NEW COMMUNITY COLLEGE – APPROVAL OF GOVERNANCE PLAN

RESOLVED, that the Board of Trustees approve the interim governance plan for the New Community College, set forth in Attachment I hereto.

EXPLANATION: The New Community College will enroll its first students in August 2012. As with other educational units established by the Board, it is appropriate for the New Community College to have an initial governance plan to guide its operations during its early years, with the understanding that as it grows and develops, the College will likely amend the governance plan to meet new circumstances. The proposed governance plan is informed by the Report of the Working Group on Governance and Organizational Structure, comprised of faculty and administrators from across the City University and other institutions, the work of the New Community College Governance Task Force, comprised of faculty and staff of the College and supported by the University’s General Counsel, and broad discussion within the College community. It incorporates a simplified structure appropriate to a small start-up institution with an interdisciplinary core curriculum and a limited number of majors. Over time, there may be a need to include provisions for the election of faculty representatives to the College Council (rather than having all faculty serve), the election of adjunct faculty to the College Council, the establishment of programs and program officers, and other provisions appropriate to a large, highly structured institution.
NEW COMMUNITY COLLEGE INTERIM GOVERNANCE PLAN

A. Administrative Officers

1. President. There shall be a President of the New Community College who shall be the chief academic and administrative officer of the College and shall have the responsibilities and authorities set forth for Presidents in the Bylaws and policies of the CUNY Board of Trustees.

2. Provost, Vice Presidents and other administrative officers. The President may appoint a Provost, one or more Vice Presidents, and other administrative officers as are necessary in accordance with the established policies of the CUNY Board of Trustees for such appointments and may assign to them such duties and responsibilities as appropriate.

B. Faculty

1. The faculty of the College shall consist of all full-time and consortial faculty appointed to the College.

2. The faculty shall be appointed to the College as a whole and shall be assigned to teach in one or more programs, including the first-year experience.

C. Governing Body

1. The New Community College Council. The Council shall be composed of the following members:

   a. the President who shall serve as Chairperson and preside at meetings without vote except to break a tie. In the absence of the President, the Provost shall preside;

   b. the Provost and three persons appointed by the President from among the professional and administrative staff;

   c. all full-time faculty members appointed to the College;

   d. all faculty members from other campuses appointed as consortial faculty to the College;

   e. four members of the full-time non-teaching staff elected for two-year staggered terms by the full-time non-teaching staff of the College;

   f. two students and two alternates elected by the student body.

2. The Council shall elect a Secretary who shall keep the minutes and perform such other duties as may be assigned by the Council.
3. Meetings. The Council shall meet at least two times each semester. A majority of the members of the Council shall constitute a quorum. All members of the Council shall have one vote, except as provided above with respect to the President and except for votes on the awarding of degrees for which only faculty members may vote. Meetings of the Council shall follow Roberts Rules of Order Newly Revised, latest edition.

4. Duties. The Council shall be the governing body of the College and shall have the following duties and powers:

   a. to advance the College’s mission and goals, formulate educational policy, develop standards for admission, academic performance and degree requirements, as well as standards for the appointment and reappointment of faculty consistent with and subject to the Bylaws and policies of the CUNY Board of Trustees and other CUNY policies and procedures;

   b. to approve academic programs and curricula;

   c. to recommend the granting of associate degrees and program certificates to qualified candidates;

   d. to establish a student academic appeals committee;

   e. to consider any other academic matters and make recommendations to the President;

   f. to establish and abolish such ad hoc committees as it deems necessary, elect members to such committees for terms not to exceed three years as it deems proper, and consider the reports and recommendations of those committees.

5. Standing Committees

   a. Curriculum and Student Academic Support Committee

   (1) The Curriculum Committee shall be composed of:
   (a) the Provost;
   (b) seven members of the faculty elected by the Council for staggered two-year terms; and,
   (c) three members of the full-time non-teaching staff elected by the Council for staggered two-year terms.

   (2) The Committee shall have responsibility for the curriculum, advising, academic support, academic technology, co-curricular activities, and other activities as the Council may assign.

   (3) The Committee may establish and abolish subcommittees as it deems necessary.

   (4) The recommendations of the Committee shall be reviewed, amended, approved or rejected by the Council.
b. Agenda Committee

(1) The Agenda Committee shall consist of:
   (a) the President or his/her designee;
   (b) four members elected by the Council for staggered two-year terms.
   (c) The Secretary of the Council shall be an ex-officio, non-voting member of the Agenda Committee.

(2) The Agenda Committee shall prepare the agenda for each meeting of the Council and shall distribute the agenda to all members of the Council at least one week in advance of each meeting.

c. Assessment and Professional Development Committee.

(1) The Assessment and Professional Development Committee shall consist of five (5) faculty and two (2) members of the full-time non-teaching staff elected by the Council for staggered three-year terms.

(2) The Committee shall recommend procedures for institutional assessment, including student progress in achieving expected competencies and the quality of programs. It shall work with the President’s designee to evaluate student achievement and the quality of the academic programs and to present information describing performance against those measures. The Committee shall not be involved in matters pertaining to the evaluation of individual faculty or staff. The Committee shall also address professional development for both faculty and staff including, but not limited to, recommending an agenda and resource requirements for professional development, disseminating teaching resources, and identifying funding opportunities.

(3) The Committee may establish and abolish subcommittees as it deems necessary.

(4) The recommendations of the Committee shall be reviewed, amended, approved or rejected by the Council.

D. College Personnel Committee

1. The College Personnel Committee shall consist of four full-time faculty elected by the Council who shall serve staggered two-year terms and the Provost of the College.

2. The College Personnel Committee shall make recommendations to the President, following searches conducted as per the CUNY guidelines, regarding the appointment of faculty with an appropriate functional title. The College Personnel Committee shall also make recommendations to the President regarding the appointment and reappointment of CLTs and the reappointment of teaching adjuncts.
E. Special Personnel Committee

1. Until such time as the Council elects four tenured faculty to the College Personnel Committee, reappointment, reappointment with tenure and promotion of full-time faculty shall be recommended by a Special Personnel Committee consisting of tenured faculty established for that purpose.

2. The Special Personnel Committee shall consist of six tenured faculty from a range of academic disciplines and the Provost of the College.

3. The members of the Special Personnel Committee shall serve staggered two-year terms.

4. The College Personnel Committee shall, by a majority vote of its membership, make nominations to the President of outside tenured faculty members to serve on the Special Personnel Committee. They shall nominate at least three persons for each position and the President may request additional nominees. The College Personnel Committee may also include among its nominees any NCC faculty member who has earned tenure.

5. The Special Personnel Committee shall make recommendations to the President regarding the personnel actions in E.1 in accordance with guidelines adopted by the Council and the Bylaws and policies of the CUNY Board of Trustees and other CUNY policies and procedures.

F. Amendments. Amendments to the governance document may be proposed by a two-thirds affirmative vote of the members present if that number also constitutes a majority of the members of the Council, which amendments shall then be subject to the approval of the President and the CUNY Board of Trustees.