

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**SENATE AGENDA**  
**December 16, 2022**  
**Sprole Conference Room**

CALL TO ORDER

- Roll Call
- Introductions
- Welcome Guests
- Public Comment (if any)

APPROVAL OF MINUTES

December 2, 2022

UPDATES

College Senate Chair(s) update

REPORTS

Strategic Enrollment Management - Dean for Enrollment Management, Enrollment Services Center

Executive Branch Representative

FCCC Representative Update

COAS Update

ACTION ITEMS

Micro-Nano Fabrication System Micro-credential

New By-laws

ADJOURNMENT

FOCUS FOR THIS YEAR

Implement new by-laws of the College Senate – Due December 2022  
Middle States

Next College Senate Meeting

Friday, January 27, 2023

12:15pm

Room: Sprole Conference Room, Room 204

**Tompkins Cortland Community College Senate  
Unapproved Minutes  
Sprole Conference Room  
December 2, 2022**

**CALL TO ORDER**

- C. Goodwin called the meeting to order at 12:19 pm and welcomed guests.
- M. Lopez did roll call.

**Roll Call**

**Present:** L. Caza, K. Conway, A. Daye, D. Doskal, D. Flaten, C. Goodwin, D. Green, K. Hall, M. Lopez, S. Paradiso, J. Petrella-Baum, R. Sarachan, V. Zeppelin

**Excused:** K. Block, M. Godfrey, D. Riegel, M. Timonin

**Unexcused:**

**Guests:** G. Gammage-Sikora, J. Walz-Koeppel

**Public Comment**

No public comment.

**APPROVAL OF MINUTES**

V. Zeppelin made a motion to approve the minutes of November 11, 2022. D. Flaten seconded the motion, all others in attendance approved.

**UPDATES**

C. Goodwin shared that Amy Kremenek asked if we had any feedback on the Roadshow. K. Conway shared that she learned a lot, that it was a good introduction to the Senate. S. Paradiso will ask Gregg Kiehl for the recording. C. Goodwin added that we could follow-up in January on additional feedback so that those that were unable to attend could view the information that was shared in the Roadshow.

**REPORTS**

**Executive Branch Report**

P. Reifenheiser was unable to attend this meeting.

**FCCC Representative Update**

P. Tvaroha was unable to attend this meeting.

## **CARE Update**

D. Doskal shared an overview of CARE (Campus Advocacy and Referral Education). The purpose is to connect students to resources. She shared that it is a support for struggling (not academic struggles) students. Many of the students referred for their struggles do struggle academically. Supports are provided through counseling, food, financial and even security. There is an Emergency Fund that is utilized to ensure that students do not fall through the cracks.

The majority of the referrals are through faculty and staff. Campus Police, Health and Wellness, Residence Life, Access and Equity, Darese Doskal and others as needed are included on the CARE Team. The current team consists of Carolyn Boone, John Gebo, Michael Oyeola, Barb Thayer, Matt Kiechle, John Witkiewicz, Angeline McComb and Darese.

Fall 2021 saw 19 referrals. Spring 2022 saw 14 referrals and this semester, Fall 2022 saw 23 referrals. Of those referrals, Fall 2021 – 14 continued, 1 graduated and others withdrew. Spring 2022 – 14 continued, 9 graduated. Fall 2022 – all are still enrolled.

There is a CARE Report for faculty and staff to use if there is a concern. The form is in myTC3/SelfService (not in Starfish). It is also located on the Campus Police site. If you are in doubt which form to complete (CARE or COAS), you may complete either form – as both go to Darese Doskal and she will triage to ensure that the student receives the appropriate supports. The form may be completed anonymously, but faculty and staff are encouraged to submit their name so Darese may reach out if additional information is needed.

G. Gammage-Sikora asked how the committee is related to Title IX. Darese Doskal clarified that it is unrelated to Title IX.

V. Zeppelin asked how people know of the program/support. D. Doskal clarified that it is included in the Title IX information as well as Orientation, but there is no specific training on CARE. When the Vice President of Student Services sends an email at the beginning of the semester, the information will be added to that email.

## **ACTION ITEMS**

### **Spring Semester and Election Date**

C. Goodwin shared that we looked at the seats that will be open after the Spring semester. We will have 1 Teaching, 2 Classified, 1 Non-Teaching or Administrative Professional and 1 Adjunct seats open as well as others if they choose not to continue. We would like to fill these seats before the end of the Spring semester. Please be thinking of anyone who may want to join the College Senate.

## **Updating By-Laws**

C. Goodwin shared that D. Flaten had sent changes, and that she appreciated the noted changes. She asked if there were any additional changes that others saw or anything that should not be included. There was note that in 6.7, the wrong form of “bases” was used, it should be “basis”. D. Doskal asked if the Committee List would be updated. C. Goodwin shared that this will be pending for Spring, to determine the committees. There will be a college wide survey to ask the campus for updates and updated charge documents.

R. Sarachan suggested Article 12 should state “Senate shall make publicly available a list of all standing committees” – and then remove Appendix III (the listing of committees). We could then include a listing on our website (or other campus community facing site that includes our information).

C. Goodwin will make the additional changes and will resend for a final vote at our next meeting.

V. Zeppelin shared that there may be micro-credentials to be reviewed for our next meeting.

R. Sarachan suggested that we have a fully remote meeting because it will be during finals week and it would be easier for members to attend, especially during the busy time. C. Goodwin shared that we would check with Denver Stickrod and Paul Reifenheiser to ensure that they could meet virtually.

## **ADJOURNMENT**

R. Sarachan made a motion to adjourn the meeting at 12:52 p.m.



## Micro-Nano Fabrication Safety Credential

Student's Name:

Advisor's Name:

Prior completion of, or concurrent enrollment in, MATH 122 *Technical Mathematics* or equivalent is required for this credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
CHEM 101 OR CHEM 107	Principles of Chemistry I OR General Chemistry I	4			<input type="checkbox"/>
ELEC 128	Fundamentals of Electricity	4			<input type="checkbox"/>
MNT 100	Cleanroom Orientation & Safety	1			<input type="checkbox"/>
MNT 101	Technology & Characterization at the Nanoscale	1			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 10**

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



## MICRO-CREDENTIAL PROPOSAL FORM

- A micro-credential is a defined set of coursework that should “stack into” an existing degree or certificate, but can stand alone as a valuable career credential.
- All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval.
- A new micro-credential will be active immediately following Board of Trustees approval.
- When developing a micro-credential, please refer to Curriculum Committee *Policies and Procedures* available on Sharepoint and consult with the Provost and the Registrar as needed.

CONTACT PERSON FOR THIS PROPOSAL	CREDENTIAL INFORMATION
<b>Faculty lead:</b> Sophia Georgiakaki	<b>Proposed title:</b> Micro-Nano Fabrication Safety Credential
<b>Department:</b> STEM/Applied Science and Technology AAS	<b>Start date:</b> Spring 2023
<b>Date submitted:</b> 11/7/2022	<b>CIP4:</b> 15.16 - Nanotechnology
<p><b>Identify others who have been involved in the design/development of this credential.</b></p> <p>Ron Olson – CNF Director of Operations            Michael Skvarla – CNF User Program Manager            Tom Pennell – CNF Technical Staff / Education and Outreach Coordinator            Carrie Whitmore – Director of Continuing Education and Workforce Development</p>	<p><b>Brief description:</b> This microcredential is intended to provide students with the fundamental knowledge required to work safely and effectively in the semiconductor cleanroom environment as well as other high-tech scientific facilities.</p>

<b>Business, Company or Agency partner:</b> Cornell NanoScale Facility (CNF) Odyssey Semiconductor, Inc. Calient Technologies, Inc.	<b>Location:</b> Cornell NanoScale Facility – 250 Duffield Hall, Ithaca, NY 14853 Tompkins Cortland Community College – 170 North Street, Dryden, NY 13053		
	<b>Minimum credits required</b> (Minimum = 6; Maximum = 23):  10	<b>Minimum contact hours:</b>  150-230	<b>Can be completed fully on-line:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

<b>Courses: (List course code, title, and credits for each. Include any course choices allowed. Specify any minimum grade requirements. Note sequencing and semesters offered where relevant.)</b>  CHEM101 – Principles of Chemistry I (4 cr.) Fall and Spring Semesters OR CHEM107 – General Chemistry I (4 cr.) Fall and Spring Semesters ELEC128 – Fundamentals of Electricity (4 cr.) Spring Semesters MNT 100 – Cleanroom Orientation and Safety (1 cr.) Fall and Spring Semesters MNT 101 – Technology and Characterization at the Nanoscale (1 cr.) Fall and Spring Semesters	<b>Non-credit components, if any:</b>
<b>CREDENTIAL ALIGNMENT</b>	
<b>Describe how the proposed credential is aligned with or complementary to a current Tompkins Cortland program and/or certificate with respect to institutional priority, and/or expressed workforce need. List program(s)/certificate(s) with which this credential aligns.</b>  The proposed Micro-Nano Fabrication Safety microcredential is complementary to several TC3 degree programs including Applied Science and Technology A.A.S. - Electrical Engineering Technology Pathway, and Engineering Science (A.S). It is directly aligned with strategic workforce development initiatives proposed by the National Science Foundation and the vision of the recently-passed CHIPS for America Act and FABS Act. By establishing this microcredential and associated curriculum, the Cornell NanoScale Facility (CNF) and TC3 will provide students with the fundamental knowledge required to enter into this high-tech work force.	

**What is the expected student population for this credential?**

The expected population includes students in the AST program, P-Tech students in the AST A.A.S. Pathway, students interested in Electrical Engineering Technology, individuals interested in obtaining an entry-level micro-nano fabrication technician position, or currently-employed individuals interested in up-skilling for a better-paying position. Students must be at least 18 years old when they participate in CNF lab courses.

**Explain how this credential meets local and/or regional market demand. Include any available data regarding job outlook. Describe how external partners have contributed to development of the credential, if applicable.**

Tompkins County and the surrounding Upstate NY area are rich in high-tech companies seeking talented employees. Corning Incorporated, Odyssey Semiconductor, and Transonic Systems Inc. are just a few examples of local companies seeking employees that are educated in these skills. With the passing of the aforementioned CHIPS for America and FABS Acts, the number of jobs in this field will increase dramatically in the next five years. Furthermore, with the recent announcement of Micron investing in a \$100 billion megafab facility in Central New York with an estimated creation of 9,000 on-site jobs over the next few years, the regional demand for micro-nano fabrication technicians will undoubtedly increase.

CNF has been in operation on Ithaca's Cornell University campus for 45 years. The facility's two primary objectives are education and research with the former contributing heavily to the success of the latter. CNF leaders and staff have held many discussions with industrial partners about their workforce needs and have an in-depth understanding of the education required to deliver high-quality employment candidates in this highly specialized field.

**Explain the purpose of the proposed credential and list the learning outcomes.**

The purpose of this credential is to give students a fundamental understanding of key concepts relating to working in the micro- and nanofabrication environment.

Student Learning Outcomes: After completion of this Credential, students will be able to:

- 1) Describe chemical processes necessary for proper execution of functions in a clean room.
- 2) Explain physical and electrical properties of material used in micro- and nanofabrication.
- 3) Follow safety protocols and proper practices in a clean laboratory environment.
- 4) Describe and explain the key concepts of microfabrication and nanofabrication including: photolithography, wet etching, plasma etching, electron beam lithography, imaging, and metrology.



If applicable, describe how this credential is aligned to professional standards of a relevant professional organization. List any third-party certifications that students may earn by completing the credential.

CNF New User Safety Certification: This training and certification is required by the local semiconductor industry for all their new hires.

Additional costs above tuition and institutional fees must be identified. (Examples: OER fees, course fees, required supplies or equipment, non-credit component cost.) List any anticipated costs beyond standard institutional tuition and fees.

Textbooks approx.  $\$200 + \$200 = \$400$

Lab Fees  $\$250 + \$250 = \$500$

**Additional comments:**

Prerequisites: Prior completion of, or concurrent enrollment in, MATH 122-*Technical Mathematics* or equivalent or appropriate placement indicators; RDNG 116-*College Reading and Study Skills* or appropriate placement indicators.

#### INSTITUTIONAL SUPPORT

Institutional capacity must be in place for student supports in the areas of advising, registration, tutoring, library resources and any other relevant supports. Please describe the relevant supports needed for the credential.

Supports are available through TC3.BIZ and the Applied Science and Technology A.A.S. academic program chairs and instructors. Concurrent Enrollment students enrolled in any of the courses in the Credential will receive support from their high school. CollegeNow and program chairs will assist with training and communication with high school staff and instructors. Support for CNF courses will be provided by CNF staff and advisors.

Technology supports must be in place as needed. Please identify any specialized technology needs.

**Identify target market audiences for this credential.**

- Traditional and non-traditional students interested in a career in microfabrication and nanofabrication.
- Current employees in the electronics industry interested in obtaining microfabrication and nanofabrication skills.
- High school graduates interested in a technical career related to electronics manufacturing.

**Additional comments:**

## CURRICULUM PROPOSAL FORM

**Name:** Sophia Georgiakaki, Ron Olson, Carrie Whitmore

**Academic Community/Program:** STEM / Applied Science and Technology AAS

**Date:** 11/7/2022

### **TYPE OF SUBMISSION**

*(Check the type of submission and enter the requested information)*

**Change(s) in Degree/Certificate Requirements**

**Program Title:**

**Degree/Certificate Type:**  A.A.S.  A.A./A.S.  Certificate

**Change(s) to Existing Course**

**Course Number and Title:**

**Identify the type of change(s) proposed:**

- Change in Course Title or Number
- Change in Prerequisites, Co-requisites, and/or Basic Skills for Course Success
- Change in Credit Hours
- Change in Instructional Format (Lecture, Laboratory Hours)
- Change in Catalog Description
- Major Change in Course Content
- Change in essential topics/learning outcomes
- Deletion of course from curriculum
- Update to current Master Course Syllabus Template

**New Course**

**Academic Community Proposing/Endorsing Course:**

**Proposed Course Title:**

**Developmental**  **First Year**  (100 level) **Second Year**  (200 level)

**New Degree/Certificate/Microcredential**

**Academic Community Proposing/Endorsing Proposal:** STEM

**Proposed Title:** Micro-Nano Fabrication Safety

**Degree/Certificate:**  A.A.S.  A.A./A.S.  Certificate  **Microcredential**

**Other Curricular Change:**

## II. Proposal Summary and Rationale

*Summarize the proposed curricular change(s) and provide a rationale. Indicate how the proposed change is intended to enhance or improve student learning.*

The Micro-Nano Fabrication Safety Credential provides students with the fundamental knowledge required to work safely and effectively in the semiconductor cleanroom environment as well as other high-tech scientific facilities.

Tompkins County and the surrounding Upstate NY area are rich in high-tech companies seeking talented employees. Corning Incorporated, Odyssey Semiconductor, and Transonic Systems Inc. are just a few examples of local companies seeking employees that are educated in these skills. With the passing of the CHIPS for America and FABS Acts, the number of jobs in this field will increase dramatically in the next five years. The semiconductor industry is projected to produce \$0.5 trillion in revenue over the next 7 years. In addition to the existing industries, with the recent announcement of Micron investing in a \$100 billion megafab facility in Central New York with an estimated creation of 9,000 on-site jobs over the next few years, the regional demand for micro-nano fabrication technicians will undoubtedly increase.

The Cornell NanoScale Facility (CNF) has been in operation on Ithaca's Cornell University campus for 45 years. The facility's two primary objectives are education and research with the former contributing heavily to the success of the latter. CNF leaders and staff have held many discussions with industrial partners about their workforce needs and have an in-depth understanding of the education required to deliver high-quality employment candidates in this highly specialized field. CNF is very interested in partnering with TC3 and acting as our satellite specialized lab for courses in the semiconductor and micro-nano fabrication sector.

We hope that this credential is the beginning of a larger curriculum that we will develop with CNF which will increase the visibility of the industry in our area and support local and regional existing and future partners.

# TOMPKINS CORTLAND COMMUNITY COLLEGE BYLAWS FOR COLLEGE GOVERNANCE

## Article 1: Preamble

In accordance with the Mission, Vision, Values, and Goals developed at Tompkins Cortland Community College, and with the approval of the Board of Trustees, the President, and the College staff, a College Governance Model has been established.

## Article 2: Governance Structure

Governance shall consist of an elected, College-wide committee known as the “College Senate.” Meetings shall be open to all members of the College community.

## Article 3: Purpose and Function

The College Senate represents faculty, staff, students, and administrators in the campus Shared Governance process. The College Senate fosters a dynamic, open, and cooperative process which seeks input and recommendations from all campus constituencies to inform decision-making to help the College best achieve its Mission and Goals. This participatory structure and process will assist the campus community to communicate and collaborate in a respectful, honest, and productive manner regarding decisions that are for the good of the College as a whole in terms of establishing its course and direction.<sup>1</sup>

The College Senate shall:

- 3.1** Provide an opportunity and structure for the constituencies of Tompkins Cortland Community College (TC3) to formulate positions on policy matters of common interest to the College for transmittal to the President and the Board of Trustees.
- 3.2** Provide an opportunity for constituencies of TC3 to act in an advisory, consultative, and planning capacity to the President.
- 3.3** Provide lines of communication and the opportunity for exchange of ideas between individuals and constituencies of the College on matters of common interest. **See Appendix I**
- 3.4** Provide a mechanism for recommendations to the President on the establishment of and procedures for designated councils and committees of the College.
- 3.5** Provide for the establishment and coordination of a College-wide governance system of committees.
  - 3.5.1** If a policy or major operational implications are apparent in any group functioning outside of the established governance system, the Chairperson(s) of the College Senate may meet with that group or appropriate administrator to include that work as part of the College Senate.

---

<sup>1</sup> Adapted from Broome Community College’s College Assembly

- 3.6** Provide an open forum and channel of communication among members of the College community regarding operational decision of relevance to campus community.<sup>2</sup>
- 3.7** Establishment of a committee or dissolution of a committee can take place after review and due deliberation.
- 3.7.1** Criteria for establishing a committee:
- 3.7.1.1** Potential committees must submit a committee charge form to the College Senate chairperson(s).
  - 3.7.1.2** Each committee may at any time propose changes to its charge or composition. Such changes shall take effect only upon approval by the College Senate.
  - 3.7.1.3** Review: The College Senate shall review the charges and compositions of all committees at least every three (3) years.
- 3.7.2** Criteria for dissolution of a committee:
- 3.7.2.1** If a committee's function/charge becomes obsolete.
  - 3.7.2.2** If for a period of one (1) year a committee becomes inactive or
  - 3.7.2.3** Noncompliant (not following the committee's charge) or
  - 3.7.2.4** If a standing committee does not report to the College Senate according to Article 12 of the College Senate bylaws. Any committee wishing not to be dissolved may submit a proposal to the College Senate describing how they will remedy their inactivity or noncompliance for the following year.
  - 3.7.2.5** If during the following year the committee does not comply with the proposed remedies, and has remained inactive or noncompliant for a period of two (2) years, the committee shall be dissolved.
  - 3.7.2.6** The College Senate shall send formal notification of a committee's dissolution to the College Community.

## **Article 4: Membership**

- 4.1** The College Senate shall be made up of a maximum of nineteen (19) voting members from identified groups within the College community.
- 4.1.1** Fifteen (15) members shall be elected from the employee groups of the College as follows:
- Three (3) members shall be elected from the Teaching Faculty (2 year term)
  - Three (3) members shall be elected from the Classified Staff (2 year term)
  - Three (3) members shall be elected from the Non-Teaching Faculty and Administrative Staff (2 year term)
  - Three (3) members shall be elected from the Faculty Student Association employees (2 year term)
  - Three (3) members shall be elected at-large from the above-named employee groups (2 year term)
- 4.1.2** Four (4) members shall be selected for election from the following groups:
- It shall be the responsibility of the College Senate chairperson(s) to arrange for the selection of two (2) Adjunct/Contract employee

---

<sup>2</sup> 3.1-3.6 Adapted from Mohawk Valley Community College By-laws, 2.1-2.6, 5/1/18

representatives, elected by Adjunct/Contract employees, at the beginning of the academic year. Adjunct/Contract employee terms of membership shall be for one year and only two consecutive terms.

- It shall be the responsibility of the College Senate chairperson(s) to arrange for the selection of two (2) student representatives through the Student Advisory Board. Student terms of membership shall be for one year.

- 4.1.3** Ex-Officio, non-voting members: One member from the President's Cabinet or Executive Leadership Team shall be present at each meeting to facilitate communication flow between the Executive Branch and the College Senate. The Faculty Council of Community Colleges (FCCC) delegate should either present or send an update to the College Senate at least once a month.
- 4.2** Any staff member whose position is not clearly identified by the terms Teaching Faculty, Non-Teaching Faculty, Classified Staff, Administrative Staff, or Faculty Student Association employees, shall be considered a part of the employee group identified as Non-Teaching Faculty/Administrative Staff. Examples include, but are not limited to, positions identified as Technical Assistant, Learning Lab Specialist, and Management Confidential (excluding Executive branch membership).
- 4.3** No person shall serve as a College Senate member for more than two consecutive terms.
- 4.4** If the completion of the term as Chairperson coincides with the end of their College Senate term, they then shall continue as an ex-officio member for one year. This shall be for the purpose of providing continuity in the leadership of the College Senate. Otherwise, they shall continue as a member of the College Senate for the completion of their term.<sup>3</sup>
- 4.5** An open call for nominations will be sent by members (not necessarily any specific officer) of the College Senate six (6) weeks prior to the end of the semester to solicit nominees for open seats in order to populate a ballot.
- 4.5.1** All nominees shall be identified on the ballot by employee group: Teaching Faculty, Classified Staff, Non-Teaching Faculty/Administrative Staff, or Faculty Student Association employees.
- 4.5.2** Instances where more nominations exist than seats available for elected members shall be selected as follows:
- 4.5.2.1** The nominees with the highest vote tallies within that employee group shall fill the requisite number of seats identified for a particular employee group. When all designated seats have been filled, the remaining nominees shall then be considered at-large and seats shall be filled by those nominees with the highest vote tallies, without regard to employee designation. This applies to new members and members wishing to carry on to a second term. Both shall be on the ballot with the highest vote tallies taking available seats.
- 4.5.3** Before the end of the academic year, the newly constituted College Senate shall meet and elect the Chairperson(s) to serve for the following academic year.
- 4.6** The term of the newly elected College Senate shall begin on the first day of the next academic year.

---

<sup>3</sup>Mohawk Valley Community College By-laws, 4.3.2, 5/1/18

## **Article 5: Officers, Terms & Other Roles**

**5.1** Chairperson(s): One or two College Senate chairperson(s) for the forthcoming year shall be elected from, and by, the College Senate members for a one-year term. If the Chairperson(s) vacates the office before the expiration of his/her term, election shall be made from among the voting membership of the College Senate as soon as possible to fill the position. The total compensation for the chairperson(s) during each of the Fall and Spring semesters shall be at a rate of \$1850.00 beginning the Spring 2007 semester and thereafter increased at the range movement provided in the Faculty Association contract.

### **5.1.1** Chairperson(s) Duties

- 5.1.1.1** Set the agenda for all regular and special meetings of the College Senate.
- 5.1.1.2** Preside over all regular and special meetings of the College Senate and at all College Senate sponsored forums.<sup>4</sup>
- 5.1.1.3** Communicate with the College President and Provost on a regular basis.
- 5.1.1.4** Provide a written report for the Board of Trustees each month; attend and report at the College's Board of Trustees meetings.
- 5.1.1.5** Ensure that the review of the College committees' charges take place every three (3) years.
- 5.1.1.6** Arrange for a College Senate member to participate in the College's review of their policies every three (3) years.
- 5.1.1.7** Ensure that ad hoc committees obtain and analyze specific information for the use of the College Senate.
- 5.1.1.8** Review minutes of the College Senate meetings and reports of any College Senate sponsored events before they are distributed to the entire College community.<sup>5</sup>
- 5.1.1.9** Attend, if possible, the annual SUNY Voices - Shared Governance Conference.

**5.2** Secretary: A secretary for the forthcoming year shall be elected from, and by, the College Senate members for a one-year term. Election shall follow the nomination of new College Senate members and shall be held prior to the end of the academic year. If the Secretary vacates the office before the expiration of his/her term, an election shall be made from among the voting membership of the College Senate as soon as possible to fill the position. The secretary shall be compensated during each of the Fall and Spring semesters at a rate of \$700.00 beginning the Spring 2007 semester and thereafter increased at the range movement provided in the Faculty Association contract.

### **5.2.1** Secretary Duties:

- 5.2.1.1** Ensure that scheduled meetings are sent to College Senate members.
- 5.2.1.2** Forward the agenda and all pertinent materials to the College Senate members and College community no later than three (3) work days prior to the College Senate meeting.
- 5.2.1.3** Ensure that accurate minutes of each meeting are taken and make every

---

<sup>4</sup> Mohawk Valley Community College By-laws, 4.4.1.1.1, 5/1/18

<sup>5</sup> Mohawk Valley Community College By-laws, 4.4.1.1.11, 5/1/18



attempt to distribute them to all appropriate people within one week of a meeting. The minutes shall record all motions and the action taken thereon, absences, dates and time of convening and adjourning, the essence of discussion on a motion when such information will aid in the understanding of a motion, and direct action of the College Senate and all pertinent announcements.

**5.2.1.4** Maintain the contents of the College Senate public folders and the College Senate website.<sup>6</sup>

**5.2.1.5** In the absence of the College Senate Chairperson(s), the Secretary shall preside over the scheduled College Senate meeting.

**5.3** Non-compliance of members:

**5.3.1** College Senate members are expected to attend all scheduled meetings. Should they be unable to attend, they must notify the chairperson(s) or secretary in advance and they will be noted as excused in the minutes.

**5.3.2** The College Senate shall have the right to dismiss members who miss more than three unexcused meetings of the College Senate in any given year. If a member is determined, based on meeting attendance not fulfilling their role, the seat will be considered vacant upon approval with a majority vote.

**5.3.3** College Senate officers are expected to fulfill the roles of their respective positions. Should those expectations of their positions not be fulfilled they may be removed as an officer by a majority vote of those College Senate members present.

## **Article 6: Meetings**

**6.1** Regular meetings of the College Senate shall be scheduled no fewer than once a month during fall and spring academic terms.

**6.2** Additional meetings may be called at the discretion of the Chairperson(s).

**6.3** Meetings of the College Senate, as well as any standing committees, shall be open to all members of the College community.

**6.4** At the beginning of each semester, the College Senate shall set a consistent meeting schedule. In the case of an operational decision that must be made prior to the beginning of an academic year, a special summer meeting(s) may be called by the Chairperson(s).

**6.5** The College Senate shall establish a set of Standing Rules. Robert's Rules (latest edition) will govern the conduct of the College Senate as well as all committees. A quorum shall be considered half the voting members plus one excluding any unfilled seats.

**6.6** Voting:

**6.6.1** All members are equal voting members; proxy votes are not permitted.

**6.6.2** At any time voting can be done by secret ballot.

---

<sup>6</sup> Mohawk Valley Community College By-laws, 4.4.3.1.3, 5/1/18

**6.6.3** When an urgent issue must be decided and it is not possible to convene a regular or special meeting of the full College Senate, the Chairperson(s) may ask for and receive an e-mail vote on an item of business or electronic voting system.

**6.7** College Senate meetings should be held in person as often as possible but on an as needed basis the committee can decide as a whole to offer remote meetings as well as remote voting.

## **Article 7: Information**

- 7.1** Electronic mail shall be considered the primary means of disseminating information between the College Senate and the College community. All agendas, minutes, and other appropriate documents shall be posted to “Everyone” public groups for staff and students, or the equivalent.
- 7.2** Agendas and minutes shall be made available to the College community at least three business days prior to all meetings. Unapproved minutes shall be distributed at least three (3) days prior to next meeting.
- 7.3** In order to foster communication to and from the Board of Trustees, the Chairperson(s) shall attend regular Board of Trustees meetings and shall be afforded time on the agenda to share information relating to business currently under consideration in the College Senate.

## **Article 8: Item of New Business to come before the College Senate.**

- 8.1** Any member of the College community may request that an item of business be considered by the College Senate.
- 8.1.1** Materials for proposals must be submitted in writing to the chairperson(s) of the College Senate at least seven (7) days before a scheduled discussion or vote.
- 8.1.2** Any item of new business not brought to the College Senate Chairperson(s) within two (2) weeks prior to a regular meeting may be tabled until the following regular College Senate meeting.
- 8.1.3** The chairperson(s) will distribute the materials to the College Community at least ten (10) days before the scheduled meeting.
- 8.1.4** The presenter shall provide a written rationale for consideration of the new item of business by the College Senate and the presenter will be available either during the meeting or after to answer any questions.
- 8.1.5** The College Senate chairperson shall determine as to whether the particular item of new business is appropriate for the College Senate.
- 8.2** Any member of the College community may petition the College Senate to consider a particular item of new business. Upon presentation of a petition signed by 20 percent of the College community requesting that an item of new business be considered, and stating that the signatories believe that the particular item of new business will have a significant impact on the College’s Mission, Vision, Values, and Goals, the College Senate shall consider the item.

## Article 9: Appeal Process

- 9.1** In those instances when any member of the College community wishes to appeal the recommendation/action by the College Senate, they should submit a petition, signed by 20 percent of the College community, to the College Senate. The College Senate will then be obligated to commence, within fifteen (15) working days, a meeting of the College community to consider the subject of said petition.

## Article 10: Definitions

For purposes of Governance the following definitions shall apply:

- 10.1** Staff: The term “staff” shall include any person currently employed in the employee groups defined as Adjunct/Contract employee, Teaching Faculty, Non-Teaching Faculty, Technical Assistant, Learning Lab Specialist, Classified Staff, Administrative Staff, full-time Coltivare employees, full-time TC3 Farm employees or Faculty Student Association, Management Confidential, excluding the President and President’s Cabinet or Executive branch.
- 10.2** Student: The term “Student” shall include any currently enrolled student who is matriculated in a degree or certificate program and who is in good academic and conduct standing.
- 10.3** College Community: The term “College Community” shall be the most inclusive and shall include all current faculty, staff, adjunct faculty, students, the President, the President’s Cabinet, and members of the Board of Trustees.
- 10.4** Institutional Policy/Policy: “Institutional Policy” and “Policy” shall be defined for the purposes of Governance as those policies which require Board of Trustees approval and which then serve as guiding principles for the College. Nothing in these bylaws shall be construed to shift the ultimate approval or disapproval of a recommended policy from the Board of Trustees nor shall governance encroach on those issues that are within the purview of collective bargaining contracts.
- 10.5** Operational Decision: “Operational Decision” shall be defined as administrative decisions that affect the ongoing functions and operations of the College. Nothing in these bylaws shall be construed to shift the ultimate decision-making authority, in regard to operational decisions, from the President.
- 10.6** Academic Year: For the purposes of these bylaws, the term "academic year" shall refer to the period of time considered to be the contract year for ten-month employees under the Faculty Association contract.
- 10.7** Definitions of Organizational Groups **See Appendix II**

## Article 11: Bylaw Amendments

Any proposal to amend these bylaws must fulfill the following requirements:

- 11.1** Written copies (printed or emailed) of the proposed amendment shall be distributed to all members of the College Senate at least seven (7) calendar days prior to the date of the regular College Senate meeting at which the amendment is to be formally introduced and discussed.

- 11.2 The amendment shall be adopted by a two-thirds (2/3) affirmative vote of the College Senate membership, excluding any unfilled seats.
- 11.3 All amendments shall become effective upon recommendation to the President to, and approval by, the Board of Trustees of Tompkins Cortland Community College.
- 11.4 These bylaws shall be reviewed in their entirety, by an ad hoc committee, at least once every three (3) years.<sup>7</sup>

## **Article 12: Standing Committees (pending for spring semester)**

The College Senate ensures the work of standing committees of the College through oversight. This will take place by facilitating communication, development of recommendations, and the development of college-wide policy.

### **12.1 Standing Committees of the College Senate:**

#### **See Appendix III**

**12.1.1** Committees will receive their charge from the President or College Senate.

**12.1.1.1** The committees will be given a committee charge form to fill out and return to the secretary of the College Senate to submit for College Senate approval. **See Appendix IV**

### **12.2 Communications:**

**12.2.1** Annually, all standing committee chair(s) or designee will report in person and in writing to the College Senate. Action items must be forwarded to the College Senate chair(s) two (2) weeks prior to the meeting date.

**12.2.2** Every three (3) years a review will take place of each of the standing committees' charges and structure.

## **Article 13: SUNY Chancellor's Awards**

The College Senate shall oversee the SUNY Chancellor's Awards process each year. The Chairs of the College Senate shall be deemed the President's appointees.

**13.1** It is the responsibility of the Chairs to review the list of award titles, the number of nominees the College can put forward, deadlines for each award, and the creation of the selection committee.

**13.1.1** Selection committee to consist of a sub-committee of the College Senate and additional community members as needed, as well as an appointee from the President in an ex-officio capacity.

**13.2** The College Senate Chair(s) shall email the College community to put a call out for nominations.

**13.2.1** Email notification shall include list of award titles, attachments of nomination Microsoft Forms or present system being used and clearly state deadlines.

---

<sup>7</sup> Article 11, Mohawk Valley Community College By-laws, Article 9, 5/1/18

- Separate forms are needed for Excellence in Adjunct Instruction and Excellence in Classified Services. All other awards may share the same form.
- Nominations for Excellence in Adjunct Instruction needs to be requested first, as the deadline is during the Fall semester.

**13.2.2** Nomination forms may be accessed by to the College Senate Chairs and/or Secretary.

- Forms shall be stored on the College Senate SharePoint site for easy access by the Secretary or Chairs.
- Forms need to be checked each year to ensure that qualification requirements listed at the top of the form are correct.

**13.3** The Senate Chairs or Secretary will forward the list of nominees to Human Resources, along with qualification requirements of each award, to determine eligibility. Human Resources will return the list of eligible candidates to the Chairs or Secretary.

**13.3.1** The Senate Chairs or Secretary will provide a list of names of the selection committee members to Human Resources.

**13.3.2** Human Resources will email Confidentiality Agreements to Committee members. Once Confidentiality Agreements are obtained, Human Resources will release nominee packets which only include: nomination letters, personal statement, and updated resume.

**13.4** Human Resources will email nominees with generic statement of award nomination and request for personal statement and updated resume along with permission to be shared with the selection committee.

**13.5** List of eligible candidates will be shared with selection committee to review and select nominee.

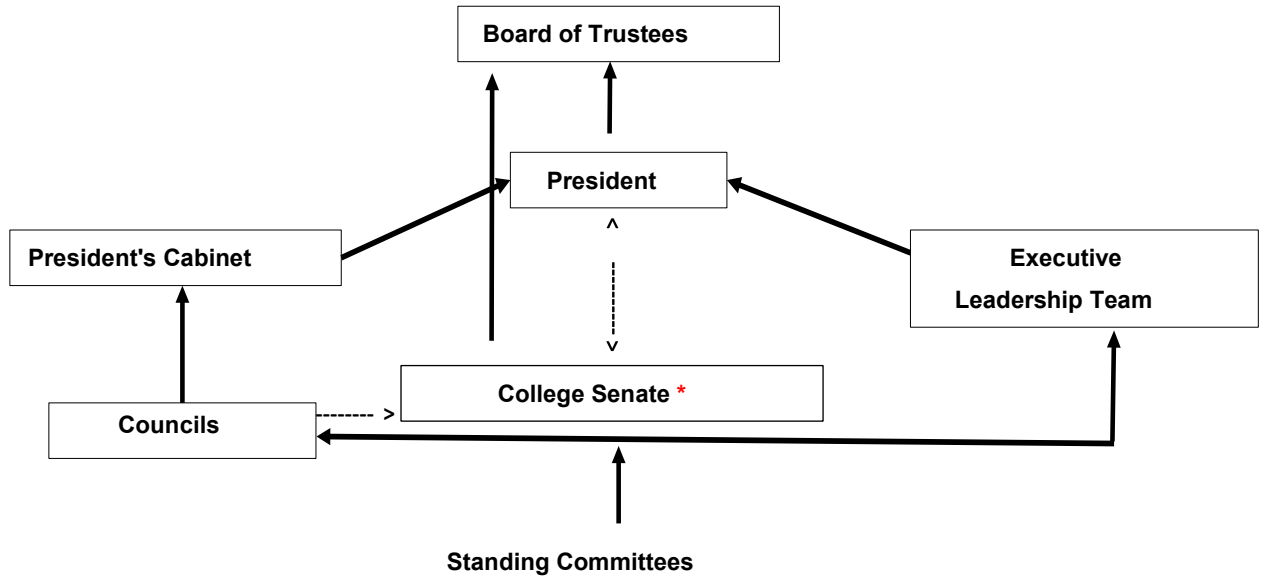
**13.5.1** Nominees will not be included in process. Nominees will be given the opportunity to provide supporting documentation in the form of a personal statement and updated resume, as mentioned in 13.3.2.

**13.6** Selection committee will forward list of chosen nominees to Senate Chairs so that Chairs can complete SUNY nomination memo for President to complete packets.

**13.7** President's Office to compile necessary documentation, including Presidential letter, into pdf files and email designated SUNY representative named on the award website by the stated deadline.

# Appendix I

## College Senate Reporting Flowchart



-----> = presents to/shares with  
—————> = reports to  
\* = Each member represents their respective constituency in the College community.

## Appendix II

### Definitions of Organizational Groups

#### **Executive Branch of the College**

- Includes the President, the President's Cabinet, the Executive Council.

#### **College Senate**

- Body whose charge comes from the President and/or the Board of Trustees
- Recommends/presents to the President of the College
- Reports to the Board of Trustees
- Shared governance body for the academic institution providing a voice and representation for faculty, staff, students, and administrators in the campus shared governance process.
- Provides a vehicle for shared governance, student input and participation in the affairs and activities of Tompkins Cortland Community College
- The College Senate shall consider matters and make recommendations relating to the constituencies of the College, including, but not limited to, the faculty, staff, and students, both full-time and part-time, and relating to problems, policies and programs and to the governance and general welfare of the college
- Seeks input and recommendations from all campus constituencies to inform decision-making that will help the College best achieve its mission and goals
- Assists the campus community to communicate and collaborate in a respectful, honest, and productive manner regarding decisions that are for the good of the College as a whole

#### **Standing Committee**

- Long-term body formed to address ongoing topics, trends, concerns/issues affecting/impacting the College community
- Reports directly or indirectly to the College Senate
- All standing committees must be recognized by and comply with the organizational structure set forth by the College Senate (form completed and reviewed every three (3) years)
- May propose changes to its charge or composition. Such changes shall take effect only upon approval by the College Senate or governing council
- Membership – less restrictive, more representation by the College community

#### **Ad Hoc Committee**

- Body created to complete a short-term task
- Reports to the creating body
- Dissolves upon completion of the assigned task
- Membership – composed of members of the assigning council or committee or other College Community members as needed

#### **Recommendations for Council Formation and Function**

##### **(Councils are not under the purview of the College Senate)**

- Body whose charge comes from the Executive Branch
- Reports directly to the Executive Branch of the College

- May present to the College Senate
- Offers expertise, consultation, guidance, or discussion of issues in response to committee reports
- Body requires bylaws
- Membership-through appointment or election; membership terms required
- Distributes information



## Appendix III

(Pending updates Spring semester 2023)

College Senate  
Standing Committees

### Academic Assessment Committee

Budget Committee

Campus Safety Advisory Committee

Campus Advocacy, Referral and Education (CARE)

Committee on Academic Standards (COAS)

Curriculum Committee

### Diversity, Equity, and Action Council (DEAC)

Guided Pathways Steering Committee Information

### Information Security Management Program

Security Program Committee

Survey and Research Review Committee

Staff Development Committee

### Student of Concern

TAG (Technology Advisory Group)

### Possible separation into work groups

Holiday Luncheon Committee

Stress Less

## Appendix IV



### Name of Committee

---

- |           |   |
|-----------|---|
| Article 1 | Function  |
|           | <ul style="list-style-type: none"><li>a. General statement or purpose statement</li><li>b. What this committee is responsible for</li></ul>   |
| Article 2 | Membership  |
|           | <ul style="list-style-type: none"><li>a. Membership distribution</li><li>b. Term of office</li><li>c. What happens if a member is unable to continue?</li><li>d. Removal from committee for non-participation</li><li>e. Note taking responsibilities</li></ul> |
| Article 3 | Chair   |
|           | <ul style="list-style-type: none"><li>a. Who appoints the chair?</li><li>b. Terms of appointment</li><li>c. Duties of chair</li></ul>   |
| Article 4 | Meetings  |
|           | <ul style="list-style-type: none"><li>a. Regular meetings set by chair</li><li>b. Special meetings may be called by chair</li><li>c. Quorum</li><li>d. Meetings are open to everyone</li><li>e. Notes and agendas are posted</li></ul>                          |
| Article 5 | Changing the Charge of the Committee  |
|           | <ul style="list-style-type: none"><li>a. Approval by the College Senate</li><li>b. Committee reviews its work annually</li></ul>  |

Updated 4/23/19