



# Faculty Senate Handbook 2016-2017

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## **I. Welcome Senators**

Thank you for your hard work and dedication in support of Northshore Technical Community College.

The Faculty Senate allows you to take full advantage of the many opportunities to develop your leadership skills while helping guide the future of the College. The excellence of any institution of higher education relies on faculty involvement in shared governance. Likewise, the strength of the faculty is proportional to its level of involvement in the governance of the College. Your passionate participation will help create successful educational experiences for our students and our community.

Your leadership and thoughtful deliberation will underscore our commitment to:

- Opportunity, through an accessible and affordable college education;
- Establishing and enforcing meaningful standards of academic excellence;
- Insuring the free and open exchange of ideas that is the foundation of personal growth and learning;
- Requiring student responsibility and accountability in pursuit of their higher education goals;
- Helping students become productive and skilled individuals in their chosen professions;
- Encouraging students to pursue life-long learning and a sense of social responsibility in their communities;
- Hiring the best, most diverse faculty and holding faculty to the highest professional standards;
- Establishing and maintaining cooperative and collaborative working relationships with College Administration.
- Ongoing professional development.

This year, the Senate will continue to proactively work with all faculty, staff and administrators, as we lead and serve by bringing our passion, creativity, intelligence, experience, expertise and thoughtfulness to bear on all instructional and governance matters impacting NTCC.

## **II. Faculty Senate Mission Statement**

The purpose of this Senate shall be to facilitate effective communication among the faculty of Northshore Technical Community College and between those faculty members and the Administration of the College in order to achieve the primary objective of the College: effective instruction.

In order to achieve these purposes, the Senate shall:

- Present the views and recommendations of the College faculty to the Administration of the Northshore Technical Community College as they relate to policies of academic and professional matters.
- Be an integral part of the instructional programs, policy making, and growth plans of this institution.
- Foster programs and activities that shall develop the pride and responsibility, leadership, character, and community involvement of the faculty of the institution.
- Develop cooperation and fellowship among the faculty and between the instructional programs of the institution.

The Faculty Senate Handbook, produced annually, provides orientation and support information for Officers and Senators. It is produced by the Faculty Senate and available on the Faculty Senate's website.

### **III. Faculty Senate Presidents**

- 2015-2016 – Rita Rush, JD
- 2015-2016 – Dr. Lizette Leader (replacement)
- 2016-2017 – Dr. Lizette Leader

## **IV. Faculty Senate 2016-2017**

### **Officers**

President—Dr. Lizette Leader

President-Elect—Amy Fleming

Secretary—Karolyn Harrell

Treasurer – Beth Alford

### **Senators by Campus (Off-campus Sites)**

Sullivan Main Campus (Includes Slidell Site)—3 Senate positions

Carolyn Johnson

Telisa Sylvest

Sharon Dickens

Florida Parishes Campus—2 Senate positions

Julie Kupper

Vacant

Hammond Area Campus—2 Senate positions

Joycelyn Lee

Debra Bruce

Southeastern Hammond Site (includes SELU Mandeville Site)—3 Senate positions

Pheobe Crippin

Sarah Alford

Dr. Brian Gallion

## V. Meeting Schedule

2016-2017

Aug. 9, 2016 (following Convocation)	<i>Introductory Meeting</i>	Columbia Theater
Sept. 15, 2016 (2:30 - 3:30 pm)	Faculty Senate Meeting	SLU North Campus
Oct. 13, 2016 (2:30 - 3:30 pm)	Faculty Senate Meeting	SLU North Campus
Nov. 10, 2016 (2:30 - 3:30 pm)	Faculty Senate Meeting	SLU North Campus
Feb. 9, 2017 (2:30 - 3:30 pm)	Faculty Senate Meeting	SLU North Campus
Mar. 16, 2017 (2:30 - 3:30 pm)	Faculty Senate Meeting	SLU North Campus
Apr. 6, 2017 (2:30 - 3:30 pm)	Faculty Senate Meeting <i>Nominations of 2017-18 Faculty Senate Officers</i>	SLU North Campus
May 11, 2017	College-wide election of 2017-18 Faculty Senate Officers	

Agenda items are due to Secretary, Karolyn Harrell, one week prior to meeting dates.

## **VI. Faculty Senate Bylaws**

### **Purpose**

The purpose of this Senate shall be to facilitate effective communication among the faculty of Northshore Technical Community College and between those faculty members and the Administration of the College in order to achieve the primary objective of the College: effective instruction. In order to achieve these purposes, the Senate shall:

Present the views and recommendations of the College faculty to the Administration of the Northshore Technical Community College as they relate to policies of academic and professional matters.

Be an integral part of the instructional programs, policy making, and growth plans of this institution. Foster programs and activities that shall develop the pride and responsibility, leadership, character, and community involvement of the faculty of the institution, develop cooperation and fellowship among the faculty and between the instructional programs of this institution.

### **Senate Roles and Responsibilities**

#### **Full-Time Faculty Members**

Every full-time faculty member shall have the right and responsibility to:

1. Participate in the nominating process for President, President-Elect, Senators, and Committee members.
2. Participate in elections by voting for President, President-Elect, Senators, and on any changes in the bylaws.
3. Vote in referenda on proposed major changes in policies and procedures affecting full-time faculty if such referendum is called for by the Senate after the topic has appeared on the agenda of at least one Senate meeting providing faculty an opportunity for discussion and debate.
4. Receive minutes of Senate meetings within two weeks after the meeting, and receive agendas of Senate meetings within twenty-four hours before the meeting.
5. Communicate their ideas and opinions to their Senators and to the officers on issues of concern to the faculty and to the Senate.
6. Propose items for the Senate agenda.
7. Speak to the Senate on issues as described in Article III, Meetings.

8. Serve on standing and ad hoc committees of the Senate.

### **Senators**

In addition to his or her responsibilities as a full-time faculty member, every Senator shall have the right and responsibility to:

1. Attend all meetings of the Senate, or to send a proxy.
2. Participate in discussions and debate in the Senate.
3. Make decisions in light of what is best for the faculty and College as a whole.
4. Serve as a liaison between full-time faculty and the Senate.
5. Make recommendations to the President for committee appointments.
6. Be available to serve on committees as assigned by the President.

### **Composition**

The membership of the Senate shall consist of a President, a President-Elect, Secretary, Treasurer, eleven full-time faculty members, and one adjunct faculty member. Membership in the Senate shall be proportionate to the number of student credit hours taught at each Campus as determined by the most recent fall semester. Each Campus shall have at least two Senators, with the exception of the Lacombe Campus. The Senate, upon the advice of the Academic Affairs Committee, shall, no later than its February meeting each year, determine the exact number of Senators to be elected from each Campus. For purposes of this determination, full-time faculty members at a teaching site not designated as a Campus shall be considered as part of the faculty of the Campus to which that site is administratively related, if applicable. If not, the Senate shall determine to which Campus faculty members will be assigned for purposes of Senate representation. The full-time faculty at each Campus shall elect Senators to the number determined by the Senate. A Senator shall be elected for a one-year term with a maximum of two consecutive terms. Terms are from the beginning of the fall semester through the end of the next summer. Terms served as President and President-Elect, shall not be considered as part of the limit to two consecutive terms nor as a break in service.

## **Removal**

A Senator shall be removed from office if he or she is neither in attendance nor represented by a faculty member serving as his or her proxy at three meetings during an academic year. Faculty at a Campus may remove a Senator from office in a recall election. A recall election is initiated by a petition from twenty percent of the full-time faculty members at that Campus. Upon receiving a petition, the President shall call a meeting of all full-time faculty at that Campus to discuss the removal. Following this meeting, if the removal petition has not been withdrawn, a recall election is conducted by the Academic Affairs Committee. A two-thirds majority is required to remove the Senator.

## **Replacement**

If one of the Senator positions becomes vacant, the position shall be filled temporarily from the full-time faculty at that Campus by a two-thirds vote of the remaining Senators. A permanent replacement shall be selected at the next special election or regular election.

## **Proxy**

A Senator who must miss a meeting may send a full-time faculty member to the meeting as his or her Proxy. The proxy must submit written authorization from the Senator to the Senate President. The proxy is counted in establishing a quorum.

## **Composition**

The officers in order of rank shall be the following: President, President-Elect, and Secretary. No person may hold more than one office simultaneously. The President-Elect shall be elected by a vote of the entire full-time faculty for a one-year term to be followed by a one-year term as President. The Secretary shall be elected for a one-year term by the Senate from members of the Senate at the first Senate meeting of the academic year.

## **Senate Officers Roles and Responsibilities**

One or more officer(s) may speak for the group in meetings with Administrators with the general authorization of the Senate. Officers are to report to the Senate members the proceedings of any consultations, meetings, or conferences, either scheduled or impromptu, that they attend as representatives of the Senate, before or at the next regularly scheduled meeting. Officers shall make all Senate documents available to the Academic Affairs Committee within seventy-two hours of receipt of a written request from the chairperson to the Academic Affairs Committee. The officers shall perform the following duties:

## President

The president conducts regular and special Senate meetings, signs documents necessary to conduct Senate business, makes appointments to Senate and selected college-wide committees, serves as spokesperson for the Senate and full-time faculty, and disseminates Senate related documents and information. The President and Senate officers are required to meet with College administrators on a regularly scheduled basis. Responsibilities:

1. Consults with Senate officers concerning Senate business and meeting agenda.
2. Schedules and conducts regular and special Senate meetings.
3. Be familiar with the standard code of parliamentary procedure and to work cooperatively with the parliamentarian to ensure meetings are conducted in a fair and orderly manner.
4. Stimulates and encourages discussion, ensures that all sides of a controversial question are presented, and refrains from advancing own point of view as part of discussion.
5. Authenticates, by signature if necessary, all acts, orders and proceedings of the Senate.
6. Serves as mentor to the President-Elect.
7. Petitions Senate for nominations to standing or ad hoc Senate committees as needed throughout the fiscal year. Appoints, with the approval of a majority of other Senate officers, members to Senate standing committees.
8. Determines the need for ad hoc Senate committees. Appoints members with the approval of a majority of other Senate officers.
9. Petitions full-time faculty senate for nominations to College-wide task forces, committees, councils, etc., upon requests by College administrators. Appoints members with the approval of a majority of other Senate officers.
10. Serves as ex officio member of all Senate committees.
11. Serves as Senate liaison to College administration and Board of Trustees. President and Senate officers are required to meet with College administrators on a regularly scheduled basis and with the

Board as needed.

12. Reports on meetings with administrators and on board activities.
13. Notifies Senate and full-time faculty about new postings on Senate Web site, including agendas, minutes, relevant reports, etc.
14. Communicates in a timely manner via e-mail any new information pertinent to full-time faculty.
15. Assures that all Senate documents are provided to the Auditing and Elections Committee in a timely manner.

Rights: The President holds all the rights and liabilities outlined in a standard code of parliamentary procedure.

- To vote in the event of a tie.
- To fill officer vacancies in consensus with other officers.

### **President-elect**

The President-elect serves in the absence of the elected President and automatically becomes President at the end of his/her term as President-elect. Senate officers and the President are required to meet with College Administrators on a regularly scheduled basis. Responsibilities:

1. Schedules and conducts regular and special Senate meetings in the absence of the President.
2. Assumes authority of President in emergency.
3. Automatically becomes President if the elected President vacates the office.
4. Petitions full-time faculty for interest in serving on standing Senate committees for the upcoming fiscal year. At the beginning of term as President, appoints, with the approval of a majority of other Senate officers, members to Senate standing committees.
5. Chairs the ad hoc Committee on Standing Senate Committees.
6. Automatically becomes President upon the completion of term as President-Elect.
7. Rights: Has the same voting privileges as other Senators.

### **Secretary**

The Secretary serves as the chief recording officer for the Senate. The Secretary also preserves and maintains Senate documents except those

specifically assigned to other officers; and ensures print copies are permanently retained for Academic Affairs Committee review. These documents and records include, but are not limited to: agendas, minutes, and record of attendance of all Senate meetings, membership rolls of the Senate and full-time faculty, previous years' audit reports, and information pertinent to the College budget (especially regarding salaries). Senate officers and the President are required to meet with College Administrators on a regularly scheduled basis. Responsibilities:

1. Maintains records of all proceedings of the Senate, for example regular or special meetings.
2. Ensures that minutes and reports for regular or special meetings accurately represent Senate proceedings and are prepared and corrected according to standard parliamentary procedure.
3. Ensures that minutes and reports for regular or special meetings include meeting date and time, members and assigned substitutes present, and other information as outlined by standard parliamentary procedure.
4. Ensures Senate meeting minutes are recorded in the notebook and posted to the Senate Web site in a timely manner.
5. Maintains complete roll of membership of the Senate and the full-time faculty.
6. Documents members' attendance or absence from regular and special meetings and records in minutes.
7. Works cooperatively with the Parliamentarian in maintaining record of member attendance.
8. Provides all documents maintained by the Secretary to the Auditing and Elections Committee in a timely manner.

### **Treasurer**

1. Oversee the financial administration of Faculty Senate.
2. Review procedures and financial reporting.
3. Keep up-to-date records for all transactions

## **Removal**

If the President or President-Elect should abuse the privileges of his or her office or fail to carry out the responsibilities of his or her office, he or she may be removed from office according to the following procedures: A petition containing the signatures of four Senators (representing at least two Campuses) asking for the item to be placed on the agenda of the next Senate meeting shall be given to the Secretary of the Senate at least two weeks before the Senate meeting. The Secretary shall add this item to the written agenda of the next Senate meeting. The Secretary shall preside over the portion of the Senate meeting for discussion of this item. The Senate shall vote on whether to recommend removal of the President or President-Elect from office. If removal is recommended, the Academic Affairs Committee shall conduct an election by the entire full-time faculty. A two-thirds majority of those voting shall be required to remove the officer.

If the Secretary should abuse the privileges of his or her office or fail to carry out the responsibilities of his or her office, he or she may be removed from office according to the following procedures:

- A petition containing the signatures of four Senators (representing at least two Campuses) asking for the item to be placed on the agenda of the next Senate meeting must be given to the President at least two weeks before the Senate meeting.
- The President shall place the item on the written agenda of the Senate meeting.
- A two-thirds majority of the Senators present and voting shall be required to remove the officer.

## **Replacement**

Temporary Replacement if the President takes leave from the College for one semester or less, the President-Elect becomes Acting President until the President returns. If the Secretary takes leave from the College for one semester or less, the President shall select a temporary replacement from the Senate membership.

Permanent Replacement if the President takes leave from the College for more than one semester, resigns, or is removed from office, the President-Elect becomes President. If there are six months or fewer of the term of the President remaining, the President-Elect shall serve the remainder of that term and

continue to serve the next entire term as President.

If the President-Elect takes leave from the College for more than one semester, resigns, assumes the office of President upon that office becoming vacant, or is removed from office, a special election shall be held to fill the position. If the person elected is a Senator, that Senate seat becomes vacant.

If the Secretary takes leave from the College for more than one semester, resigns or is removed from office or from the Senate, the Senate shall elect a permanent replacement from the Senate membership.

**VII. Faculty Senate Committees – Academic Committee**

**VIII. List of Fulltime Faculty, by Campus – TBD**

**IX. NTCC Organizational Chart**

**X. Academic Calendars 2015-2016**

**XI. Academic Calendar 2016-2017**