



BOARD POLICY

No. 903

TITLE: Governance
DATE ADOPTED: November 2, 2018
EFFECTIVE DATE: November 2, 2018
SUPERSEDES: April 23, 1991 (formerly 903A)

PURPOSE AND APPLICATION:

Rowan College at Burlington County is committed to providing its students, faculty and staff with an environment that is conducive to the academic mission of the College. Therefore, it shall be the policy of the College to provide and maintain a governance structure that fosters clear and timely communication within and among the College community and provides forums within which the various constituencies (faculty, students, support staff and administrators) of the College can discuss and express views upon those matters deemed to be of interest and importance to the membership of its constituency groups.

Each major constituency, except for members of the President's executive staff, shall have a senate. Each senate shall create its own constitution and by-laws to the extent that the constitutions and by-laws conform to pertinent College policies, Federal and State statutes and regulations, as well as existing collective bargaining agreements. Membership and participation in the senates shall be open to all members of the respective constituency group. Membership and participation shall not be restricted, except as specifically identified by this policy.

Each senate may, in accordance with its constitution and by-laws, hear and consider issues, views, concerns, ideas, proposals or recommendations presented by individuals or groups of its membership. Each senate may, after considering such items, develop and submit proposals and recommendations to the President of the College, or his/her designee, as appropriate. All parties shall adhere to the common-sense principle of issue resolution at the lowest appropriate level. Each senate may also advise the President with respect to general College policy and issues of importance to the College. The President may, as deemed appropriate, consult with the leadership of each of the senates regarding issues or policies that impact upon members of that senate.



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I. Purpose of Governance Structure

Governance is intended to foster and improve communications and collegiality and shall not be used to interfere with the efficient and effective operation of the College.

II. Governance and Collective Bargaining Units

Governance is not intended to interfere in any way with the collective bargaining process, nor should the collective bargaining process interfere in any way with governance. Recommendations regarding collective bargaining matters may not be made by the senates. Efforts shall be made to clarify the distinction between collective bargaining and governance issues affecting faculty and support staff. Further, officers, board members, other representatives or negotiators of collective bargaining units may not serve simultaneously as officers, board members, representatives or in any other elected or appointed capacity of their respective senates.

III. Senate Meetings

Each senate shall hold regular meetings of its executive board. Each senate shall be charged with effective representation of membership issues, as well as communicating with its membership, and shall hold informational meetings as deemed necessary for such purposes. Each senate shall hold at least one meeting per year that is open to all members at which election of officers will be held.

IV. Senate Conduct

Each senate shall conduct all meetings and activities in accordance with its constitution and by-laws.

V. College Forum

There shall be a College Forum that will meet at least three times per academic semester. There shall be no meetings between the end of the spring semester and the beginning of the fall semester, except for emergent circumstances. The President of the College shall preside over the meeting. Each senate may present items for consideration for the forum agenda. Participation in the forum shall be limited to the President of the College, his/her executive staff and the elected officers of each senate (i.e. chair, chair-elect, secretary, secretary-elect).



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All meetings shall follow the established agenda. All items for consideration on the agenda must be submitted to the President of the College, or his/her designee, at least two weeks in advance of the scheduled forum meeting. The President may present, for comment, matters of importance to the College community. The agenda shall be established and published on the College's intranet at least one week prior to the scheduled forum meeting.

If a senate has submitted an item included on the agenda, at least one elected officer of the senate must be present for the matter to be heard.

VI. Quorum

There is no quorum requirement. Scheduled meetings will be held even in the absence of representation from an individual senate.

VII. Communications

Summary of the College forum proceedings shall be published on the College's intranet as soon as reasonably possible following the forum meeting.

VIII. Additional Meetings

The President of the College may call such additional meetings, either with the senates as a group, or individually as he/she deems appropriate. The President may also consult with senates individually on issues of unique importance to that senate. Senate leadership may, as deemed necessary, request a meeting with the President or the appropriate members of the executive staff.

IX. Correspondence and Response

All parties to governance (each senate, executive staff and the College President) are free to correspond with any other party to governance. It shall be the practice of the parties to make a reasonable effort to provide any corresponding party with a timely response.

There shall be two levels of response. First, any party receiving correspondence from any other party shall acknowledge, in writing, that such correspondence has been received. Second, as soon as reasonably possible after receipt, the receiving party shall advise the sending party of the status of the issue (i.e., action taken, action pending, meetings scheduled, etc.) Once an issue has been resolved, the receiving party shall notify the sending party of the determination and any factors influencing the outcome.



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X. Elections

Election of officers shall be held each year, before the end of the spring semester, or a date established on the College calendar. Each senate shall elect a chair-elect, a secretary elect, and such other representatives established by the individual senate's by-laws.

XI. Evaluation

All members of the College community are encouraged to make constructive comment(s) on the governance system.

It is understood that governance must be flexible to grow and evolve with the College.

President

Date:

Chairman

Date: