

July 2004
NORTH CENTRAL STATE COLLEGE
CONSTITUTION OF THE FACULTY/STAFF CONGRESS

ARTICLE I NAME

- Section 1. The name of the organization shall be the North Central State College Faculty/Staff Congress.
- Section 2. The principal place of business shall be at North Central State College, 2441 Kenwood Circle, Mansfield, Ohio 44906.

ARTICLE II PURPOSE

The purpose of the North Central State College Faculty/Staff Congress (herein referred to as Congress) shall be to review, initiate and make recommendations on institutional policies and procedures in relation to issues enumerated herein that affect the faculty and staff of NC State. The Congress will:

- Section 1: Provide a forum through which the faculty and staff will have a representative voice on matters involving the College and its people.
- Section 2: Provide an additional means of communication between the faculty and the staff of NC State.
- Section 3: Serve as a representative of its members in advising the President of the College on policy and procedural matters.
- Section 4: Encourage the commitment of the faculty and the staff to the mission, goals, and values of NC State College.
- Section 5: Promote activities that involve faculty and staff professional development.
- Section 6: Promote recognition of the faculty and staff as a valued part of the College community.
- Section 7: Promote recognition of the work done by the Congress to benefit the learners of NC State College.

ARTICLE III STRUCTURE, MEMBERSHIP, AND OFFICERS

- Section 1: The Congress shall consist of two caucuses that report to a central Faculty/Staff Senate (herein referred to as the Senate). The two caucuses are the Faculty Caucus and the Staff Caucus.
- Section 2: The Faculty Caucus consists of 2 full time faculty members and 1 adjunct faculty members from each of the following divisions: Arts and Sciences, Business, Health Sciences, Engineering and Corporate Services and 1 fulltime and 1 adjunct from the Student Success. The total number is 14 (9 full time and 5 adjunct faculty members.) If any area fails to select a representative, that position may be filled as an additional at large position until the next election.
- Section 3: The full time and adjunct Faculty Caucus members are elected by their peers in regular elections that are run by each division and the Student Success Center, according to their own individually adopted procedures.
- Section 4: The officers of the Faculty Caucus consist of the facilitator, the assistant facilitator, and the coordinator. The facilitator acts as the spokesperson for the group, the facilitator of meetings, and a member of the Senate. The assistant facilitator serves, as a delegate, in the facilitator's absence and is a member of both the Senate and the Senate Steering Committee. The coordinator coordinates meeting space/times, takes and disseminates minutes of the meetings, manages the archives of the Caucus and serves on the Senate Steering Committee.
- Section 5: Non-officer Caucus members will be asked to serve on the various Senate committees and subcommittees and act as liaison officers to the Senate Steering Committee.
- Section 6: The Staff Caucus consists of 2 representatives from the Child Development Center, 2 from the Academic Staff, 2 from the Student Services Staff, 2 from the Maintenance/Duplicating/Facilities Staff, 1 from Workforce and Community Development, 1 from the Student Success Center, 1 from Institutional Advancement, 1 from Information Technology, and 1 from the Business Office Staff, and 1 at large member. (Note: See Article XII for a definition of the term "staff.") The total number is 14. If any area fails to select a representative, that position may be filled as an additional at large position until the next election.
- Section 7: The Staff Caucus members are elected by their peers in regular elections that are coordinated by the Human Resource Department.
- Section 8: The officers of the Staff Caucus consist of the facilitator, the assistant facilitator, and the coordinator. The facilitator acts as the spokesperson for the group, the facilitator of meetings, and a member of the Senate. The

ARTICLE III STRUCTURE, MEMBERSHIP, AND OFFICERS (continued)

Assistant facilitator serves, as a delegate, in the facilitator's absence and is a member of both the Senate and the Senate Steering Committee. The Coordinator coordinates meeting space/times, takes and disseminates minutes of the meetings, manages the archives of the Caucus and serves on the Senate Steering Committee.

- Section 9: Non-officer Caucus members will be asked to serve on various Senate committees and subcommittees and act as liaison officers to the Senate Steering Committee.
- Section 10: The Senate consists of 5 delegates from the Faculty Caucus and 5 delegates from the Staff Caucus. The members of the Senate are elected by their peers in their respective caucuses.
- Section 11: The Staff and Faculty Caucus facilitators will act as spokespeople for the Senate (on a rotating basis) and present proposals and recommendations to the President. The facilitators must secure representation of the Senate at all Board of Trustee meetings. The coordinator, elected by the Senate, coordinates meeting space/times, takes and disseminates minutes of the meetings, manages the archive of the Senate and prepares the Senate agenda for distribution to the Senate membership and the college at large and serves on the Senate Steering Committee.
- Section 12: The Senate Steering Committee shall consist of the assistant facilitators and the coordinators from the Faculty and Staff Caucuses and coordinator from the Senate. The job of the Steering Committee is to coordinate all Senate Committees, to coordinate the replacement of any committee members who resign or are removed from the Senate and any other duties as assigned by the Senate.

ARTICLE IV SENATE DUTIES AND RESPONSIBILITIES

The Senate shall have the following duties and responsibilities:

- Section 1: Initiate or modify policies and procedures relating to the rights and responsibilities of faculty and staff members incident to their employment by the College and recommending their approval to the President.
- Section 2: Receive, review, act upon, and forward to the President the views of the Senate with respect to proposals initiated by the President or other individuals or groups at the College regarding policies and procedures relating to College-wide matters that involve the rights and the responsibilities of the faculty and staff members.

ARTICLE IV SENATE DUTIES AND RESPONSIBILITIES (continued)

- Section 3: Act as the official channel of communication for faculty and staff on matters that have an impact on faculty and staff members.
- Section 4: Review and offer recommendations concerning proposals involving changes in the employee benefits package at the College.
- Section 5: Initiate and review policy and procedures for the faculty/staff evaluation process at the College.
- Section 6: Initiate and review policy and procedures for faculty/staff grievance procedures at the College.
- Section 7: Initiate and review policy and procedures for faculty/staff professional development, mini-grants, and continuing education.
- Section 8: Receive, review, act upon, and forward to the President the views of the Senate with respect to recommendations regarding the budgeting calendar, college planning assumptions, the college strategic plan, and the overall college budget.
- Section 9: Receive, review, and act upon all faculty grievance matters according to policies contained in the faculty handbooks.
- Section 10: Receive and review curriculum changes submitted to the Congress from the College curriculum committee.
- Section 11: Receive and review assessment proposals and plans submitted to the Congress from the College assessment committee.
- Section 12: Initiate changes and additions to the Faculty/Staff Handbooks recommending their approval by the President.
- Section 13: Review and offer recommendations concerning proposals from the administration for the creation, abolition, or reformulation of policies and procedures in the Faculty/Staff handbooks.

ARTICLE V FACULTY CAUCUS DUTIES AND RESPONSIBILITIES

The Faculty Caucus shall have the following duties and responsibilities:

- Section 1: Initiate and review policy and procedures for the faculty load at the College.
- Section 2: Initiate and review policy and procedures for the faculty compensation system at the College.
- Section 3: Initiate and review policy and procedures for the faculty ranking system at the College.
- Section 4: Review and offer recommendations concerning proposals from the administration for the creation, abolition, or rearrangement of academic programs, departments and divisions at the College.

ARTICLE VI STAFF CAUCUS DUTIES AND RESPONSIBILITIES

The Staff Caucus shall have the following duties and responsibilities:

- Section 1: Initiate and review policy and procedures for the staff classification system at the College.
- Section 2: Initiate and review policy and procedures for the staff compensation system at the College.
- Section 3: Initiate and review policy and procedures for the posting of staff positions at the College.
- Section 4: Review and offer recommendations concerning proposals from the administration for the creation, abolition, or rearrangement of staff positions and departments at the College.

ARTICLE VII PROCEDURES

The following procedures are to be followed for making recommendations to and from the Congress:

- Section 1: All policies and procedures that are initiated by the President and which affect the duties and responsibilities of the Congress and its' constituents shall be made in writing and presented to the Senate leadership. The Senate leadership will forward such policies and/or procedures to the appropriate Senate Committee. (Note: If no such committee exists, the

ARTICLE VII PROCEDURES (continued)

Senate may create an ad hoc committee to handle the issue.) Within 30 calendar days of receipt of the proposal the committee will return the proposal with comment to the Senate.

Within 15 calendar days of receipt of the proposal the Senate will vote to approve or disapprove the proposal. Proposals reviewed will be returned to the President with comment.

Section 2: All extended projects and undertakings that are initiated by the President and which affect the duties and responsibilities of the Congress and its' constituents shall be made in writing and presented to the Senate leadership. The Senate leadership will forward such projects and undertakings to the appropriate Senate Committee. (If no such committee exists, the Senate may create an ad hoc committee to handle the issue.) Within 60 calendar days of receipt of the proposal the committee will return the results of the project or undertaking to the Senate with comment.

Within 15 calendar days of receipt of the results of the project or undertaking the Senate will vote to approve, disapprove, or return the results of the project or undertaking to the appropriate caucus. Proposals reviewed will be returned to the President with comment.

Section 3: All policies and procedures that are suggested by a caucus or a committee shall be made in writing and presented to the Senate.

Within 30 calendar days of receipt of the proposal the Senate will vote to approve or disapprove the proposal.

Proposals approved will be sent to the President with comment.

Proposals disapproved will be sent back to the appropriate caucus or committee with comment.

(Note: Five favorable votes are required to approve a proposal. Votes are to be recorded and reported based on caucus affiliation.)

Section 4: All policies and procedures that are suggested by an individual shall be made in writing and presented to a senator.

Should three senators vote to consider the proposal, it may be sent to the appropriate committee.

Within 45 calendar days of receipt of the proposal, the committee will return the proposal with comment to the Senate.

ARTICLE VII PROCEDURES (continued)

Within 30 calendar days of receipt of the proposal the Senate will vote to approve or disapprove the proposal.

Proposals approved will be sent to the President with comment.

Proposals disapproved will be sent back to the appropriate caucus committee with comment.

(Note: Five favorable votes are required to approve a proposal. Votes are to be recorded and reported based on caucus affiliation.)

Section 5: When reviewing, initiating, and investigating proposals affecting policy and procedure, committees will solicit input from the Caucuses and middle management personnel directly involved in the proposal under consideration. The Senate will require written evidence of such consultation before considering a proposal passed on to the appropriate body.

Section 6: All proposals introduced to the Senate and approved by a vote of the Senate shall be forwarded to the President. Within 30 calendar days the President shall:

- (a) Put the proposal into effect if the President deems it unnecessary to send the matter to the Board of Trustees and communicate such action to the Board; or
- (b) Forward the proposal to the Board of Trustees with approval; or
- (c) Present the proposal to the President's Administrative Cabinet, as the President deems that he/she needs input from that body; and
 - i. Return the proposal to the Senate with questions and/or proposed modifications; or
 - ii. Put the proposal into effect if, after consultation with the Cabinet, the President deems it unnecessary to send the matter to the Board of Trustees and communicate such action to the Board; or
 - iii. Forward the proposal to the Board of Trustees with approval; or
- (d) Disapprove and return the proposal to the Senate with a written explanation of the President's rejection, and communicate such action to the Board of Trustees.

ARTICLE VIII ELECTIONS

- Section 1: Under the terms of this Constitution, the first election will be held by the end of fall quarter 2003.
- Section 2: The full time and adjunct Faculty Caucus members will be elected by their peers in an election that is run by each division and the Student Success Center, according to their own individually adopted procedures.
- Section 3: The Staff Caucus members will be elected by their peers in a regular election coordinated by the Human Resource Office.
- Section 4: Following the election of the Faculty and Staff Caucus, each Caucus will meet separately to elect their respective officers, and their delegates to the Senate.
- Section 5: Caucus members and Senators elected in the fall of 2003 will hold office until the first day of the annual faculty orientation meetings in September of 2005.
- Section 6: In the spring of 2005, the first regular election of the Faculty and Staff Caucuses will be held. Following the election of the Faculty and Staff Caucus, each Caucus will meet separately to elect their respective officers, and their delegates to the Senate.
- Section 7: Caucus members and Senators elected in spring 2005 will take office on the first day of the annual faculty orientation meetings in September of 2005.
- Section 8: In subsequent years, elections will be held each spring. Caucus members and senators will take office on the first day of the annual faculty orientation meetings in September.
- Section 9: During the first year of the operation of the Congress, the Senate Steering Committee is charged with the duty of creating and managing an election system that involves a system of staggered election. At that time Article VIII of this Constitution will be amended to reflect this system.

ARTICLE IX MEETINGS

- Section 1: The most recent edition of Robert's Rules of Order shall govern the running of all meetings of the Senate and at all meetings of each Caucus. If any conflict occurs between the Senate or Caucus bylaws and Roberts Rule of order the Senate or Caucus bylaws take priority.
- Section 2: The Senate will hold regular meetings not less than once a month from October through May with the exception of the month of December. The time and place of such meetings will be determined by a majority vote of the Senators.
- Section 3: Each Senator is expected to be present for each meeting. If a Senator must be absent, he/she must notify the Senate leadership of his/her expected absence prior to the meeting. A Senator who misses two meetings without notifying the Senate leadership automatically loses his/her Senate seat, and is replaced in a special election held by that Senator's caucus. A Senator who misses six meetings even with notification automatically loses his/her senate seat, and is replaced in a special election held by that Senator's caucus.
- Section 4: At the request of at least one of the co-facilitators or three Senators (submitted in writing to the co-facilitator) a special meeting of the Senate may be called. Notices of special meetings will be sent out by the Senate Coordinator with an agenda at least three working days before the meeting.
- Section 5: Each Caucus will hold regular meetings once a month from October through May with the exception of the month of December. The time and place of such meetings will be determined by a majority vote of the members. All Faculty/Staff Caucus meetings are open to their representative constituencies.
- Section 6: Each Caucus member is expected to be present for each meeting. If a member must be absent, he/she must notify the Caucus leadership of his/her expected absence prior to the meeting. A member who misses two meetings without notifying the Caucus leadership automatically loses his/her caucus seat, and is replaced in a special election held by that caucus. A member who misses six meetings even with notification automatically loses his/her caucus seat, and is replaced in a special election held by that caucus.
- Section 7: For each caucus at the request of the facilitator, the assistant facilitator, or five members (submitted in writing to the facilitator) a special meeting of the appropriate Caucus may be called. Notice of the meeting with an agenda will be sent out at least three days before the meeting.

ARTICLE IX MEETINGS (continued)

- Section 8: For the conduct of business a quorum shall consist of a simple majority of the Senate and of a Caucus.
- Section 9: Each Senator and each Caucus member has one vote. Voting is done in the Senate and in each Caucus by voice vote. A request for a roll call vote, or a vote by a written ballot, may be made by a Senator in the Senate or a Caucus member in a Caucus on any motion on the floor.
- Section 10: The coordinator in the Senate and the coordinator in each Caucus will keep a written record of all votes. Votes not recorded in writing are void.
- Section 11: The Senate has the power to enact bylaws for the running of the Senate. The Faculty and Staff Caucuses have the power to enact bylaws for the running of those Caucuses. Bylaws must not conflict with the Constitution. In the case of a conflict, the Constitution is the supreme law of the Congress.

ARTICLE X AMENDMENT PROCESS

- Section 1: Amendments to the Constitution shall begin in the Senate or the Faculty or Staff Caucus. An amendment can be proposed by a vote of three senators or five Caucus members in a caucus.
- Section 2: Amendments must be distributed by e-mail and in writing to members of the staff and faculty within one week of being proposed by a Caucus or the Senate. Two weeks after an amendment has been posted, Caucus representatives must distribute ballots to the members of the staff and faculty. Within one week, ballots must be collected by the Caucus representatives and forwarded to the Caucus facilitators. The facilitators will count the votes and forward the results to the Senate.
- Section 3: A simple majority of the staff and faculty membership, who voted, is required to ratify an amendment. The Senate is responsible for certifying the results and updating the Constitution as amendments are ratified.

ARTICLE XI COMMITTEES OF THE SENATE

- Section 1: The Assessment Committee coordinates and assists the various academic departments of the College in developing assessment plans which document the academic achievement of learners at the college. The committee also works with various non-academic departments in the development of assessment plans.

ARTICLE XI COMMITTEES OF THE SENATE (continued)

- Section 2: The Curriculum Committee reviews curricula and course recommendations of the College's departments, programs and divisions; conducts a bi-annual review of the college's proactive report on curriculum goals and objectives; reviews proposed course changes, new courses, program changes and new programs; and insures that such changes and revisions are included in the college catalog and curriculum worksheets.
- Section 3: All other committees of the Senate will be created by the Senate as needed to fulfill the duties and responsibilities of Articles IV, V, and VI.
- Section 4: The membership structure and operation of the following standing committees which existed before the ratification of this constitution and which continue to operate at this time shall not be altered prior to September 2005: the Assessment Committee and the Curriculum Committee.

ARTICLE XII DEFINITIONS

The following definitions are to take precedence in the interpretation of this Constitution.

- Section 1: Middle Management includes employees of North Central State College whose primary responsibility is to supervise other employees or who hold the title of dean or director, excluding program directors.
- Section 2: Staff includes employees of North Central State College whose primary responsibility is other than supervisory, excluding the President's administrative assistant(s).

ARTICLE XIII RATIFICATION

- Section 1: The majority vote of the staff and faculty present at the October 23, 2003 retreat shall be sufficient for the establishment of this Constitution. Voting shall be by written ballot collected, counted, and certified on October 23, 2003.

The Constitution was approved by a majority vote of the faculty and staff present at the October 23, 2003 retreat.