

Middlesex Community College Bylaws of the College Governance System

Proposed Revisions - December 2017

Preamble

The purpose of the College Shared Governance System (CSGS) is to offer the opportunity for all faculty, staff, and students to actively contribute to the decision-making process at Middlesex Community College in pursuit of excellence in its educational mission. The governance system ensures open communication among all groups, including the Lead Campus Administrator and administration. The decisions and policies that result from this inclusive model of governance are made better through the collective intelligence of the college community. Not all decisions or actions by members of the campus community are matters of deliberation for the governance system and the governance process is not intended to supersede the designated authority and responsibility of individuals or offices of the college responsible for daily operations. Ultimately, legal authority for decision-making at the college rests with the Board of Regents, which delegates authority for day-to-day operations to the Lead Campus Administrator. The framework of the governance system ensures that the Lead Campus Administrator receives timely input from faculty, staff, and students and considers their recommendations in addressing issues and making policy.

Article 1. Name

The governance system at Middlesex Community Colleges is called the College Shared Governance System (CSGS).

Article 2. Purpose

A. Philosophy

The purpose of the College Shared Governance System (CSGS) is to offer the opportunity for all faculty, staff, and students to actively contribute to the decision-making process at Middlesex Community College in pursuit of excellence in its educational mission. Shared governance requires the active participation of all constituencies in the decision-making process and open communication between employees, students and management.

B. Functions

The functions of the College Shared Governance System are:

- To develop policy with input from multiple perspectives

- To facilitate communication and advise management regarding important issues facing the college
- To increase awareness of college business
- To contribute to an increased sense of community and solidarity on campus

C. Responsibility

The functions enumerated above ensure that the governance system affords faculty and staff a representative role, that recommendations to management are made on the basis of broad and responsible information and communicated to all in a timely and thorough manner.

The governance system will not curtail the designated authority or responsibilities of any individuals or offices, and will not involve itself in such things as confidential personnel matters and union contractual issues.

The governance system will support the overall direction established by the Strategic Plan of the college.

Article 3. General Governance System

A. Organization

The governance structure is composed of an Executive Council (an advisory council to the Lead Campus Administrator), an Academic Assembly, an Administrative Assembly, and a Student Services Assembly. These three Assemblies advise and inform the Executive Council.

Membership for each of the three assemblies is determined by the reporting structure of the college, and consists of all employees of the college, both full- and part-time. In addition, students may participate in all Assembly meetings as non-voting members, with one voting student representative from Student Senate on the Executive Council.

B. Operational Procedures

The Middlesex Community College Shared Governance System Handbook acts as the guiding procedural document to support the operation of the system. The handbook includes detailed descriptions of each element of the system, including Executive Council and Assemblies, process guidelines, meeting design guidelines and approach, leadership selection, role descriptions, definitions and forms.

The operational procedures ensure that the Executive Council and college administration will act on each proposal and inform the college community of the reasons for its actions in a timely manner.

Article 4. All-College Meetings

Recognizing that shared governance also depends on broad-based communication, the Executive Council will schedule and moderate All-College Meetings at least once each semester. These will be open to the all faculty and staff, and attendance will be strongly encouraged. All-College Meetings will allow for short presentations on topics of interest, discussions on current issues facing the college, and networking.

Article 5. Governance Review

The effectiveness of the governance system will be evaluated by the Executive Council. It is the responsibility of the Executive Council to create mechanisms for ongoing evaluation of the governance system, as the reflected in the Handbook. In the event, substantial changes are needed, an ad hoc committee will be formed to assess the governance system and provide recommendations for improvement through the governance process.

Article 6. By-Law Approval and Changes

Approval and future revisions to these bylaws will require approval by a 2/3 majority of each Assembly and the Executive Council.

Article 7. Reservation

The foregoing governance structure is authorized under authority delegated to the Lead Campus Administrator and is intended to give effect to Board of Regents Policy. As such, it is subject to revision and is to be construed in a manner consistent with Board of Regents Policy.