

Faculty Senate General Meeting November 8, 2004

Not Present:

Billy Ballard, Pat Markham, Lee Poehls, James Sloan, Brenda Niekamp, Roy Rost, John Kemp, Bonnie Hopkins, Linda Martin, Mike Denn, Dave Thomas, George Wilhite, Terry Ehrhardt

Meeting Called to Order – 5:18 PM

Acceptance of October Minutes

Since no written minute notes were available, the Parliamentarian ruled that they could not be accepted. Proposed until the December meeting.

Officer and Chair Report

- Officer Reports –none
- Standing Committee Reports-none
- President's Cabinet Meeting
 - COP 2.35 Staff Work Schedules adopted
 - TSTC's 40th Anniversary is 22 April 2005
 - COP 3.29 Approval Process for Contracts - reviewed, will be taken up at the next meeting with any changes.
 - Wednesday before Thanksgiving will be skeleton manning

Old Business

- Constitution & By-law changes –proposed changes in the Faculty Senate Constitution and Bylaws presented and justified by Richard Wheat. Item tabled for one month per Bylaws. During the December meeting, the proposed changes will be voted upon and will take place immediately with the exception of current officer and chair positions. Current officers and chairs will remain as is until their term expires. See attached document for changes.
- Unfilled Committee positions
 - Scholarship
 - Personnel
 - Academic

New Business

Staff Senate Holiday Brunch on Dec 1, 2004, 9-11, Student Services Lone Star Room

- Do we want to go in with them to open it up to the whole campus?
Motion made to decline the offer -PASSED UNANIMOUSLY

The Senate President wants to look at way to offer continuing education class in the future

MEETING ADJOURNED AT 5:50 PM

Proposed Constitution and Bylaw Changes Attachments

CONSTITUTION

(revision November 4, 2004)

Article I: Name

The name of this organization shall be the Texas State Technical College Waco Faculty Senate and hereafter be designated as the Faculty Senate.

Article II: Objectives and Introduction

Section 1:

To enable members to speak with a collective voice relative to matters pertaining to the teaching profession.

To further the full development and preservation of teaching and learning.

To provide an orderly process for improving communication, understanding, and unity within the college organization.

To influence the overall objective of TSTC.

Section 2:

These objectives shall not be construed as limiting the authority of any academic or administrative officer, department or division, nor to discharge the responsibilities delegated by the Regents.

The Faculty Senate constitutes the principal faculty advocacy body within the College with regard to those academic and educational matters in which the faculty have expertise and responsibility and in all other areas of faculty interest and concern.

Article III: Responsibility

The Senate shall provide the faculty an opportunity to voice concerns, recommendations and input regarding issues involving academic affairs, instructional policy, and or academic support areas and to communicate it **such** to the College President, President's **Cabinet** Council or Administration, **College or System Administrations** for consideration.

The Senate through the Executive Board shall be receptive to an invitation by the College President, President's ~~Council and or~~

~~Administration~~ **Cabinet, College or System Administrations** to the Faculty Senate to provide input regarding issues involving academic affairs, instructional policy, or academic support areas. The Faculty Senate will provide a response to each issue communicated by the College President, President's Council and ~~or Administration~~ **Cabinet, College or System Administrations**.

The College President, President's **Cabinet, College or System Administrations** shall provide the Senate an opportunity to be heard with input regarding issues involving academic affairs, instructional policy, or academic support areas. The College President, President's Council and ~~or Administration~~ **Cabinet, College or System Administrations** shall provide a response to each issue communicated by the Faculty Senate.

When differences exist between the positions taken by **the Faculty Senate and College or System Administrations**, ~~College President, President's Council, and or Administration~~ and with that of the Faculty Senate, on any matter, the College President or his/her **the administration's** appointed representative will be invited to meet with the Senate or the Senate's appropriate committee to **in an** attempt to resolve the differences.

Article IV: Senate Membership

Membership will consist of faculty representatives (**Senators**) who have faculty ranking from each instructional department that teaches matriculated students, **Faculty Senate Officers, and Standing Committee Chairs**. ~~Faculty representatives~~ **Senate members** may be: ~~program~~ **department** chairs or full time faculty. Each individual senate member has a vote on any matter brought before the Senate.

Each individual senate member has the right to bring before the Senate, in an appropriate manner as outlined by the Senate Constitution and By-Laws, any matter that he/she so chooses.

Article V: Executive Board

Section 1:

The Faculty Senate has an elected body known as the Executive Board that consists of the following:

President, President Elect, Parliamentarian, Secretary, Treasurer, ~~Ombudsman~~ and Chairpersons of Standing Committees.

The role of the Executive Board is to act as the voice and ears for the Senate. This is not to be a decision making body but a facilitator for all issues brought before the board to and from appropriate Faculty Senate Committees, the Administration, and Faculty Senate members. The Board develops the agenda for and coordinates Faculty Senate meetings.

The Board has the responsibility of representing the Faculty Senate to the Administration.

Section 2:

The Executive Board Members shall assume offices September 1st with and shall serve for a term of one year or until their successors are selected and qualified. **The newly elected President-Elect will begin their term of office immediately after the announcement and serve as President-Elect until August 31st and then assume the office of President of the Faculty Senate on September 1st and continue for one year).**

Article VI: Amendments to the Constitution and Changes to the By-Laws

Section 1:

Amendments to this Constitution and changes (additions, modification and/or deletions) to the By-Laws may be proposed by any member of the Faculty Senate or any faculty member who is eligible to serve as a faculty senate representative.

Section 2:

Amendments to this Constitution shall become effective upon adoption by the Senate by a two-thirds vote of the members present at a meeting of the Senate.

Section 3:

Motion for an amendment of the Constitution and/or changes in the By-Laws must be introduced at least one month in advance of the vote.

BYLAWS

(revision November 4, 2004)

Article I: Executive Officers Duties:

Senate President shall:

1. Appoint the members of all committees and chairpersons of Ad Hoc committees.
2. Prepare an agenda for each Executive Board and Senate meeting.
3. Coordinate meeting times, places, and notification for the Senate and Executive Board meetings.
4. Present the recommendations of the Senate to the Administration.
5. Perform duties and functions called upon by the Senate.

President-Elect (Vice President) shall:

- 1. Assume the duties of President-Elect immediately after the election and serve until August 31st. During the period from September 1st until after the election, the office of President-Elect will not exist and will remain vacant.**
2. Assume the duties of the Senate President ~~after one year~~ **on September 1st**, or when the office **of Senate President** becomes vacant, or in the absences of the Senate President.
3. Perform duties and functions as assigned by the Senate President.

Senate Parliamentarian (President Emeritus) shall:

1. Assume duties after having been the Senate President the previous year.
2. Be responsible for seeing that Senate and Executive Board meetings are conducted following correct rules of order and procedures.
- 3. Fulfill the duties of the President-Elect if the office of President-Elect is vacant or in the absence of the President-Elect.**
4. Perform duties and functions as assigned by the Senate President.

Senate Secretary shall:

1. Be responsible for maintaining an accurate record of all Senate and Executive Board meetings.
2. Be responsible for correspondence for the Senate and Executive Board.
3. Perform duties and functions as assigned by the Senate President.

Senate Treasurer shall:

1. Be responsible for collecting and accounting for all funds entrusted to the Senate.
2. Preside as chairman of the Budget Committee.
3. Serve in all of the capacities of the Secretary in the Secretary's absence.
4. ~~Serve as a member of the Scholarship Committee.~~
5. Perform duties and functions as assigned by the Senate President.

~~Senate Ombudsman shall:~~

- ~~1. Serve as counsel for faculty grievances.~~
- ~~2. Investigate faculty grievance.~~

Article II: Meetings

Section 1:

The Senate shall meet at least once a month throughout the year.

All senate members may voice their opinions or introduce issues to the Senate if done so by following Robert's Rules of Order and are not in conflict with the Faculty Senate's Constitution and By-Laws.

The President and/or the Senate by majority vote are authorized to invite guests to speak or to testify about matters that the Senate is considering.

Each Senate meeting is to hear a report by each committee, along with recommendations.

Section 2:

The Executive Board Meetings shall meet at least once a month throughout the year. These meetings shall be open to any member of the Senate.

Section 3:

The Standing and Ad Hoc Committees shall meet as often as deemed necessary to accomplish their assignment. These meetings shall be open to any member of the Senate or any faculty member who is eligible to serve as a faculty senate representative.

Section 4:

Special meetings of the Faculty Senate and Executive Board may be called at any time by the President or may be called by a petition of 25 percent of the membership of the Faculty Senate.

Section 5:

Resolutions announced on the Agenda or introduced during an Executive board meeting shall normally be voted on at the next Senate meeting. However, by a two-thirds vote **of the full membership of the Faculty Senate**, the Senate may elect to vote on a resolution during the meeting at which it was introduced. **The term “full membership of the Faculty Senate” in this document is based on the total number of members on the official Senate roster including Senators, Officers and Standing Committee Chairs.**

Section 6:

The President-Elect, Parliamentarian, and Secretary will arrange the meeting schedule and location of the regular scheduled meetings. Notice of the scheduled regular meetings will be sent to all members of the Senate.

Section 7:

The agenda of meetings of the Senate shall include notice of the time and place of the meeting and shall be published with summaries of business to be acted upon. The Executive Board shall establish the priority of topics on the agenda. By a majority vote the Senate can change the order of the agenda.

Section 8:

Officers may be removed from office for cause by a three quarters vote of the full membership of the Faculty Senate. A vote may only be taken 30 or more days after a majority vote of the full Faculty Senate recommends the removal of an officer.

Article III: Election of Executive Board Officers

Section 1: Nominations - Spring ~~Quarter~~ **Semester**

The Senate President shall appoint an Ad Hoc Election Committee consisting of no fewer than three individual members. The committee shall solicit nominations by ballot for the offices of President-Elect, Secretary **and** Treasurer, ~~Ombudsman and Standing Committee Chairs~~, from the eligible full-time faculty membership at large by March 15.

The Committee will certify the accuracy of the qualifications and eligibility of the nominees. A nominee must be a qualified voter to be a candidate.

The Committee shall then prepare and distribute a slate of candidates, along with a summary of pertinent biographical data to all faculty members who are eligible to serve on the faculty senate representative by March 22.

Section 2: Election Procedure

The Election Committee shall distribute to the eligible membership a ballot with instructions containing the candidate names by the second Monday in April but not before April 1.

Officers will be elected from the membership at large through secret ballot.

All official ballots shall be returned and dated no later than the third Monday in April and will be counted by the current senate officers. **The faculty has until the third Monday in April to return their ballot.**

Election to office will be by plurality vote. In case of no plurality, a run-off election will be held between the two candidates with the most votes.

The newly elected officers will be announced during the next Senate meeting immediately after the election. The term of office will begin September 1st and continue for one year. **The newly elected President-Elect will begin their term of office immediately after the announcement and serve as President-Elect until August 31st and then assume the office of President of the Faculty Senate on September 1st and continue for one year.**

Section 3: Voters

Qualified voters in any election shall be full-time faculty who have faculty ranking from any instructional department that teaches matriculated students.

Section 4:

Vacancies in the Executive Board positions are to be filled under the provision of the Faculty Senate Constitution and its By-Laws.

The President of the Senate will appoint members of the Senate to **temporarily** fill vacant **officer and Standing Committee** Chair positions **until the vacancies are filled by a special election of the Senate** ~~of the standing committees.~~

Vacancies for offices of Treasurer, Secretary, Parliamentarian, and ~~Ombudsman~~ **Standing Committee Chairs** shall all be filled by special elections by **a majority** vote of the Senate. **The time frame for the election shall be no later than 45 days after the vacancy becomes official.**

A vacancy for the office of President-Elect shall be filled by a special election by the full-time faculty who have faculty ranking from any instructional department that teaches matriculated students. An Ad Hoc Election Committee will be appointed using method as during normal elections and function in the same manner. The time frame for the election shall be no later than 60 days after the vacancy becomes official.

In the interim period, the Parliamentarian shall temporarily fulfill all the duties of the President-Elect.

Article IV: Senate Committees

Section 1: Committees in General:

A. Standing Committees:

~~Faculty who have faculty ranking from instructional departments that teach matriculated students will elect the standing committee chairs.~~

The Faculty Senate shall nominate and elect by majority vote Standing Committee Chairs. The election of Standing Chairs shall take place at the last regular meeting of the Faculty

Senate during the summer semester. The Standing Chairs will serve from September 1st to August 31st. Standing Committee Chairs may be removed by a two-third vote of the full membership of the Faculty Senate. A vote may only be taken 30 or more days after a majority vote of the full Faculty Senate recommends the removal of a Standing Committee Chair.

The Standing Committees responsibilities shall be:

~~Communication:~~

~~Campus relations~~

~~Procedures for public announcements~~

~~Faculty-student communications~~

~~Others as assigned by the Senate
President~~

Personnel

Salary and benefits

Faculty contracts

Faculty evaluation procedures

Professional growth

Others as assigned by the Senate
President.

Academic

Recommendations relative to
Curriculum and Academic Master Plan.

All subjects that affect quality of
Instruction.

Recommendations concerning the
interrelationship of the student and the
academic environment.

Others as assigned by the Senate President.

Scholarship

~~Provide a plan for awarding scholarships to deserving students.~~

~~Funds for scholarships awarded are derived from fundraisers and donations.~~

~~Others as assigned by the Senate President.~~

Senate Ombudsman shall:

Serve as counsel for faculty grievances.

Investigate faculty grievance.

B. Ad Hoc Committees:

Representatives to serve on Ad Hoc Committees will be selected by the Senate President **and serve at the discretion of the Senate President.**

Section 2:

Senate issues brought before the Senate ~~to be~~ or referred to by the Senate will be assigned to the appropriate committee by the Senate President for review and study.

Section 3:

Each committee will study issues and report its recommendations and status at each Faculty Senate meeting **and/or** at the discretion of the Executive Board at any special meetings.

Article IV: Election of Faculty Senate Representatives

Section 1: Election

One faculty senate member shall be elected from each instructional department that teaches matriculated students. The elected faculty member must be a full time instructor. The method by which the

faculty senate member is elected by each instructional department is left to the discretion of each instructional department.

Section 2: Voters

Qualified voters in any departmental election shall be full- time instructional faculty who have faculty ranking from within any instructional department that teaches matriculated students. The voter may only vote for departmental Senators within the department the faculty member is assigned to by the Instructional Administrative office.

Section 3: Term

The newly elected Senators will be announced during the next Senate meeting immediately after the election. ~~The term of office will begin September 1st and continue for one year.~~