC Agenda to insure conformity with Affirmative Action Guidelines.

G. All proposal packages, along with the PRC Request Form, must be completed and submitted to the Human Resources Department at least one week before the scheduled collegewide Personnel Review Committee meeting. The PRC Chair under extraordinary circumstances may grant waivers.