



NORTHSHORE
TECHNICAL COMMUNITY COLLEGE

Building Futures

Faculty Senate Handbook
2019-2020

Table of Contents

- I. Welcome Senators
- II. Faculty Senate Mission Statement
- III. Recent Faculty Senate Presidents
- IV. Faculty Senate Officers and Senators
 - Listing by Campus
- V. Faculty Senate Bylaws
- VI. Faculty Senate Committees
- VII. NTCC Organizational Chart
- IX. Academic Calendars

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 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.

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

I. Faculty Senate Mission Statement

The purpose of the Faculty 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 Faculty 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, published every two years, provides orientation and support information for Faculty Senate Officers and Senators. It is produced by the Faculty Senate and available on the Faculty Senate's website.

II. Faculty Senate Presidents

- 2015-2016 – Rita Rush, JD
- 2015-2016 – Lizette Leader, EdD (replacement)
- 2016-2017 – Lizette Leader, EdD
- 2017-2018 – Amy Fleming, MA
- 2018-2020 – Karolyn Harrell, MS

III. Faculty Senate

Officers

President: Karolyn Harrell

Vice President: Katie Cali

Secretary: Jennifer Dannels

Treasurer: Dawn Brownlow

Senators by Campus

Lacombe Main Campus: 3 Senate positions

Amanda Brammer

David Taylor

Brandy Williams

Sullivan Campus: 3 Senate Positions

Lisa Underwood

Beth Lang

Vacant

Florida Parishes Campus: 2 Senate positions

Vacant

Vacant

Hammond Area Campus: 2 Senate positions

Jenafer Sheridan

Cary Riche

Southeastern Site: 3 Senate positions

Katie Cali

Meghan Martinez

Rebecca Wright

Chaunie Broulliette

Adjunct Senate Representative: 1 Senate position

Tanya Torregano

IV. 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. According to Louisiana Revised Statute 17:3304, full-time librarians at institutions of higher education are considered faculty members and have all rights associate with full-time faculty members outlined in this handbook. 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.

Faculty Senate Roles and Responsibilities

Full-Time Faculty Members

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

1. Participate in the nominating process for President, Vice President, Senators, and Committee members.
2. Participate in elections by voting for President, Vice President, Senators, and on any changes in the bylaws.
3. Vote in referenda on proposed major changes in policies and procedures affecting full-time faculty and librarians 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 Vice President, Secretary, Treasurer, Faculty Senators, and one Adjunct Faculty Member. Each Campus shall have a maximum of three Senators, with the exception of the Lacombe Campus. The Faculty 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 and eligible sites as necessary. 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. Sites not designated as a Campus and have a minimum of five full-time faculty members in the fall semester are eligible for two Faculty Senate seats in the following Faculty Senate elections. 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 Vice President, shall not be considered as part of the limit to two consecutive terms for Senators nor as a break in service. The President shall serve for two consecutive academic years.

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 President. The Proxy is counted in establishing a quorum.

Officers Roles and Responsibilities

Composition

The Officers in order of rank shall be the following: President, Vice President, Secretary, and Treasurer. No person may hold more than one office simultaneously. The President shall be elected by a vote of the entire full-time faculty for a two-year term. The person elected as President cannot serve in two consecutive terms, and the President cannot be elected from the same Campus in consecutive terms. When all eligible Officers for President are from the previous President's Campus, the President election opens to all eligible Senators. If there are no eligible candidates for President, the Academic Affairs Committee will review and approve candidates for the President election. The Vice President shall be elected by a vote of the entire full-time faculty for a one-year term. The Secretary shall be elected for a one-year term by the Senate from members of the Senate at the last Senate meeting of the academic year. The Treasurer shall be elected for a one-year term by the Senate from members of the Senate at the last Senate meeting of the academic year.

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 is required to meet with College Administrators on a monthly scheduled basis. Responsibilities:

1. Consults with Senate officers concerning Senate business and meeting agenda.
2. Schedules and conducts regular and special Senate meetings.
3. Is familiar with the standard code of parliamentary procedure 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 Vice President.
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 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 Officers.
9. Serves as ex officio member of all Senate committees.
10. Serves as Senate liaison to College Administration. President is required to meet with College Administrators on a regularly scheduled basis.
11. Reports on meetings with Administrators.
12. Notifies Senate and full-time faculty about new postings on Senate website, including agendas, minutes, relevant reports, etc.
13. Communicates in a timely manner via email any new information pertinent to full-time faculty.

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.

Vice President

The Vice President serves in the absence of the elected President. 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.
5. 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, and membership rolls of the Senate and full-time faculty. 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. Maintains complete roll of membership of the Senate and the full-time faculty.
5. Documents members' attendance or absence from regular and special meetings and records in minutes.
6. Maintains record of member attendance.
7. 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 Vice President 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 Vice President 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 Vice President 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 Vice President becomes President. If there are six months or fewer of the term of the President remaining, the Vice President shall serve the remainder of that term. If the Vice President 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.

V. Faculty Senate Committees

Faculty Affairs Committee

Chair: Katie Cali

Public Relations Committee

Chair: Jennifer Dannels

Finance Committee

Chair: Dawn Brownlow

VI. NTCC Organizational Chart

Visit: <https://www.northshorecollege.edu/about/administration/index>

VII. Academic Calendars

Visit: <https://www.northshorecollege.edu/academic-affairs/academic-calendars>