

TOMPKINS CORTLAND COMMUNITY COLLEGE
SENATE AGENDA
September 30, 2022
Training Room 201

CALL TO ORDER

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

APPROVAL OF MINUTES

September 9, 2022

UPDATES

College Senate Chair(s) update

REPORTS

Executive Branch Representative

FCCC Representative Update

ACTION ITEMS

Updating By-Laws of College Senate

Non-Traditional Student Organization Committee

Report on the following questions:

- *What is the Executive Board?
- * Is there a relationship with faculty and staff and the board? What is the relationship?
- * What is the chair length?

Remote Work Policy

ADJOURNMENT

FOCUS FOR THIS YEAR

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

Next College Senate Meeting

Friday, October 14, 2022

12:15pm

Room: Sprole Conference Room, Room 204

**Tompkins Cortland Community College Senate
Unapproved Minutes
Sprole Conference Room
September 9, 2022**

CALL TO ORDER

- C. Goodwin called the meeting to order at 12:28 p.m.
- M. Lopez did roll call.

Roll Call

Present: K. Block, D. Doskal, C. Goodwin, K. Hall, C. Iacobucci, M. Lopez, S. Paradiso, J. Petrella-Baum, V. Pousseur, R. Sarachan, V. Zeppelin

Excused: D. Flaten

Unexcused:

Guests: G. Gammage-Sikora, P. Reifenheiser, P. Tvaroha, J. Walz-Koeppel

Public Comment

No public comment.

UPDATES

C. Goodwin shared that for those that are connecting remotely to please have camera on. There was a request for nominations sent in the hope for additional new members to be in place for our next meeting.

APPROVAL OF MINUTES

R. Sarachan made a motion to approve the minutes of May 13, 2022 as written. G. Gammage-Sikora seconded the motion, all others in attendance approved.

REPORTS

Executive Branch Report

P. Reifenheiser shared that we are halfway through Middle States. There were previous recommendations and items needed for our next review. He will share the recommendations with us so that we can meet their recommendations. He was happy to answer any questions. S. Paradiso asked what is Middle States. P. Reifenheiser shared that it is our accreditation body, for a variety of reasons, but mainly to be able to offer financial aid to students we need to be accredited. There are 7 standards that we provide data on, but near the end of 8 years we have a self-study for us to look at recommendations and our meeting those standards. Ideally all of the campus is

involved. G. Gammage-Sikora mentioned that SUNY used to oversee TC3, where does Middle States come into play? P. Reifenheiser shared that we are part of the SUNY system, but every College needs accreditation to say that we meet the requirements. V. Zeppelin asked if the Senate will play a role in the self study or just an evaluation? P. Reifenheiser responded that we (the College Senate) need to tell him what role we want to play. He is open to work with us and what we want to do. The last time there were 3 co-chairs, but this time may not be the same structure.

FCCC Representative Update

P. Tvaroha shared that she appreciated the opportunity to represent Tompkins Cortland Community College. She sent an email to P. Reifenheiser yesterday on assessment of the framing of the DEAC rubric to help meet SUNY Gen Ed requirements for faculty, of which the AAS should be in place by Fall 2023. There was White Paper guidance on Mental Health and Leaders about a mental health stipend being put to good use. There is a Campus Governance Leadership Conference on September 23rd in Albany that S. Paradiso will be attending. The Fall Plenary will be held in the Adirondacks in October, which P. Tvaroha will be attending. P. Tvaroha is looking forward to feedback.

ACTION ITEMS

Approval of Meeting Dates

D. Dosal made a motion to approve the meeting dates for Fall 2022/Spring 2023 as tentatively scheduled. R. Sarachan seconded the motion. All others in attendance approved

Non-Traditional Student Organization Committee

P. Tvaroha shared that it is not a committee yet, as it is just her and J. LaMontain. It is not a student group as there would be no longevity. There is confusion about it being an organization or committee, but it is not a student group. P. Tvaroha will get with C. Gorton and L. Williams and will discuss afterwards with C. Goodwin and S. Paradiso so that we can discuss at the next Senate meeting. S. Paradiso saw the lounge and has heard good feedback. P. Tvaroha will be at the Get Connected Fair. The intent is to have a physical and emotional space for students. All in attendance were in favor of tabling discussion for the next meeting.

Remote Work Policy

C. Goodwin shared that our understanding was that the Remote Work Policy was a pilot before becoming a policy, unless other arrangements were made with a supervisor. S. Clark shared that she is open to questions before there is a full vote on September 30th. C. Goodwin mentioned that there is a typo under the Equipment heading. It should state "will provide", a space was missing. V. Zeppelin asked for overviews of how much the remote work was utilized and if there was feedback from supervisors and employees. There may be an evaluation concern. S. Clark shared that it was implemented for

Spring and Summer. There was a mix of factors, approximately 20 individuals used the policy. The idea was for a more permanent schedule, it was not meant to be used for day-to-day scheduling. Many enjoyed the flexibility. An assessment was added as Appendix A for a tool. Appendix B was added because the app was cumbersome, there may possibly be another way to streamline. R. Sarachan mentioned that without a policy a supervisor could approve remote work, but with the policy an employee could appeal. What is the real benefit of the policy? S. Clark shared that only those with an accommodation plan would remote otherwise be approved for remote. The policy is intended to assist in flexibility and a recruitment tool. They are trying to articulate to make it more clear. R. Sarachan asked where the policy comes in with those who already have a contract? S. Clark shared that all should be aware of the Board Policy Manual, which is all encompassing. V. Zeppelin shared that the full-time faculty used to not have a fully remote teaching load. R. Sarachan responded that it used to be that way. V. Zeppelin asked if there has been a shift that has changed that? P. Reifenheiser shared that if a faculty member is fully remote (we are willing to work with faculty), they are still generally expected to come to campus for on-campus meetings. There is not a guarantee, but we are willing to work with individuals. K. Hall mentioned that there are benefits to the College and/or students because offering the policy would add to recruitment. Was it found to be helpful or just added to the policies? S. Clark shared that if it wasn't a benefit, it would not have continued. In her experience, it was definitely a benefit, as there was not lack of support or disruption in the work flow. P. Reifenheiser shared that he saw more productivity and a morale boost during the summer when students were not around. Potential employees raise the question of remote work, especially those who live out of state and need to be remote until they have moved. S. Paradiso shared that she did not partake in the remote work policy, but found that it was difficult in how employees were allowed to work remotely and there wasn't consistency. Some individuals working remotely had poor internet and it took longer to get answers. There needs to be clear expectations of quality of services delivered. V. Zeppelin shared that unless an individual was in the office, there was no way to know if they were working remotely or were out sick. How do you contact the person?

ADJOURNMENT

R. Sarachan made a motion to adjourn the meeting at 1:15 p.m.

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 is to be the voice and representation for 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 that will help the College best achieve its mission and goals. Such a 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.¹

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 interchange of ideas among and between all 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 shall meet with that group or appropriate administrator to include that work as part of the College Senate.

¹ 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 any issue of relevance to campus life.²
- 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. (Effective for the election of 2020-2021, the number of at-large members will be reduced from seven (7) to three (3) members, bringing the total number of College Senate members to 19.)
- 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:

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

- It shall be the responsibility of the College Senate chairperson(s) to arrange for the selection of two (2) Adjunct/Contract employee 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, 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.³
- 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.

³Mohawk 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 at all regular and special meetings of the College Senate and at all College Senate sponsored forums.⁴
- 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** Ensure that minutes of the College Senate meetings and reports of any College Senate sponsored events are distributed to the entire College community.⁵
- 5.1.1.9** Attend, if at all 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 election 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, 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 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 within one (1) week prior to the College Senate meeting.
- 5.2.1.3** Ensure that accurate minutes of each meeting are taken and make every attempt to distribute them to all appropriate persons within one week of a meeting. The minutes shall record all motions and the action taken thereon, absences, dates

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

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

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.⁶

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 position. 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 at least seven (7) times per semester.

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.

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.

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

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 within one (1) week.
- 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 new 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 two (2) weeks before a scheduled discussion or vote.
 - 8.1.2** The chairperson(s) will distribute the materials to the College Community at least ten (10) days before the scheduled meeting.
 - 8.1.3** The presenter shall provide a written rationale for consideration of the new item of business by the College Senate.
 - 8.1.4** 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.
 - 8.1.5** Upon presentation of an item of new business, the College Senate shall make a specific determination as to whether the particular item of new business involves an Institutional Policy or is an operational decision that will have a significant impact on the College’s Mission, Vision, Values, and Goals.
- 8.2** In any case, 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 staff 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 staff, 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 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 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 negotiations.
- 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.⁷

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

Article 12: Standing Committees

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 Approved minutes for each of the standing committees will be posted on the College Senate website by the secretary or chairperson.

12.2.2 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.

12.2.3 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 appointee. Information about the awards can be found on <https://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/>

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 members of the College Senate and additional community members as needed

13.2 The College Senate Secretary shall email the College community to put a call out for nominations.

13.2.1 Email solicitation shall include list of award titles, attachments of nomination forms and clearly state deadlines.

- 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 at the end of the Fall semester.

13.2.2 Nomination forms may be submitted 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.

13.4 List of eligible candidates will be shared with selection committee to review, decide if additional information/material is necessary, and select nominee.

13.4.1 Nominees will not be included in process, unless an updated resume is requested by Human Resources.

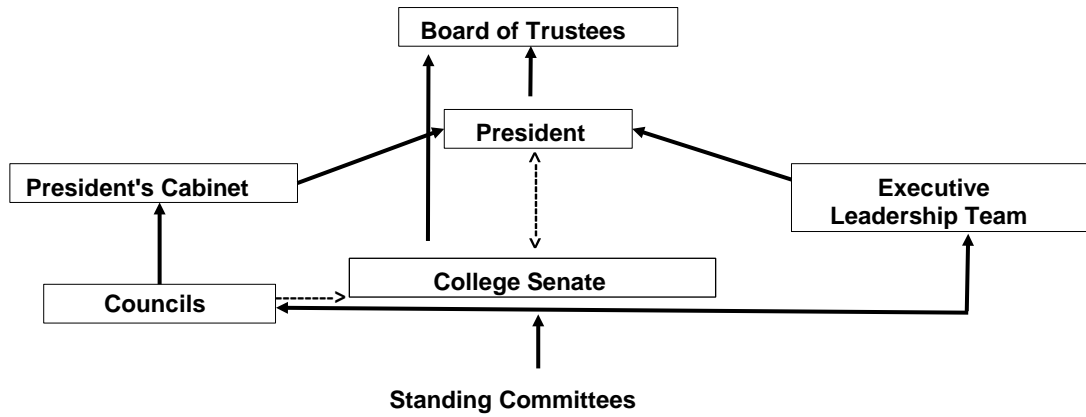
13.4.2 Additional supporting information and documentation should be submitted from the nominator and/or possibly the supervisor at the time of nomination.

13.5 Selection committee will forward list of chosen nominees to Senate Chairs so that Chairs can complete SUNY nomination packets.

13.5.1 President's Office to overnight mail nomination packets to appropriate address listed in link above.

Appendix I

College Senate Reporting Flowchart



-----> = presents to/shares with
—————> = reports to

Appendix II

Definitions of Organizational Groups

Executive Branch of the College

- Includes the President, the President's Cabinet, the Executive Cabinet (currently known as 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
- 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

College Senate Standing Committees

Budget Committee
Campus Safety Advisory Committee
Committee on Academic Standards (COAS)
Curriculum Committee
Guided Pathways Steering Committee Information
Security Program Committee
Campus Advocacy, Referral and Education (Care)
Survey and Research Review Committee
Staff Development Committee

Appendix IV



Name of Committee

- | | |
|-----------|---|
| Article 1 | Function |
| | <ul style="list-style-type: none">a. General statement or purpose statementb. What this committee is responsible for |
| Article 2 | Membership |
| | <ul style="list-style-type: none">a. Membership distributionb. Term of officec. What happens if a member is unable to continue?d. Removal from committee for non-participatione. Note taking responsibilities |
| Article 3 | Chair |
| | <ul style="list-style-type: none">a. Who appoints the chair?b. Terms of appointmentc. Duties of chair |
| Article 4 | Meetings |
| | <ul style="list-style-type: none">a. Regular meetings set by chairb. Special meetings may be called by chairc. Quorumd. Meetings are open to everyonee. Notes and agendas are posted |
| Article 5 | Changing the Charge of the Committee |
| | <ul style="list-style-type: none">a. Approval by the College Senateb. Committee reviews its work annually |

Updated 4/23/19

REMOTE WORK POLICY PILOT PROGRAM

Policy Statement

Tompkins Cortland Community College's pilot remote work policy is to support remote work where it is reasonable, based on the College's mission, operational and program needs.

Commented [SC1]: Revised to reflect no longer pilot program, titling throughout, dates throughout and other minor grammatical changes.

Rationale

This pilot program's purpose is to support implementation of remote work programs, where desired, establish guidelines designed to clearly articulate employee and campus expectations, and provide an additional vehicle for employee development while offering campus management the flexibility to operate a successful remote work program and plan for future workforce needs. ~~This pilot program will afford the College the opportunity to explore the value of having remote faculty/staff members to better carry out its mission.~~

The needs of workforce have changed drastically during the pandemic, especially as it relates to the possibility of working remotely. There is an increased demand for employees to work remotely across the globe. This leaves management groups seeking policies that can meet this demand without sacrificing the missions, values, and goals of institutions. Higher education is no different, and TC3 hopes to implement a ~~pilot~~ remote work policy that is equitable, is transparent, and can help retain and recruit employees. ~~Prior to this pilot, the College has primarily allowed remote work as a sporadic option rather than a recurring plan of employment.~~ While not every position may be eligible for remote work based on job duties, the College hopes to identify positions where this is possible and provide a means for faculty/staff to request recurring remote work options as appropriate.

Definitions

Official Work Site -- The employee's TC3-provided, on-campus, workstation. This is the employee's usual and customary work address.

Alternate Work Site -- A specific location away from the TC3-provided work site where the employee is authorized to conduct business. This location must meet all criteria set forth in this document and be approved in advance by the employee's immediate supervisor/manager and the campus senior leadership. Any changes in the location of the Alternate Work Site must be approved in advance.

Employee -- a member of the College or FSA staff.

Fully remote - the entirety of one's work would take place away from the Official Work Site location. ~~During this pilot, Staff members working remotely and who~~

currently have a campus-based office, will retain that office even though they will not be working in it. If one is agreeable, their office could be shared with other staff members during this period.

Partially remote - a portion of one's work would take place away from the Official Work Site location. It is expected that the employee would have a campus-based office and would conduct a portion of their work through remote means and the remainder on campus.

| Remote Work Application (Appendix B) – An application form, furnished by management, and completed by the employee and their supervisor/manager following their discussion. Each approved application shall be effective for a specified period, not to extend beyond the effective dates of this program. Decisions regarding working remotely will be made semester-by-semester rather than for the full academic year.

| Remote Work Plan (Appendix A)– A document, part of the remote work application, completed by the employee following a meeting with their supervisor/manager which identifies the specific work to be performed on remote work days, consistent with the employee's normal obligation. The remote work application must indicate when the employee will be available during the work day and through which mode(s) of communication (e.g. Teams, telephone, Zoom, etc.).

Senior Leadership – A single cabinet level employee at the campus who has authority over the department/division reviewing/approving remote work.

Participation

The College recognizes the importance of faculty, staff, student, and community members' interactions and how such interactions impact the student experience. This remote work policy is not intended to shift entire departments to a remote work environment; it is to offer flexibility to departments to meet operational needs with staff flexibility. Remote work is not an employee entitlement and is not operationally feasible for many job functions. Determinations as to which job functions are eligible for remote work is subject to management discretion, based on operational need. Every application will be considered on an individual basis.

The remote work policy is not intended to address singular requests for workplace flexibility. Single instances for flexibility should be determined between the employee and their immediate supervisor/manager.

Process and Potential Outcomes

To request to participate, an interested employee must have a discussion with their immediate supervisor/manager to discuss their interest in a remote work. The employee should identify the preferred remote work schedule and articulate how work responsibilities will be completed in the remote work environment. Any possible

modification by the supervisor/manager to the identified days requested by the employee should be discussed with the employee prior to processing the application ([Appendix B](#)). The employee, following the discussion with their supervisor/manager, must submit a remote work application. Applications may be submitted at any time; there is no specified application period. The application then will be sent to the Department Head/Senior Leadership for review/approval which should be provided within 7 (seven) calendar days of receipt. All responses will be in writing. If the request for remote work is denied, an explanation of the basis for the denial will be provided to the employee.

Once a remote work application has been approved, participation and start dates may be subject to equipment availability and management discretion. A remote work arrangement shall not commence until it has received written final approval.

An individual's participation in the remote work arrangement can be modified, suspended or cancelled at any time by management with 2 (two) weeks advance written notice to the employee where feasible and consistent with operational needs. Employees who have had an arrangement cancelled or suspended may reapply 6 (six) months from date of cancellation or suspension. An employee may suspend or cancel their participation with 2 (two weeks) advance written notice to their immediate supervisor/manager unless the immediate supervisor/manager agrees to a shorter period of time.

Appeal Process

If an employee in a job function deemed eligible for remote work has their remote work application disapproved, they may appeal to the senior Human Resource Officer or their designee in writing within 7 (seven) calendar days following receipt of the denial. The appeal shall state the reasons for disagreement with management's determination. A decision on the appeal shall be rendered by the senior Human Resource Officer or their designee(s) within seven (7) calendar days of receipt of the appeal stating the reasons for the decision if denied. Denials of applications for remote work under the Remote Work Pilot Program are not grievable under any collective bargaining agreements. Employees who have had an application denied may reapply 6 (six) months from date of the decision on the appeal referenced herein.

General Guidelines

Employees must comply with all NYS, SUNY, Tompkins Cortland CC laws, rules, regulations, policies, and guidance required at the official work site when working remotely. Failure to abide by all laws, rules, regulations, policies and guidance may result in exclusion from the Remote Work Pilot Program and/or administrative action, including disciplinary action.

Remote employees are responsible for submitting remote work plans [\(Refer to](#)

| [Appendix A](#))-to their immediate supervisor/manager which identify the specific work to be performed on approved telecommuting days. The work plan originally submitted with the remote work application may be modified at a later date by the immediate supervisor/manager, with written notice to the employee. An employee must provide to their immediate supervisor/manager regular updates/check-ins (as identified in the remote work plan) describing work completed while remote working on a periodic basis.

Employee ability to effectively perform work functions in a remote work setting should be one factor considered in approval of remote work plans.

Remote employees will treat remote work days like regular workdays and will be expected to maintain their normal work schedule/workday (including overtime when appropriate and authorized in advance) and routine while remote working. Supervisors/managers should make clear expectations for meeting core service to students, other college offices, as well as internal and external constituents while remotely working.

Remote employees must request time off in advance and submit all leave requests as currently required. All current laws, regulations, contract provisions and standard rules governing employee work schedules apply including, but not limited to, existing call-in procedures.

A remote employee may be required to report to the official work site on a scheduled remote work day to engage in functions which require an in-person presence and cannot be scheduled for an in-office workday.

When remote employees are required to report to the official work site on a scheduled remote work day, there is no expectation that the remote employee will be granted a substitute remote work day in return. However, with flexibility as a key component of the program, with management approval, a scheduled remote work day may be changed within the same pay period.

If a remote employee is required to report to their official work site, they will not be paid or reimbursed for their commute to/from the official work site.

Remote employees must be available via all required methods of communication throughout the workday. Should a remote worker not be available through official channels, management may contact the remote employee via their personal contact information provided in the Work Plan.

Remote employees may be required to forward their official work site phone to the phone that will be used while remote working or have other technical support to ensure phone calls related to work are attended to in a timely fashion.

In-Person meetings at the remote employee's alternate work site are *prohibited*. This restriction does not preclude a remote worker from participating in, or being required to

participate in, phone or web-based meetings from their alternate work site.

Remote employees agree that, with job-related cause, the College may inspect campus-issued equipment or records for the purposes of assessing safety concerns and/or data security concerns. Employees are obligated to return campus-issued equipment within a reasonable time following separation of service.

Unless otherwise directed, remote employees will not be excused from work when a directed departure is issued for the official work site. Conversely, if an emergency occurs at the alternate work site and the remote employee is unable to work at the remote work site that day or if the remote worker is unable to, for any reason, continue working during their scheduled hours, the immediate supervisor/manager may direct the employee to come to the official work site or grant authority to charge accruals.

Employees must safeguard all passwords used in connection with agency/facility/campus service files or programs and ensure sensitive information is protected.

We trust that those selected for remote work will honor the trust placed in them by their supervisor/manager. In the rare case where an individual is found to be misusing their time, disciplinary steps as outlined in the contract will be followed. Additionally, the opportunity to work remotely may be terminated.

Supervisor Considerations

- The proposed remote work does not require in-person student/constituent interaction, classroom presence and/or contact and the work is typically performed away from the end customer (i.e. the student).
- The work can be performed as effectively from a remote work location as a campus location.
- The remote work arrangement does not necessitate the transfer of work which increases the workload to co-workers on campus.
- The assignments completed in the remote work location are consistent with the employee's performance program and scope of responsibilities, or job description.
- Key performance metrics such as quality of work products, quantity of work produced, response time/turnaround time, level of service, etc., are measurable and are routinely measured and assessed consistent with the employee's regular professional obligation or job description.
- The immediate supervisor/manager is accountable for communicating performance expectations ([Refer to Appendix A](#)), monitoring and measuring performance, providing ongoing performance feedback and formally addressing performance issues via established policies and collective bargaining agreements.
- Recognizing that remote work arrangements cannot be approached in a one-size fits all manner, supervisors/managers must ensure equity when evaluating the operational need for remote work arrangements.

- Remote work arrangements shall not close entire offices completely. Supervisors/managers should work with employees to arrange schedules to ensure an on-campus presence exists to serve the community.
- Remote work arrangements must be evaluated, reviewed, documented, and approved by the immediate supervisor/manager, department head, and senior campus leadership.
- Remote work arrangements are reviewed for effectiveness on an ongoing basis and in conjunction with the ongoing assessment of the employee's performance.
- Remote work arrangements may be modified or terminated at any time following appropriate notice (as discussed above) by an immediate supervisor/manager in consultation with HR, based on operational needs, performance concerns, or any other non-discriminatory reason.

Equipment and Supplies

The employer will not provide remote employees durable equipment such as desks, chairs, file cabinets, or other office related furniture. The employer will provide a laptop or other similar device to remote workers to facilitate work at the remote worksite; alternatively, employees may be allowed to bring work-assigned equipment to the remote worksite where authorized in advance. Employees are discouraged from utilizing personal laptop or desktop devices for conducting official college business.

Generally, the remote employee must have an internet connection with bandwidth that is appropriate for conducting the telecommuter's full professional obligation/job description and TC3 official business without disruption. The remote employee must be able to demonstrate their internet connection is stable and adequate to meet the needs of the work assignments (e.g. audio, visual/camera). The employee is responsible to secure and pay for an internet connection. The College will not reimburse internet costs. In limited instances, remote work assignments that do not require an internet connection may be available. Where such assignments meet operating needs, they may be made/approved.

The remote employee is responsible for having a phone for all work-related calls or having other technical support to ensure phone calls related to work are attended to in a timely fashion.

If assigned work equipment or other work item is lost or stolen, the remote employee must immediately notify their immediate supervisor/manager and refer to the College's usage agreement and complete all steps outlined within the policy/procedure.

When the Remote Work Pilot Program ends, the employee must return all College issued devices and equipment, provided to facilitate work at the alternate worksite, if applicable, and any supplies issued on their next workday unless otherwise specified by management.

Guidelines and Employee Expectations

Remote work arrangements allow work to be performed in settings other than the traditional on campus worksite. All policies, work rules, performance expectations, professional obligations and codes of conduct apply as they normally would in a traditional campus setting. Specific employee responsibilities include:

- Employees are actively working towards and are fully focused on business goals and professional obligations during normally scheduled hours of work. Employees are easily accessible throughout the workday, answer phones, and respond to emails and other inquiries in a prompt and timely manner.
- Employees meet or exceed all performance goals and expectations as outlined in performance program and/or in alignment with special projects and other duties as assigned.
- Employees ensure effective and productive communication with their immediate supervisor/manager, team members and all other constituents or campus partners. Employees' behavior is professional, courteous, service oriented and aligned with codes of conduct, campus values, etc.
- Employees return to campus for onsite meetings, teambuilding activities, trainings etc., as required.
- Employees submit requests for scheduled time off (vacations, sick leave, etc.) in accordance with established policies and/or union contracts and charge appropriate leave benefits.
- Employees notify immediate supervisor/manager of unanticipated absences or lateness in accordance with established policies and/or union contracts and charge appropriate leave benefits.
- Employees are expected to manage any personal obligations and make any such arrangements so as not to adversely impact remote workflow and productivity (e.g. child or elder care).
- Employees who have obligations that would prevent them from focusing their full time attention on work, must follow all leave policies as needed.
- Employees must practice safe work habits and do all they can to minimize the risk of work-related injuries.
- Employees understand and acknowledge that remote work arrangements are not an entitlement and can be modified or discontinued by management at any time following appropriate notice (as discussed above). Likewise, remote work arrangements may be terminated at any time by an employee following appropriate notice to their immediate supervisor/manager and HR.
- While it is expected that those working remotely may not be on campus with any regularity, working remotely does not preclude an employee from stopping by campus if necessary. In those cases, employees will comply with protocols (e.g. COVID protocols) in place prior to arrival and notify their supervisor/manager.
- Employees understand and acknowledge that remote work arrangements do not change the employee's terms and conditions of employment including an employee's classification, base compensation, or benefits.

- Employees understand and acknowledge that the College is not responsible for equipping their remote work location(s) and the College policy related to loaning, borrowing, transporting and/or supporting supplies and equipment will apply.

Return to On-Campus Status

If the supervisor/manager and/or the employee decide that a return to campus is warranted and/or necessary to ensure satisfactory job performance, then notification must be made in writing by the party initiating the request to the secondary party (i.e., either the supervisor or the employee) and Human Resources at least five (5) calendar days in advance of the anticipated return to their official work site or sooner if mutually agreed upon. If the individual does not currently have an on-campus office, one will be assigned at the time of return.

Effective Date

This Remote Work Pilot Program is a pilot that is effective as of February 24, 2022 and shall end August 31, 2022, unless extended by the College. Where required by exigent operational concerns, Tompkins Cortland Community College reserves the right to suspend or terminate this remote work pilot program prior to that date. Should the President or their designee determine that such action is necessary, advance consultation *with affected unions* and reasonable advance notice to program participants will be provided to the greatest extent allowed by the exigent operational concerns on which the President's determination is based. The College will review and assess the Pilot Program following August 2022 prior to any revision or extension of the policy.

Commented [SC2]: Revised to reflect on-going review process.

Additional Resources

Application Request form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=bwT0jebZikiC-oRFLwqtSYtfE4W16tpLhYEc6ickrTIUMThOMDFINE0yQlczSFVJR0gzMjIVQTNDry4u>

Approved 2/24/2022