

**THREE RIVERS COMMUNITY COLLEGE  
SHARED GOVERNANCE CHARTER  
Version 3.1 (Revised May 11, 2022)  
Effective Fall 2022–Spring 2027**

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## **Article I. GENERAL STRUCTURE**

Section 1.01 Name: The shared governance system at the State of Connecticut Community College Three Rivers Campus is governed by the provisions of this Governance Charter.

Section 1.02 Campus CEO: The Campus Chief Executive Officer bears final authority and responsibility for all campus-level decisions.

Section 1.03 Cabinet: The “Cabinet” is the advisory team that leads and coordinates the administrative day-to-day operation of the college in support of the campus’s mission as an educational institution.

Section 1.04 Campus Senate: The Campus Senate is the elective representative body of faculty and staff, which acts as a forum for discussion of policies and making recommendations as provided herein. The Campus Senate addresses educational issues at the campus level, making proposals and/or recommendations to the Campus CEO, Curriculum Congress and/or Connecticut State Community College Senate, as warranted.

Section 1.05 Councils: There shall be two (2) Councils:

- (a) Faculty Council: The Faculty Council consists of all campus faculty members.
- (b) Staff Council: The Staff Council consists of all campus staff members.

Section 1.06 Senate Representation on Cabinet: The President of the Campus Senate serves as a voting member of any regular/emergency meeting of the Cabinet convened by the Campus CEO or his/her authorized representative. The Campus Senate Vice President and Secretary may participate in a non-voting ex-officio capacity.

Section 1.07 Student Government Representation on Cabinet: The President of the Student Government may attend in a non-voting ex-officio capacity.

Section 1.08 Caucuses: Each Caucus shall be comprised of the voting members of each respective Administrative Department and/or Academic Department/Learning Discipline. Until Fall 2023, Department Meetings as currently structured shall serve as Caucus meetings. However, conditioned upon and in the event the One College initiative does not encompass campus-level department, program, discipline, or similar meetings, then beginning with the implementation of the One College initiative each non-at-large staff and faculty voting member of the Senate shall convene a Caucus not less often than monthly with their voting constituency.

## **Article II. CAMPUS SENATE**

Section 2.01 Advisory Status: The Campus Senate is advisory to the CSCC Senate, Curriculum Congress, Program/Learning Discipline Groups, and the Campus CEO.

(a) Composition: The Campus Senate consists of the following representatives:

(i) *Beginning Fall semester, 2022, one (1) full-time, tenure-track faculty member drawn from and elected by majority vote of those eligible to vote from those members of each of the following departments:*

- 1) Business and Technology
- 2) Nursing and Allied Health
- 3) Humanities and Social Sciences
- 4) Math and Science
- 5) English and Communication
- 6) At-large Faculty representative elected by a majority of those voting of all full-time tenure track faculty

(ii) *Conditioned upon implementation of the One College initiative, department members shall be replaced with one (1) full-time, tenure-track faculty member drawn from and elected by majority vote of those eligible to vote from those members of each of the respective Learning Disciplines (or as otherwise determined consistent with Connecticut State Community College policy):*

- 1) Business and Hospitality (business, accounting, paralegal, business office technology, computer information systems, management information systems, data science, health information management, health information technology, culinary and hospitality)
- 2) Nursing and Health Careers (nursing and other allied health courses)

- 3) Arts and Humanities (English, communication, ESL, humanities, philosophy, religion, language and cultures, visual arts, digital arts, graphic design, music, photography, theater)
- 4) Engineering and Technology (manufacturing, computer sciences, computer technology, engineering, engineering technology, technology careers, engineering science, technology studies, automotive, railroad, construction management, fire technology, etc.)
- 5) Sciences and Mathematics (biology, biochemistry, astronomy, chemistry, Earth science, environmental science, horticulture, natural resources, geology, physics, mathematics)
- 6) Social and Behavioral Sciences (economics, geography, political science, history, women's studies, Latino studies, psychology, anthropology, sociology, criminal justice, early childhood education, general studies, liberal arts and sciences, college and career success)
- 7) At-large Faculty representative elected by a majority of those voting of all full-time tenure track faculty

*(iii) One (1) permanent non-managerial full-time staff member drawn from and elected by majority vote by those eligible to vote from members in the Staff Council of each of the following administrative functions:*

- 1) Finance, Administrative Services, and Facilities
- 2) Enrollment Management

- 3) Library Services and all other members of the Staff Council not otherwise represented by subsections 1–2.
- 4) At-large Staff representative elected by a majority of those voting of all on-campus staff.

*(iv) One (1) member from the Student Government*

*(v) Two (2) managerial representatives appointed by the Campus CEO and the Chair of the Campus Educational Content Committee with each serving in a non-voting ex-officio capacity.*

## Section 2.02 Nominations

- (a) Any full-time, tenure-track faculty member may seek election to a faculty seat on the Campus Senate.
- (b) Any full-time, non-managerial staff member may seek election to a staff seat on the Campus Senate.
- (c) Any person eligible to serve on the Campus Senate may self-nominate.
- (d) Any eligible voter may nominate any other eligible voter, but only with the express permission of the person nominated.
- (e) Nominations must be received by the Election Committee not earlier than March 1 nor later than March 31 for that academic year's general election.

## Section 2.03 Eligible Voters

- (a) Full-time tenure track faculty members on the date(s) the election is held may vote in the election of faculty seats in the Campus Senate.
- (b) Full-time non-managerial staff members on the date(s) the election is held may vote in the election of staff seats in the Campus Senate.

#### Section 2.04 General Election

- (a) Campus Senate elections are held in May of each academic year for terms beginning with the Fall semester of the following academic year.
- (b) Voting in the May general election of the Campus Senate is by secret ballot.

#### Section 2.05 Election Committee

- (a) An ad hoc Election Committee is appointed by the Campus Senate in January of each academic year to oversee the May general elections.
- (b) No candidate for a Congress seat may serve on the ad hoc Election Committee.
- (c) For the first general election held under this Governance Charter, the ad hoc Election Committee is created by the current College Congress and is drawn exclusively from the pools of eligible voters as defined in this Governance Charter.

#### Section 2.06 Terms, Vacancies, and Removal



- (a) Members of the Campus Senate serve a term of two (2) consecutive academic years.
- (b) No person on the Campus Senate may serve more than two (2) consecutive terms.
- (c) There is no limit to the number of non-consecutive terms a person may serve.
- (d) In the event the general election process fails to fill all available Campus Senate seats, the College CEO fills the vacancies by appointment with each appointee drawn from the population to be represented.
- (e) Seats open for election and whether to be a one (1) or two (2) year term are decided by the Campus Senate or College Congress, as applicable. Service on the College Congress under the former Governance Charter counts and carries forward toward the term limits set forth in this Governance Charter.
- (f) Upon a majority vote of those represented, any Campus Senate representative may be removed from office at any time and for any reason.
- (g) Upon a two-thirds or more majority vote of the Campus Senate voting representatives, a representative may be removed from office at any time for just cause shown.

## Section 2.07 Meetings

- (a) The Campus Senate meets monthly throughout the academic year and otherwise as needed.

- (b) A quorum of a majority voting members of the Campus Senate being present. A quorum count may include the Campus Senate President.
- (c) A special meeting of the Campus Senate may be convened by any of the following:
  - (i) *College CEO*
  - (ii) *Campus Senate President*
  - (iii) *Advance approval of not less than a majority of Campus Senate representatives eligible to vote.*
- (d) Campus Senate meetings are chaired by the Campus Senate President (or Vice President in the President's absence) who acts as a non-voting member of the Senate, except that once a vote is tallied and the proposal received one vote short of a majority, he/she may, at his/her sole discretion, cast a deciding vote.
- (e) Meetings are conducted consistent with the principles and practices of Robert's Rules of Order then in effect, except that in the event of a conflict with this Governance Charter, the Charter prevails.
- (f) The Campus Senate Vice President interprets Robert's Rules of Order and this Governance Charter with his/her decision being final and binding on all parties.
- (g) A meeting agenda is made available by the Congress Secretary to the campus community not less than three (3) calendar days before a regular Campus Senate meeting and as practicable before any special meeting of the Senate.

- (h) Detailed summary minutes of each meeting of the Campus Senate are kept by the Secretary (or his/her designee) and made available to the campus community in a timely fashion.

#### Section 2.08 Campus Senate Officers

- (a) As soon as practicable after completion of the General Election each academic year, the newly elected Campus Senate meets and elects a President, Vice President, and Secretary from the ranks of the Campus Senate to serve in the coming academic year.
- (b) Each officer serves a one-year term.
- (c) An officer may be removed at any time by a two-thirds majority of the Campus Senate voting members and for just cause shown.

#### Section 2.09 Campus Senate Votes

- (a) Any action and/or recommendation of the Campus Senate requires, at a minimum, a majority vote consisting of Campus Senate representatives eligible to vote.
- (b) Voting in the Campus Senate is by a show of hands except when the Senate President or a majority of the Senate may call for a secret ballot.
- (c) The identity of a person making a motion, seconding the motion, and the numerical result of every vote of the Campus Senate is recorded in the meeting minutes.

#### Section 2.10 Proposals

- (a) For purposes of this Governance Charter, the term “proposal” includes matters categorized as follows:
  - (i) *Those reasonably expected to result in some immediate recommendation and/or other action (“Action Items”),*
  - (ii) *Those matters that may need additional discussion before the Senate makes a recommendation and/or takes other action (“Discussion Items”),*
  - (iii) *Those matters provided for information purposes only (“Information Only Items”).*
- (b) The Campus Senate President and/or any current voting member(s) of the Campus Senate may submit proposal(s) for consideration.
- (c) Proposals must be made in a form acceptable to the Campus Senate and delivered to the Campus Senate Vice President.
- (d) Proposals must be submitted not less than seven (7) calendar days nor more than thirty (30) calendar days before the next regularly scheduled meeting of the Campus Senate.
- (e) Upon receipt of proposal(s), the Vice President forwards them in a timely manner to both the Senate President and Secretary for consideration for inclusion on the agenda for the full Senate.
- (f) The decision of the Campus Senate officers is communicated promptly to the proposal’s author(s).

- (g) If the Senate Officers decline to accept a proposal, or any portion thereof, for the Congress agenda, the proposal's author(s) may make a separate proposal asking that the original proposal be considered for the agenda by the full Senate, and upon a majority vote of seven (7) or more Senate representatives, the proposal is added to the next following regular meeting agenda of the full Campus Senate. The seven (7) calendar day advance notice requirement does not apply.
- (h) A proposal may be withdrawn by the petitioner at any time before it is voted on by the Campus Senate.
- (i) Proposals may not be amended once accepted for an agenda.

#### Section 2.11 Campus Senate Resolutions

- (a) Upon a motion made, seconded, and carried by majority vote of the Senate representatives eligible to vote, any action may be reduced to writing by means of a formal "Resolution" and submitted to the appropriate campus or college authorities.
- (b) All Senate Resolutions are made available to the campus community in a timely fashion by the Senate Secretary.

Section 2.12 Waiting Period: Any proposal, or any portion thereof, brought before the Campus Senate, which is voted on and fails to attain a majority vote, may not be brought back before the Campus Senate any earlier than the next following academic year and only upon a showing of significantly changed circumstances warranting reconsideration.

Section 2.13 Committees, Subcommittees, and Task Forces

- (a) The Campus Senate may establish, modify and/or terminate committees, subcommittees, and task forces as warranted but shall maintain not more than a combined total of twelve (12) such entities at any one time and subject to biennial review as to the continued need of each, except as otherwise specifically provided.
- (b) Committees, subcommittees, and task forces created by the Campus Senate may establish their own rules of procedure but must, at a minimum, meet regularly; post agendas a reasonable period of time in advance of each meeting; and maintain detailed summary minutes and a complete record of its proceedings, actions and recommendations, all of which are made available to the campus community in a timely fashion.
- (c) In the event of a dispute regarding committees, subcommittees and/or task forces, the Chairs of the affected entities shall meet promptly to resolve the matter, and failing to find satisfactory agreement, submit the matter to the Campus Senate officers whos' decision shall be final and binding on all parties.

## Section 2.14 Campus Educational Content Committee

- (a) The Campus Senate charters the Campus Educational Content Committee (formerly known as “Curriculum Committee”) as a permanent standing committee reporting directly to the Campus Senate.
- (b) The Committee is charged with oversight of and making recommendations through the Campus Senate to the Campus CEO, and/or central College System Office relating to matters that would reasonably fall within what is typically accepted within the general academic community as being related to campus educational content.
- (c) Composition
  - (i) *Voting members of the Campus Educational Content Committee shall consist of one (1) representative selected by majority vote of and from each of the Department/Learning Discipline/Caucus set forth in Article II, Section 2 of this Governance Charter.*
  - (ii) *Ex-officio non-voting members shall consist of the Dean of Academics and Student Affairs and the campus Registrar. By majority vote of the Committee, other ex-officio members may be added and deleted as warranted.*
  - (iii) *Serving members of the Campus Senate may not serve on the Committee but may attend meetings in a non-voting ex officio capacity.*
- (d) Terms and Vacancies
  - (i) *Members of the Committee serve a term of two (2) consecutive academic years.*

- (ii) No person on the Committee may serve more than two (2) consecutive terms.*
- (iii) There is no limit to the number of non-consecutive terms a person may serve.*
- (iv) In the event a department/learning discipline fails to fill all available Committee seats in a timely fashion, the College CEO fills the vacancies by appointment with each appointee drawn from the population to be represented.*
- (v) Service on the College Curriculum Committee under the former Governance Charter counts and carries forward toward the term limits set forth in this Governance Charter.*
- (e) Officers*
  - (i) As practicable but before the close each academic year, each Department/Learning Discipline/Caucus meets and selects a Committee representative. Thereafter, as soon as practicable but before the close of the academic year, the newly elected Committee meets and elects a Chair, Vice Chair, and Secretary from their ranks to serve in the coming academic year.*
  - (ii) Each officer serves a one-year term*
  - (iii) An officer may be removed at any time by a two thirds majority of the Campus Senate voting members and for just cause shown.*
  - (iv) The Chair of the Committee serves as a non-voting, ex-officio member of the Campus Senate, making reports to the Senate monthly or as otherwise directed by the Senate.*
- (f) Proceedings*



*All business of the Committee shall be conducted pursuant and otherwise consistent with the provisions of this Charter pertaining to the Campus Senate as a whole, except as otherwise provided in this Governance Charter including but not necessarily limited to the following:*

- (i) The Committee is limited to appointing no more than six (6) committees, subcommittees, and/or task forces with the charter of each reviewed for renewal not less often than biennially.*
- (ii) Serving members of the Campus Senate may not serve on the Committee.*
- (g) Removal*
  - (i) Upon a majority vote of those represented, any Campus Educational Content Committee representative may be removed from office at any time and for any reason.*
  - (ii) Upon a two-thirds majority vote consisting of the voting members of the Campus Educational Content Committee, a Committee representative may be removed from office at any time for just cause shown.*
- (h) Administrative Support*
  - (i) Ministerial and administrative matters, including but not necessarily limited to agendas, meeting minutes, handouts, committee resolutions, meeting times and locations, class schedules, program reviews, and other such matters are handled through the Office of the Academic Dean working in cooperation with the Officers.*

## **Article III.      **CAMPUS COUNCILS****

### **Section 3.01    Faculty Council**

- (a) The Faculty Council consists of all campus faculty.
- (b) The Faculty Council makes recommendations exclusively by means of Resolutions to the Campus Senate on issues relevant to the governance of the campus by means of a majority vote of those voting.
- (c) The Faculty Council meets not less often than once per semester.
- (d) The At-large Faculty member of the Campus Senate convenes the Council.
- (e) The Faculty Council makes and applies its own rules of procedure.
- (f) The Faculty Council may create, modify, and/or terminate committees and task forces as warranted, limited to having not more than six (6) such entities active at any one time and with each entity's charter and charge reviewed for renewal not less often than biennially.

### **Section 3.02    Staff Council**

- (a) The Staff Council consists of all campus staff represented by a collective bargaining agreement.
- (b) The Staff Council makes recommendations exclusively by means of Resolutions to the Campus Senate on issues relevant to the governance of the campus by means of a majority vote of those voting,

- (c) The Staff Council meets not less often than once per semester.
- (d) The At-large Staff member of the Campus Senate convenes the Council.
- (e) The Staff Council makes and applies its own rules of procedure.
- (f) The Staff Council may create, modify and/or terminate committees and task forces, as warranted limited to having not more than six (6) such entities active at any one time and with each entity's charter and charge reviewed not less often than biennially.

#### **Article IV. OPEN ACCESS**

Section 4.01 Open Meetings: All meetings of any body referenced in this Governance Charter are open to all campus employees.

Section 4.02 Observers: Those not having official business before the body attend only as quiet observers.

#### **Article V. CHANGES**

Section 5.01 Amendment and Referendum: Any change in this Governance Charter can be made only by a two-thirds majority vote of the voting members of the Campus Senate whereupon the matter is put to a vote of all full-time, tenure-track faculty and permanent full-time, non-managerial employees on the date of the vote.

Section 5.02 Periodic Review: Beginning with the Academic Year 2027–2028 and every five (5) academic years thereafter, the Campus Senate shall commission an ad hoc Governance Charter Review Task Force consisting exclusively of members of the college community covered by this Charter to review the then-current Governance Charter and make recommendations, as warranted, to amend, update, or otherwise revise and/or change the Governance Charter.

## **Article VI. EFFECTIVE DATE**

Section 6.01 This Governance Charter goes into effect beginning with the Fall 2022 academic semester.

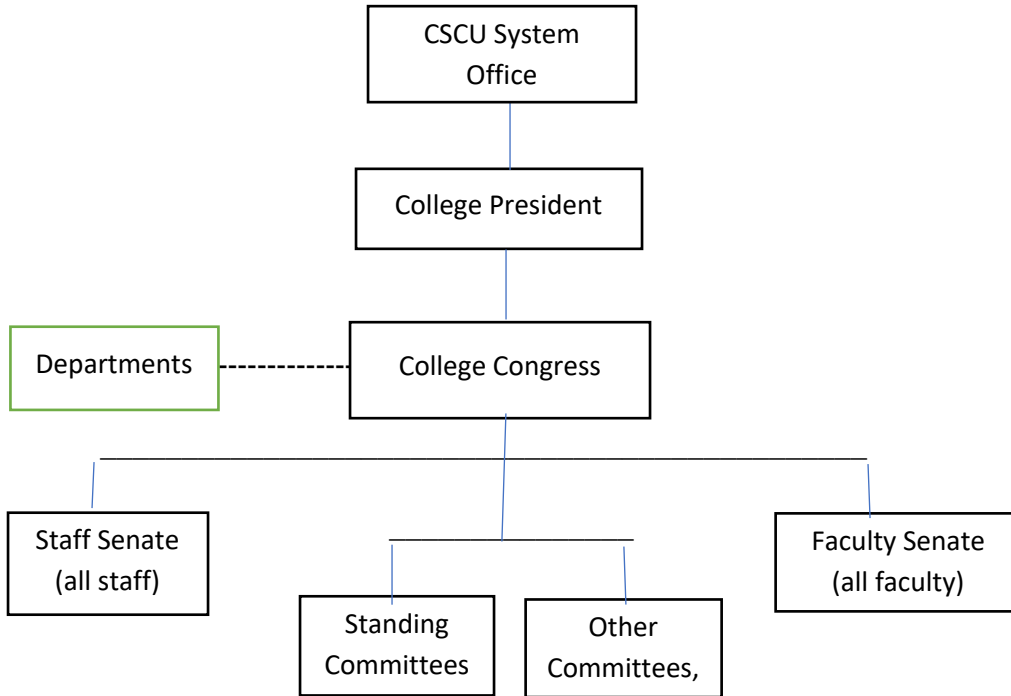
## **Article VII. EFFECT OF “ONE COLLEGE” INITIATIVE**

Section 7.01 Any and all changes specifically referenced as being related to the One College initiative are conditioned upon its implementation.

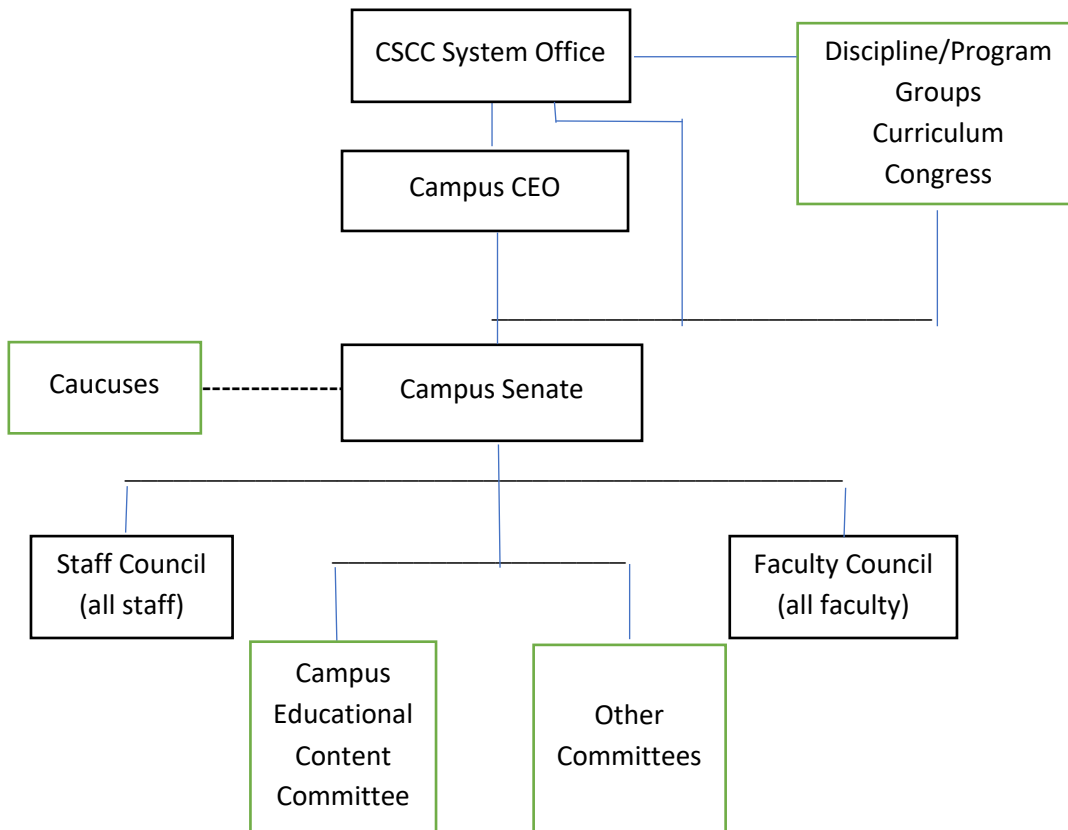
## **Article VIII. COMPLIANCE AND DIVISIBILITY**

Section 8.01 In the event any portion of this Governance Charter is found by competent authority to be unenforceable, it shall not affect the remainder of the Charter which shall remain in full force and effect.

\*\*\*\*\*CURRENT\*\*\*\*\*



\*\*\*\*\*PROPOSED\*\*\*\*\*



# Changelog

Revisions and amendments to this governance charter are documented below.

## **Version 3.1 [Endorsed May 11, 2022]**

- Fixed Section 2.01.ii to reflect the CT State 2023 org charts:
  - “Manufacturing and Industry” is now “Engineering and Technology.”
  - “Science, Technology, Engineering, and Math” is now “Sciences and Mathematics.”
  - “Humanities and Creative Arts” is now “Arts and Humanities.”
  - Parenthetical lists of academic subjects within each learning discipline have been updated to match systemwide org charts.
- In Section 2.01.iii, per Dean Goetchius’s recommendation, combined Finance and Administrative Services with Facilities into one position, “Finance, Administrative Services, and Facilities.”
- Added table of contents
- Typographical improvements for better readability, consistency, and clarity
- Minor fixes to spelling, grammar, and punctuation
- Added changelog

## **Version 3.0 [Effective Fall 2022. Finalized April 19, 2021 and adopted via college-wide vote.]**

- Major revision after five years of using charter version 1.3, dated Fall 2018.
- Added term limits for Curriculum Committee/Educational Content Committee based on community feedback
- Names of governance bodies changed to reflect One College consolidation
- Caucuses created in anticipation of campus-level departments being eliminated