

Revised Copy September 2006

**September 2006
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 the combined membership of the Faculty Caucus and the Staff Caucus.
- Section 2: The Faculty Caucus shall consist of one (1) full-time faculty member from each of the following departments: Allied Health, Business,

Communications, Education, Math & Science, Nursing, Public Service, and Technology. The Faculty Caucus shall also include one (1) adjunct faculty member from each of the following divisions: Business and Education, Health and Public Service, and Technology and Workforce Development. The total number is 11 (8 full time and 3 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 Faculty Caucus members are elected by their peers in regular elections that are run by each department, and adjunct members of the Faculty Caucus are elected by their peers in regular elections that are run by each division, according to their own individually adopted procedures.
- Section 4: The officers of the Faculty Caucus shall consist of the facilitator, the assistant facilitator, and the coordinator. The facilitator acts as the spokesperson for the group and the facilitator of meetings. The assistant facilitator serves as the facilitator in the facilitator's absence and as the Caucus parliamentarian. The coordinator coordinates meeting locations and times, takes and disseminates minutes of the meetings, and manages the archives of the Caucus.
- Section 5: Non-officer Faculty Caucus members will be asked to serve on the various Caucus committees and subcommittees.
- 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 Congress Assistant facilitator serves, as a delegate, in the facilitator's absence and is a member of Congress. The Coordinator coordinates meeting space/times, takes and disseminates minutes of the meetings, manages the archives of the Caucus.
- Section 9: Non-officer Caucus members will be asked to serve on various committees and subcommittees and act as liaison officers to Congress.

- Section 10: The Congressional Executive Committee shall be comprised of the Facilitator, Assistant Facilitator and Coordinator of both the Faculty Caucus and the Staff Caucus.
- Section 11: The Staff and Faculty Caucus facilitators, as spokespeople for their respective Caucuses, shall present proposals and recommendations to the President. The facilitators shall secure representation of their respective Caucuses at all Board of Trustee meetings. The coordinator of the Congress shall be elected by the members of Congress and shall coordinate meeting locations and times, take and disseminate minutes of Congressional meetings, manage the archive of the Congress, and prepare the agenda for distribution to the Congress membership and the college at large.

ARTICLE IV DUTIES AND RESPONSIBILITIES OF THE FACULTY AND STAFF CAUCUSES

The caucuses of the Faculty and the Staff shall have the following duties and responsibilities as applicable:

- 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 respective caucus regarding proposals initiated by the President, the President's staff 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/or staff members.
- 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 each caucus 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 handbook and staff complaint matters according to the Staff Complaint Policy.
- Section 10: Receive and review curriculum changes submitted to the Caucus facilitators from the College curriculum committee.
- Section 11: Receive and review assessment proposals and plans submitted to the Caucus facilitators from the College assessment committee.
- Section 12: Initiate changes and additions to the Faculty/Staff Handbooks and recommend 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 Congress. The Congress will forward such policies and/or procedures to the appropriate Committee. If no such committee exists, the Congress or either Caucus may create an ad hoc committee to handle the issue.

The assigned committee will return the proposal with comment to the Congressional membership no less than seven (7) days prior to the next regularly scheduled Congressional meeting, at which time Congress will vote to approve, disapprove, or return the proposal to committee. Proposals will be returned to the President with comment within three (3) days of the Congressional meeting.

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 Congress. The Congress will forward such projects and undertakings to the appropriate committee. If no such committee exists, the Congress or either Caucus may create an ad hoc committee to handle the issue. Within thirty (30) calendar days of receipt of the proposal, the committee will report to the Congressional membership their recommendations concerning the project or undertaking.

At the next regularly scheduled Congressional meeting, Congress will vote to be in support of or not to support the initiative and return the results of the project or undertaking to the committee. Proposals reviewed will be returned to the President with comment within three (3) days of the Congressional meeting.

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

Congress will vote to approve or disapprove the proposal at the next regularly scheduled Congressional meeting. A simple majority of favorable votes of members present is required to approve a proposal. Votes are to be recorded and reported based on caucus affiliation.

Proposals approved will be sent to the President with comment within three (3) days of the Congressional meeting. Proposals disapproved will be sent back to the appropriate caucus or committee with comment.

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

Within 30 calendar days of receipt of the proposal or at the next regularly scheduled Caucus meeting, the appropriate Caucus will vote to approve or disapprove the proposal. A simple majority of favorable votes of members present is required to approve a proposal.

Proposals that are approved will be sent by either caucus (with notification to the Congress) to the President with comment.

Proposals disapproved will be sent back to the individual with comment.

Section 5: When reviewing, initiating, and investigating proposals affecting policy and procedure, the appropriate Caucuses will obtain input from the middle management personnel directly involved. The Congress will require written evidence of such consultation before considering a proposal.

Section 6: All proposals introduced to the appropriate caucus and approved by a vote of that caucus 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 Staff and Mid-Level Advisory Council, as the President deems that he/she needs input from that body; and
 - i. Return the proposal to the appropriate caucus with questions and/or proposed modifications; or
 - ii. Put the proposal into effect if, after consultation with the Mid-Level Advisory Council 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 appropriate caucus 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.
- 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.
- 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 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 both caucuses, the Congress and at all meetings of each Caucus. If any conflict occurs between the Caucus bylaws and Robert's Rules of Order, the Caucus bylaws shall take priority.
- Section 2: The Congress will hold regular meetings not less than once a month from October through May with the exception of the month of December. The meetings of Congress shall be open to any College employee.
- Section 3: At the request of at least one of the facilitators or co-facilitators a special meeting of the Congress may be called. Notices of special meetings will be sent out by the respective Caucus Coordinators with an agenda at least three (3) working days before the meeting.
- Section 4: Each Caucus will hold regular meetings once a month from October through May with the exception of the month of December. All Faculty/Staff Caucus meetings are open to their representative constituencies. Caucuses may hold meetings during other months as necessary.
- Section 5: 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 record of the attendance of all Caucus members shall be distributed to the College community at the end of June each year.
- Section 6: 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.
- Section 7: For the conduct of business a quorum shall consist of a simple majority of the Congress or of a Caucus.
- Section 8: The coordinator of each Caucus will keep a written record of all votes. Votes not recorded in writing are void.
- Section 9: The Congress has the power to enact bylaws for the running of its affairs. 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 Congress or the Faculty or Staff Caucus. An amendment can be proposed by a vote of five (5) Caucus members in a caucus or ten (10) members of Congress in a Congressional meeting.
- 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 Congress. 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 Congress.
- Section 3: A simple majority of voting staff and faculty membership is required to ratify an amendment. The Congress is responsible for certifying the results and updating the Constitution as amendments are ratified.

ARTICLE XI COMMITTEES OF THE CONGRESS AND CAUCUSES

- Section 1: The Assessment Committee, which was created by the college administration, 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.
- Section 2: The Curriculum Committee is a subcommittee of the Faculty Caucus and 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 Congress will be created by Congress 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 and department chairs. Those individuals recognized as part of the Mid Level Advisory Committee.
- 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.

AMENDMENTS TO THE CONSTITUTION

The constitution was amended and approved by majority vote on September 14, 2006 during Professional Development meetings. The Constitution was amended due to restructuring of the college and to create a more efficient working document.

Proposed Update of Article III, Section 6

The Staff Caucus consists of staff members from the following four administrative areas of the college:

2 members from Resource Development
(Administratively under the Vice President for Institutional Advancement)

2 members from Academic Program Direction
(Administratively under the Vice President for Learning)

3 members from Student Support Enhancement
(Administratively under the Chief Student Services Officer)

4 members from Operations Alignment
(Administratively under the Vice President Business and Administrative Services)

The total number is 11. If any area fails to select a representative, that position may be filled as an additional at-large position until the next election.

(Note: See Article XII for a definition of the term "staff".)