

MIDDLESEX COUNTY COLLEGE

COLLEGE ASSEMBLY BYLAWS

1.0100 ARTICLE I -- NAME¹

The official name of the student-faculty-administration-support staff recommending body to the President of the College is the **COLLEGE ASSEMBLY OF MIDDLESEX COUNTY COLLEGE**.

1.0200 ARTICLE II -- CONSTRUCTION AND APPLICATION²

These Bylaws are a general statement of the structure and responsibilities of the College Assembly. Notwithstanding anything contained in these Bylaws, the College Assembly retains, consistent with the principle of proportional representation by the students, faculty, support staff, and administration, the prerogative to modify these Bylaws in whole or in part, and to otherwise establish policies for conducting its responsibilities vis-a-vis the affairs of the College.

1.0300 ARTICLE III -- FUNCTIONS OF THE COLLEGE ASSEMBLY³

The College Assembly is responsible for making recommendations affecting academic, student, and other college affairs to the President of Middlesex County College. Subject to the legal and ethical responsibilities of the Board of Trustees and the President of the College, the College Assembly will make recommendations concerning the operations and management of the College, leaving the details of administration to the President of the College and the administrative staff.

¹ rev. 12/2/97

² rev. 12/2/97

³ rev. 2/1/07

1.0400 ARTICLE IV -- MEMBERSHIP⁴

The membership of the College Assembly shall consist of:

5- Deans	5
7 - Chairpersons/Directors/Administrators as follows:	
- Business, Computer Science and Engineering Technologies	1
- Science, Mathematics and Health Technologies	1
- Social Sciences and Humanities	1
- Enrollment and Student Services	2
- Corporate & Community Education	1
- At-Large, includes Directors and Administrators not associated with the above	1
17 - Faculty Representatives -	
- Business, Computer Science and Engineering Technologies	5
- Science, Mathematics and Health Technologies	5
- Social Sciences and Humanities	5
- Enrollment and Student Services	2
12 - Student Representatives -	
- Business, Computer Science and Engineering Technologies	2
- Science, Mathematics and Health Technologies	2
- Social Sciences and Humanities	2
- Enrollment and Student Services	2
- Student Representatives-at-Large	4
5 - Representatives of the College's Support Staff –	
- Three shall come from the group that comprises confidential, office, laboratory and clerical employees	3
- Two shall come from the group that comprises maintenance and non-administrative police department employees	2
TOTAL	46

⁴ rev. 5/1/08

1.0401 -- METHOD OF MEMBERSHIP

- A. **Deans** serve by virtue of their position.
- B.⁵ **Faculty representatives from the Enrollment and Student Services Division** shall be elected by all members of the division, and administrators shall also be elected by all members of the division as outlined in Appendices A, & D.
- ⁶ **Faculty representatives** shall be nominated through their divisional councils and elected by the faculty representatives of their divisional council according to the procedures outlined in Appendix B and C. This election process shall take place annually during the spring semester and the term of office shall be for the succeeding two academic years. No more than 1/2 of the representatives from each division shall begin a new term each fall.
- C.⁷ **Faculty representatives-at-large**
Replaced with academic divisional representatives due to the merger of divisions from four to three in September 2007.
- D.⁸ **Student representatives**, if possible, shall be nominated and elected for a one year term through the Division Councils.
- E.⁹ The Chairperson of the College Assembly shall appoint four student representatives-at-large for the following academic year.
- F.¹⁰ **Department Chairperson/Director/Administrators** shall be appointed by their respective Deans during the spring semester to serve for the succeeding two academic years except in situations otherwise covered in Appendices A & D. The Chairperson(s)/Director(s)/Administrator(s)-at-Large shall be appointed by the Chairperson of the College Assembly.
- G.¹¹ Support Staff members shall be nominated by the College's Executive Council during the spring semester to serve for the succeeding two academic years. There shall be twice as many nominations as there are openings to be filled. The Chairperson of the College Assembly shall appoint the support members from those nominated.
- H. Should a representative to the College Assembly or to any of its task forces be granted a sabbatical or other leave of absence, he/she must provide the College Assembly Chairperson with written notification of his/her desire to continue to serve on that body during the term of the leave. Such notification must be made within thirty (30) days of the Board of Trustees' approval of the leave. The Chairperson of the College Assembly will notify any such individual as to the procedure as stated in the Bylaws.

⁵ rev. 5/1/08

⁶ rev. 5/3/01

⁷ rev. 5/1/08

⁸ rev. 5/2/02

⁹ rev. 5/2/02

¹⁰ rev, 5/2/02

¹¹ rev. 3/4/97

Failing receipt of such notification, the College Assembly Chairperson will assume that the representative does not wish to serve and will replace him/her with the individual who received the second highest number of votes in that division's election from which the absent representative was originally appointed. Should the first runner-up be unable or unwilling to serve, the College Assembly Chairperson shall appoint the second runner-up or, if necessary, the third, fourth or fifth runner-up until the position is filled.

Should a representative to the College Assembly leave the College during his/her term of office for any reason other than a sabbatical or leave of absence, the College Assembly Chairperson will replace him/her by using the same procedure. The term of the replacement shall extend to the end of the absent member's original term.

- I.¹² In the event an elected representative shall be unable to perform his/her duties, he/she shall notify the Chairperson of the College Assembly and his/her alternate representative of said disability and length of time thereof. Upon notification from the elected representative, the alternate representative shall assume all duties of the elected representative together with all the rights and privileges of said office for the specified length of time.
- J.¹³ A College Assembly member who is absent for two consecutive meetings may be replaced by the Chairperson of the College Assembly. The new member to be appointed will be elected from the alternate representative or, if possible, someone from the list of nominees from the prior election.
- K.¹⁴ In the event that College reorganization alters the balanced representation of the College Assembly's constituencies, the College Assembly Chairperson shall appoint additional representatives to restore that balance. These appointments are subject to ratification by a majority of a quorum of the College Assembly, as defined in Article 1.0906.
- L.¹⁵ The Chairperson of the College Assembly shall appoint one at-large member from among Chairpersons/Directors/Administrators, making every effort to achieve balanced representation among Divisions.
- M.¹⁶ The term of office for an adjunct faculty member cannot exceed one academic year. To qualify for their appointment to a full term of one academic year the adjunct must be employed by Middlesex County College in Fall semester that they are appointed. Adjunct faculty appointed in the Spring to complete the term of a vacant position can only be appointed for that semester and must be actively employed by Middlesex County College. This teaching requirement will be verified by the Chairperson of the College Assembly or the department assistant to the College Assembly prior to the annual reorganization meeting of the Assembly or prior to the appointment of an adjunct to complete the term of a vacant position. Adjunct faculty serving on the College

¹² rev. 5/6/93

¹³ rev. 5/6/93

¹⁴ rev. 2/3/94

¹⁵ rev. 4/30/92

¹⁶ rev. 5/7/09

Assembly or one of its Task Forces during the Fall semester who are subsequently not employed by the College during the following Spring semester shall inform the College Assembly office within seven calendar days after the start of the Spring semester. Their continued participation shall be at the discretion of the College Assembly Chairperson.

1.0500 ARTICLE V -- OFFICERS OF THE COLLEGE ASSEMBLY¹⁷

- A. Officers of the College Assembly shall be a Chairperson, First Chairperson-elect and Second Chairperson-elect. They shall be elected by members of the College Assembly from faculty and those designated by the College to be administrators (see Appendix G). Candidates from either category must have served at least one semester, during the three-year period preceding the election, on the College Assembly, a College Assembly Task Force, a Division Council or a campus-wide committee recognized by the College.
- B. The First Chairperson-elect shall chair and appoint members to a nominating committee in September of the Chairperson's second year of office. This committee is to present a slate of at least three candidates for Second Chairperson-elect at the February meeting of the College Assembly. Nominations from the floor shall be accepted only at the March meeting.
- C. The Second Chairperson-elect shall be elected by the membership of the College Assembly at the April meeting of the Spring semester, and shall serve as Second Chairperson-elect until the First Chairperson-elect assumes his/her duties as Chairperson. The Second Chairperson-elect will then become First Chairperson-elect.
- D. The First Chairperson-elect shall serve during the Chairperson's term and as Chairperson the following two academic years.
- E. All officers shall be chosen by ballot; the votes of a majority of a quorum of the College Assembly necessary for election, as provided in Article 1.0906.
- F. If no candidate received a majority of a quorum as provided herein the first ballot then a run-off shall be held between the two persons receiving the highest number of votes on said first ballot.

1.0600 ARTICLE VI - DUTIES OF OFFICERS

1.0601 CHAIRPERSON: The Chairperson shall preside at all meetings of the College Assembly and discharge the duties which ordinarily pertain to that office. The Chairperson shall be a member ex-officio of all task forces and committees. Unless otherwise provided herein or otherwise determined by the College Assembly, the Chairperson shall appoint all standing, special, and ad hoc task forces and committees and shall designate the Chairperson of such bodies.

The Chairperson shall coordinate all College Assembly activities and insure that all College Assembly recommendations are forwarded to the President of the College.

¹⁷ rev. 5/1/08

1.0602 FIRST CHAIRPERSON-ELECT: The First Chairperson-elect shall serve as Chairperson and exercise the powers and duties of that office during the Chairperson's absence or inability to act. He/she shall be responsible for:

- A. Task Force Organization and Development
- B. Acting as liaison to the Divisional Councils
- C. Exercising such other powers and duties as may be delegated by the Chairperson

1.0603 SECOND CHAIRPERSON-ELECT:¹⁸ The Second Chairperson-elect shall serve as Chairperson and exercise the powers and duties of that office during the Chairperson's and First Chairperson's absence or inability to act. He/she shall be responsible for:

- A. Task Force Organization and Development
- B. Acting as liaison to the Divisional Councils
- C. Exercising such other powers and duties as may be delegated by the Chairperson

1.0700 ARTICLE VII -- STANDING TASK FORCES OF THE COLLEGE ASSEMBLY

- 1. Task Force on Academic Standards
- 2. Task Force on Accessibility for Persons with Disabilities
- 3.¹⁹ Task Force on Campus Life
- 4.²⁰ Task Force on Community Concerns
- 5. Task Force on Curriculum
- 6. Task Force on Educational Resources
- 7. Task Force on Bylaws
- 8.²¹ Task Force on Campus Diversity
- 9. Such other standing Task Forces as the College Assembly shall approve.

1.0701 CREATION, MODIFICATION AND/OR DISSOLUTION²²

By majority vote, the College Assembly may at any regular or special meeting, create or dissolve a task force and/or modify the composition of any existing task force.

1.0702 FUNCTION All College Assembly Task Forces and committees are established for the purpose of conducting studies, making recommendations, reporting, informing and advising the College Assembly on matters pertaining to the operation of the College. Task Forces and Committees shall have no supervisory, administrative, or executive function. The College Assembly shall specify the functions of any newly created standing task forces or committee.

1.0703 QUORUM OF A TASK FORCE²³ One third of the members of a task force or committee shall constitute a quorum except for the Bylaws Task Force, which shall require four members to constitute a quorum.

¹⁸ rev. 5/1/08

¹⁹ rev. 5/5/05

²⁰ rev, 5/5/05

²¹ rev. 11/20/94

²² rev. 12/3/92

²³ rev. 12/19/06

1.0704 PROCEDURES

- A. At the beginning of each academic year, the Chairperson of the College Assembly shall designate a task force member who shall convene a meeting of the task force not later than September 30. At this meeting, the task force shall elect a Chairperson and plan its activities for the academic year.
- B.²⁴ The Chairperson of a task force shall be elected by the task force membership for a term of one academic year. If there is a tie, after a second vote, the Chairperson of the College Assembly shall break the tie. If no member of the task force volunteers to serve, the Chairperson of the College Assembly may appoint the Chairperson of the task force for one academic year. The Chairperson of a task force may serve a successive term.
- C. Each task force shall hold at least one meeting during the months of September, October, November, and one between the months of December and January, and in the months of February, March and April of the academic year for the conduct of its business.
- ²⁵ All recommendations of each task force must be submitted by the May or last meeting - the Bylaws Task Force at the penultimate meeting - of each academic year. No recommendations may be carried over to the next academic year. If not approved by the Assembly, the recommendation is null and void.
- D. The task force chairperson shall ensure that the minutes of the task force meetings are properly prepared and distributed to members of the respective task force and to the Chairperson of the College Assembly who will make them available to the college community, at large, in the library.
- E. All matters to be considered by a College Assembly Task Force must first be submitted to the Chairperson of the College Assembly for action.
- F. Standing task forces shall submit such reports and recommendations as are appropriate to the College Assembly for College Assembly action to the Chairperson at least seven (7) school days prior to the next meeting of the College Assembly. Such recommendations should be made in writing and accompanied by specific reason supporting them. Each standing task force shall decide its own approach and procedure for resolving task force action and fulfilling its mission.
- G. Any member of the College Assembly shall have the right to be present at any task force meeting if he/she indicates such preference to the task force chairperson. He/she shall be given the same notices and minutes as the task force members.

1.0705 METHOD OF MEMBERSHIP

²⁴ rev. 4/5/07

²⁵ rev. 4/2/87

- A.²⁶ Task Force members shall be appointed by the Chairperson of the College Assembly upon nomination by the Division Councils of the academic divisions and the Dean of Enrollment and Student Services according to the procedures outlined in Appendices C and D and as noted in this article. Support Staff members shall be appointed from those who were most recently nominated by the Executive Council for membership on the College Assembly, whether or not they were appointed to the College Assembly. On appointment by the Chairperson of the College Assembly, new task force members will serve for the following two academic years.
- ²⁷ Should any Division Councils of the academic divisions and the Dean of Enrollment and Student Services fail to nominate Task Force members, the Chairperson of the College Assembly may appoint such Task Force members, such appointment to be made, if possible, from the appropriate Division.
- B. Chairperson/directors and faculty shall be nominated for a two-year term. Commencing with the Spring 1984 appointments, the Chairperson of the College Assembly shall stagger all appointments so as to ensure continuity of membership for each task force. (Approximately 50% will receive one-year appointments, 50% two-year appointments and all subsequent appointments will be for two years.)
- C.²⁸ Students shall be nominated for a one-year term by the Division Councils of the academic divisions and the Dean of Enrollment and Student Services not later than the end of the spring semester. The term of office shall be effective the following fall semester and extend for the entire academic year.
- D. Members of task forces who serve by the nature of their positions shall be appointed by the Chairperson of the College Assembly.
- E.²⁹ The Chairperson of the College Assembly shall actively solicit nominations from the Division Councils of the academic divisions and the Dean of Enrollment and Student Services and the Vice President of Academic and Student Affairs reasonably well in advance of the deadline. Chairpersons, faculty, and representatives of non-academic departments shall be notified by the Chairperson of the College Assembly of their appointments before the end of the academic year. Students shall be notified of their appointments no later than June 15.
- F. A task force member who is absent for two consecutive meetings may be replaced by the Chairperson of the College Assembly. A new member will be appointed by the Chairperson of the College Assembly from the list of nominees previously submitted in accordance with these Bylaws.

²⁶ rev. 5/1/08

²⁷ rev. 5/1/08

²⁸ rev. 5/1/08

²⁹ rev, 5/1/08

G.³⁰ No faculty member, administrator, student or support staff member shall serve on more than one task force of the College Assembly, as described in Article 1.0700 -- 1.0716 of the Bylaws. An exception is permitted for those who serve by virtue of their positions.

³⁰ rev. 4/22/97

1.0700 ARTICLE VII -- STANDING TASK FORCES OF THE COLLEGE ASSEMBLY

1.0706 TASK FORCE ON ACADEMIC STANDARDS

1. MEMBERSHIP:³¹

A.	Dean (Appointed by the Chairperson of the College Assembly in consultation with the Vice President for Academic and Student Affairs)	1
B.	Director/Associate Director of Admissions	1
C.	Registrar	1
D.	Department Chairperson or Associate Chairperson (One from each Academic Division)	3
E.	Director, Testing Center	1
F.	Faculty 10 (Three faculty members from each Academic Division and one faculty member from Enrollment and Student Services)	
G.	Adjunct-at-Large	1
H.	Students	2
	TOTAL	20

2. PURPOSES:

Studies and recommends policy regarding:

- A. Admissions.
- B. Transfer Credit.
- C. Grading and Course Credit Standards.
- D. Graduation Requirements.
- E. Credit-by-Examination.
- F. Scholastic Honor Criteria.
- G. Grading Policies.

³¹ rev. 5/1/08

1.0707 TASK FORCE ON ACCESSIBILITY FOR PERSONS WITH DISABILITIES

1. MEMBERSHIP:³²

A.	Counselor for Students with Disabilities	1
B.	Executive Director or representative, Facilities Management	1
C.	Registrar or representative from the Office of the Registrar	1
D.	Manager or representative from the Office of Health and Safety	1
E.	Executive Director, Labor Relations and Human Resources, or representative from the Office of Labor Relations and Human Resources	1
F.	Executive Director/Representative Information Technology	1
G.	Faculty 4	
H.	Adjunct-at-Large	1
I.	Students	3
J.	Department Chairperson/Director/or Administrator	1
K.	Dean	1
L.	Support Staff	1
	TOTAL	17

2. PURPOSES:³³

- A. Advise and sensitize campus community to the needs of disabled individuals.
- B. Provide the leadership for promoting architectural accessibility, development of educational resources and supportive staff.
- C. Recommend a plan that provides equal educational opportunity for individuals with disabilities.

³² rev, 5/1/08

³³ rev. 4/21/98

1.0708 TASK FORCE ON CAMPUS LIFE

1. MEMBERSHIP:

A.	Faculty	
	3	
B.	Faculty-at-Large	1
C.	Adjunct-at-Large	1
D.	Faculty Advisor to a Student Organization	1
E.	Director of Student Activities	1
F.	Director or representative from the Office of Health & Safety	1
G.	Director of Academic Advising or Admissions or designee	1
H.	Executive Director or representative from Facilities Management	1
I.	Director or representative from Counseling & Career Services	1
J.	Director or representative from New Brunswick or Perth Amboy Center	1
K.	Support Staff from Police Department	1
L.	Support Staff with direct student contact	1
M.	Officer of the College Center Programming Board	1
N.	Students	5
	TOTAL	20

2. PURPOSES:³⁴

Studies and recommends policy regarding:

- A. Student life (bookstore, clubs, food services, [area to include the cafeteria, catering, vending, kiosks, special activities, and the like] parking and student activities).
- B. Use of facilities by campus community for activities that occur outside of the classroom situation.
- C. Student support services (academic advisement, admissions, athletics, bursar, counseling and career services, EOF, financial aid, library, minority student affairs, registrar, safety and health, testing and tutoring).
- D. Campus oriented publications for internal use.

³⁴ rev, 5/4/06

1.0709 TASK FORCE ON COMMUNITY CONCERNS

1. MEMBERSHIP:

A.	Faculty	
	3	
B.	Adjunct-at-Large	1
C.	Director or representative from Marketing & Public Information	1
D.	Director or representative from the Student Activities and College Center	1
E.	Director or representative from the Police Department	1
F.	Director of School Relations	1
G.	Director or representative from New Brunswick or Perth Amboy Center	1
H.	Dean or representative from Corporate and Community Education	1
I.	Support Staff	1
J.	Students	3
	TOTAL	14

2. PURPOSES:

Studies and recommends policy regarding:

- A. Use of College facilities.
- B. College publications including the College website.
- C. Public information about the College in public forums such as, but not limited to, newspapers, radio and the internet.
- D. Campus speakers.
- E. Relationship of the College with local, county, state and national communities.
- F. Campus Safety and Health.

1.0710 TASK FORCE ON CURRICULUM

1. MEMBERSHIP:³⁵

A. From each of the following academic divisions:

Business, Computer Science and Engineering Technologies, Science,
Mathematics and Health Technologies and Social Sciences and Humanities

- Dean/Chairperson/or Director (one from each Academic Division) 3
- Faculty (3 per Academic Division) 9
- Adjunct-at-large 1

B. Director or representative from the Advising Services and Open College 1

C. Director or representative from Counseling & Career Services 1

D. Curriculum Management Specialist 1

E. Students-at-Large 2

TOTAL 18

2. PURPOSES:³⁶

Studies and recommends policy regarding:

- A. Courses for which college credit and credit equivalency is offered.
- B. New curricula.
- C. Changes in credit hours, contact hours or prerequisites.
- D. Change in curriculum sequence.
- E. Evaluates all new or revised general education courses according to general educational criteria.
- F. Catalog course description changes which reflect changes in course content.
- G. Technical Certificates.

3. PROCEDURE FOR CURRICULUM PROPOSALS:³⁷

Deleted from Bylaws and added to Curriculum Procedure Manual.

³⁵ rev. 5/7/09

³⁶ rev. 4/22/97

³⁷ rev. 5/1/08

1.0711 TASK FORCE ON EDUCATIONAL RESOURCES

1. MEMBERSHIP:³⁸

A.	Director, Learning Resources Center	1
B.	Director or representative, Facilities Maintenance	1
C.	Faculty (at least one from each academic division)	5
D.	Adjunct-at-Large	1
E.	Executive Director or representative, Information Technology	1
F.	Students	4
G.	Department Chairperson/Director/Administrator	1
H.	Instructional Designer	1
I.	Dean/Representative, Enrollment and Student Services	1
	TOTAL	16

2. PURPOSES:³⁹

Studies and recommends policy regarding:

- A. Needs for and allocation of appropriate physical resources.
- B. Needs for and allocation of appropriate learning resources.
- C. Needs relating to satellite operations.

³⁸ rev. 5/5/05

³⁹ rev. 5/5/05

1.0712 TASK FORCE ON BYLAWS

1. MEMBERSHIP:⁴⁰

A.	Appointed by the Chairperson of the College Assembly	5
B.	The immediate past chairperson of the College Assembly	1
	TOTAL	6

2. PURPOSES:

- A. To review all recommended changes in the Bylaws by any member of the College community.
- B. To recommend to the College Assembly any changes in the Bylaws.

1.0713 TASK FORCE ON INSTITUTIONAL PLANNING

Dissolved by vote of the College Assembly 11/5/92.

1.0714 TASK FORCE ON STUDENT LIFE

Combined with Task Force on Community Concerns by vote of the College Assembly on 5/30/90.

1.0715 TASK FORCE ON GENERAL EDUCATION

Dissolved by vote of College Assembly 4/8/99.

1.0716 TASK FORCE ON STUDENT LIFE AND COMMUNITY CONCERNS

Dissolution of the Student Life and Community Concerns Task Force and the establishment of the
the
Campus Life Task Force and the Community Concerns Task Force by vote of the College Assembly on 5/6/04.

⁴⁰ rev. 6/5/93

1.0717 TASK FORCE ON CAMPUS DIVERSITY

1. MEMBERSHIP:⁴¹

A.	Faculty: One per each of the following divisions: Business, Computer Science and Engineering Technologies, Enrollment and Student Services, Science, Mathematics and Health Technologies, and Social Science and Humanities	4
B.	Faculty-at-Large	2
C.	Adjunct-at-Large	1
D.	Students-at-Large	4
E.	Administrators-at-Large	2
F.	Director or representative from New Brunswick or Perth Amboy Center	1
G.	Chairperson, or his/her designee, of the English as a Second Language Department	1
H.	Director of Counseling and Career Services, or his/her designee	1
I.	Support Staff	1
	TOTAL	17

2. PURPOSES:⁴²

Studies and recommends policy regarding:

- A. The degree to which the curriculum reflects diversity issues such as the impact of race relations and cultural pluralism on learning.
- B. The inclusion of all faculty in the creation of curriculum and methodology.
- C. Defining and responding effectively to diverse student concerns.
- D. Efforts by the College to foster civility and respect for differences.
- E. Programs to facilitate the professional development of faculty and staff to enhance effective service to a diverse student body.

⁴¹ rev. 5/6/04

⁴² rev. 5/18/98

1.0800 ARTICLE VIII--AD HOC AND SPECIAL TASK FORCES AND COMMITTEES

1.0801 AD HOC TASK FORCE AND COMMITTEES The Chairperson of the College Assembly shall be a member, ex officio, of all task forces and committees. Each Ad Hoc and Special Task Force or Committee shall submit a report to the College Assembly as charged by the Assembly.

1.0900 ARTICLE IX -- COLLEGE ASSEMBLY MEETINGS

1.0901 REGULAR MEETING The College Assembly shall hold a regular meeting during the months of October, November, December, February, March, April and May of the academic year for the conduct of its business.

1.0902 NOTICE OF TIME AND PLACE OF REGULAR MEETINGS Notice of the date, time and place of the next following regular meeting shall be announced at every regular College Assembly meeting.

1.0903 SPECIAL MEETINGS Special meetings shall be held on the call of the Chairperson or on the written request of ten (10) members of the College Assembly addressed to the Chairperson. Special meetings may be called on at least five (5) school days notice to each member of the College Assembly. The Chairperson, in calling a special meeting, shall give due consideration to the request of any member as to the time and place of any such meeting. The specific matter to be considered at a special meeting shall be stated.

1.0904 ATTENDANCE OF PUBLIC All regular meetings and special meetings shall be open to attendance by the members of the college community. Subject to the control of the Chairperson, any person, invited guest, official, or citizen in attendance shall be given the floor at an appropriate point in the meeting.

1.0905 MINUTES OF MEETING The Chairperson shall ensure that the minutes of the meetings are properly prepared. Written minutes of the meetings of the College Assembly shall be distributed to all members of the College Assembly, Division Councils, and the President of the College at least five (5) school days prior to the next regular meeting. Copies shall be made available in the Office of the Vice President for Academic and Student Affairs, the Library, the College Center and Quo Vadis.

1.0906 QUORUM⁴³ At all meetings of the College Assembly, the presence of thirteen (13) voting members shall constitute a quorum. There shall be at least three (3) representatives from the student, faculty, and administration (Deans/Chairpersons/Directors/Administrators) constituencies - and one (1) from the support staff constituency. Attendance at a regular or special meeting of the College Assembly shall be recorded by the Chairperson. If a quorum is not present at any meeting of the College Assembly, the members present there may call the roll, record the names of the absentees, meet informally, and adjourn. All matters properly arising before a meeting at which a quorum is present shall be decided by a vote of a majority of the votes cast. A member must be present in order to vote on any and all matters.

⁴³ rev. 12/2/97

A nonactive College Assembly member may be recalled at the request of a majority of the College Assembly membership. A new member will be appointed according to the established procedure.

The voting members of the College Assembly shall consist of:⁴⁴

A.	Deans	5
B.	Chairperson/Directors	7
C.	Faculty	
	17	
D.	Students	12
E.	Support Staff	5
	TOTAL	46

1.0907 PRESIDING OFFICER The Chairperson, or the First Chairperson-elect in the Chairperson's absence, or the Second Chairperson-elect in the First Chairperson's absence, shall preside at all meetings of the College Assembly. In case none of the aforementioned shall attend the meeting at the time appointed, the senior Academic Dean present shall record attendance of the members of the College Assembly present, and on appearance of a quorum may call the College Assembly to order. A Chairperson pro tempore shall be elected by the College Assembly for that meeting, or until the appearance of the Chairperson, First Chairperson-elect or Second Chairperson-elect; and be governed by Section 1.0906.

1.100 ARTICLE X -- RULES GOVERNING COLLEGE ASSEMBLY PROCEDURES

1.1001 ORDER OF BUSINESS At all regular meetings, excluding special meetings, the business before the College Assembly shall be disposed of in the following order:

1. Consideration of minutes of last regular meeting of the College Assembly and any subsequent special meeting.
2. Unfinished business.
3. Reports of standing task forces.
4. Reports of special or ad hoc task forces or committees.
5. Report of the chairperson.
6. New business and communications.
7. Recognition and hearing from the public.
8. Adjournment

The Chairperson may, however, with the consent of the College Assembly, change the order of business for any valid reason.

1.1002 RULES OF ORDER The College Assembly shall be governed by the most current edition of Robert's Rules of Order to determine questions of parliamentary procedure not herein specifically provided.

⁴⁴ rev. 5/1/08

1.1100 ARTICLE XI -- MISCELLANEOUS PROVISIONS

1.1101 AMENDMENT OF BYLAWS⁴⁵

1. The Chairperson of the College Assembly will issue a charge to the Bylaws Task Force regarding the amendment or change to the Bylaws.
2. The Bylaws Task Force will deliberate and either report not to change the Bylaws or formulate a recommendation to amend or change the Bylaws.
3. If, as a result of the deliberations, the Bylaws Task Force decides to recommend a change or amendment to the Bylaws, the Chairperson of the Bylaws Task Force or designee will report the proposed recommendation to the College Assembly. No motion, discussion, or vote on this recommendation will be entertained at this time.
4. Copies of the proposed amendment or change and its rationale must be circulated to each member of the College Assembly at least five (5) school days before a motion, discussion, or vote on the recommendation may take place.
5. At a subsequent meeting of the College Assembly, the recommendation to amend or change the Bylaws will be acted upon in the form of a motion, discussion and vote. A two-thirds vote of the members present will be required for adoption.
6. All approved recommendations must be forwarded to the Office of the President for final approval and implementation.

1.1102 SUSPENSION OF BYLAWS The Bylaws may be suspended for any meeting of the College Assembly with the unanimous consent of the voting members present.

1.103 JOB TITLE DIVISION AND DEPARTMENT NAME CHANGES⁴⁶

A change to a job title, division or department name change, as determined and implemented by the Board of Trustees, College President or Vice Presidents shall be reflected in these by-laws. Said change(s) shall be effective by written notification to the College Assembly at the next regular meeting after the College Assembly Chairperson has been notified of said change(s).

⁴⁵ rev. 3/1/07

⁴⁶ rev. 5/1/03

COLLEGE ASSEMBLY BYLAWS

Appendix A⁴⁷

VOTING PROCEDURES FOR REPRESENTATIVES FROM THE ENROLLMENT AND STUDENT SERVICES DIVISION TO THE COLLEGE ASSEMBLY

1. A committee of at least three members of the Enrollment and Student Services Division faculty and administrators appointed by the Dean shall elect a chairperson who will solicit self nominations and nominations by colleagues for available College Assembly positions via memo no later than March 30. Nominations must be returned to the Chairperson within one week.
2. The Chairperson will prepare two standardized alphabetical ballots listing faculty and administrator nominees respectively. Ballots will be sent to the administrators and all full-time faculty and returned to the chairperson by April 30. Faculty and administrator representatives shall be elected jointly by both faculty and administrators. The faculty member receiving the most votes for each available position will be elected. The faculty member receiving the second highest number of votes will act as the alternate representative. In the case of a tie, the Chairperson will conduct a runoff election among the voting members. The names of all persons involved in the tie shall be sent to the College Assembly Chairperson.
3. The administrator receiving the most votes will be elected. The administrator receiving the second highest number of votes will act as the alternate representative. In the case of a tie, the chairperson will conduct a runoff election among the voting members. The names of all persons involved in the tie shall be sent to the College Assembly Chairperson.

⁴⁷ rev. 5/1/08

COLLEGE ASSEMBLY BYLAWS

Appendix B⁴⁸

VOTING PROCEDURES FOR FACULTY REPRESENTATIVES TO COLLEGE ASSEMBLY

1. Division Council Chairpersons will solicit self nominations and nominations by colleagues for available College Assembly positions via memo no later than March 30. Nominations from the faculty-at-large must be returned to the Division Council Chairperson within one week.
2. Division Council Chairpersons will prepare standardized alphabetical ballots listing faculty nominees. The election will take place at the April meeting of each divisional council and only elected department faculty representatives may vote. Every department must have an equal number of votes in this election.
3. The faculty member receiving the most votes for each available position will be elected. The faculty member receiving the second highest number of votes will act as the alternate representative. In the case of a tie, the Division Council will conduct a runoff election among its voting members. The names of all persons involved in the tie shall be sent to the College Assembly Chairperson.

⁴⁸ rev. 5/2/02

THE COLLEGE ASSEMBLY

Appendix C⁴⁹

VOTING PROCEDURES FOR FACULTY REPRESENTATIVES TO COLLEGE ASSEMBLY TASK FORCES

1. Chairpersons of each Division Council will solicit self nominations and nominations by divisional colleagues for available task force positions via memo no later than March 30. Nominations from faculty of the division must be returned to the Divisional Council Chairperson within one week.
2. Division Council Chairpersons will prepare standardized alphabetical ballots listing faculty nominees according to task force preference. The election for these positions will take place at the April meeting of the Council and only elected faculty representatives may vote for these positions. Every department must have an equal number of votes in this election.
3. The names of the two faculty members receiving the most votes for each available task force position will be forwarded to the College Assembly Chairperson for appointment. In the case of a tie, the Division Council Chairperson will forward the names of all persons involved in the tie to the College Assembly Chairperson. The Chairperson of the College Assembly will make appointments based upon his/her knowledge of overall College representational needs.

⁴⁹ rev. 5/2/02

COLLEGE ASSEMBLY BYLAWS

Appendix D⁵⁰

VOTING PROCEDURES FOR REPRESENTATIVES FROM ENROLLMENT AND STUDENT SERVICES DIVISION TO COLLEGE ASSEMBLY TASK FORCES

1. A committee of at least three members of the Enrollment and Student Services Division faculty and administrators appointed by the Dean shall elect a Chairperson who will solicit self nominations and nominations by colleagues for available task force positions via memo no later than March 30. Nominations must be returned to the Chairperson within one week.
2. The Chairperson will prepare two standardized alphabetical ballots listing faculty and administrator nominees respectively. Ballots will be sent to the administrators and all full-time faculty and returned to the Chairperson by April 30. Faculty and administrator representatives shall be elected jointly by both faculty and administrators.
3. The names of the two faculty members receiving the most votes for each available task force position will be forwarded to the College Assembly Chairperson for appointment. In the case of a tie, the Chairperson will forward the names of all persons involved in the tie to the College Assembly Chairperson. The Chairperson of the College Assembly will make appointments based upon his/her knowledge of overall College representational needs.
4. The names of the two administrators receiving the most votes for each available task force position will be forwarded to the College Assembly Chairperson for appointment. In the case of a tie, the Divisional Committee Chairperson will forward the names of all persons involved in the tie to the College Assembly Chairperson. The Chairperson of the College Assembly will make appointments based upon his/her knowledge of overall representational needs.

⁵⁰ rev. 5/1/08

COLLEGE ASSEMBLY BYLAWS

Appendix E

College Administrators⁵¹

Administrative Assistant to the President
Administrative Assistant, Vice President for Academic and Student Affairs
Administrative Assistant, Vice President for Finance and Administration
Advisor, Nursing Program
Analyst, Institutional Research
Assistant Athletic Director
Assistant Athletic Director/Athletic Trainer
Assistant Buyer
Assistant Dean, Enrollment and Student Support Services
Assistant to the Vice President for Academic and Student Affairs
Assistant Director, Advising Services and Open College
Assistant Director, Finance and Administration
Assistant Director, Marketing Production
Assistant Director, New Brunswick Center
Assistant Director, Perth Amboy Center
Assistant Director, Professional and Community Programs
Assistant Director, Public Relations
Assistant Director, Purchasing
Assistant Director, Student Activities/College Center
Assistant Manager, Printing and Communications Support
Associate Chairperson, English
Associate Chairperson, ESL/Languages & Cultures
Associate Chairperson, Mathematics
Associate Director, Admissions
Associate Director, Buildings and Grounds
Associate Director, Buildings and Systems
Associate Director, EOF
Associate Director, Financial Aid
Associate Director, Network and Technical Services
Bursar
Buyer
Captain, Police
Chief, Police
Colleague System Administrator (and Special Projects Coordinator)
Communications Management Specialist
Controller
Coordinator, Admissions Recruitment Technology
Coordinator, Benefits/Data
Coordinator, Clinical Education
Coordinator, Compliance

⁵¹ rev. 5/7/09

Coordinator, Cooperative Education and Placement Services
Coordinator, Environmental Health and Safety
Coordinator, Health/Fire and Safety
Coordinator, Human Resources and Administrative Services
Curriculum Management Specialist
Dean, Arts & Sciences
Dean, Corporate and Community Education
Dean, Enrollment and Student Support Services
Dean, Professional Studies
Department Chairperson, Accounting, Business and Legal Studies
Department Chairperson, Biology
Department Chairperson, Chemistry and Physics
Department Chairperson, Computer Science and Information Technology
Department Chairperson, Dental Auxiliaries Education
Department Chairperson, Engineering Technologies
Department Chairperson, English
Department Chairperson, ESL/Languages and Cultures
Department Chairperson, Health, Physical Education, Recreation and Dance
Department Chairperson, History and Social Science
Department Chairperson, Hotel, Restaurant and Institution Management
Department Chairperson, Mathematics
Department Chairperson, Medical Laboratory Technology
Department Chairperson, Radiography Education
Department Chairperson, Visual, Performing and Media Arts
Director, Accounting Services
Director, Administrative Computing
Director, Admissions
Director, Advising Center and Open College
Director, Athletics/PE Center
Director, Budget
Director, Career Training Center
Director, Child Care Center
Director, Counseling and Career Services
Director, Educational Opportunity Fund Program
Director, Employee Services
Director, Enrollment Services
Director, Facilities Engineering
Director, Facilities Maintenance
Director, Financial Aid
Director, Grant Accounting
Director, Grants Development
Director, Health and Safety
Director, Institutional Design and Media Services
Director, Institutional Research
Director, Labor Relations
Director, Learning Resources Center
Director, Marketing and Public Information
Director, Minority Student Affairs

Director, Network and Technical Services
Director, New Brunswick Center
Director, Office and Systems Management
Director, Perth Amboy Center
Director, Professional and Community Programs
Director, Project Connections
Director, Purchasing and Inventory
Director, School Relations
Director, Student Activities/College Center
Director, Student Records and Communications Management
Director, Testing and Tutoring
Director, The Institute
Executive Director, Information Technology
Executive Director, Facilities Management
Executive Director, Labor Relations and Human Resources
Executive Director, Planning and Development/Special Assistant to the President
Financial Aid Technician
Freshman Year Coordinator
Financial Analyst
Manager, Academic Information Technology Support
Manager, Accounts Receivable
Manager, Career Services
Manager, Facilities Projects
Manager, Printing and Communications Support
President
Programmer Analyst
Program Director, Dietetic Technology
Registrar
Senior Program Analyst, Information Technology
Senior Systems Engineer, Information Technology
Supervisor, Custodial Services
Supervisor, Network and Technical Services
Supervisor, Payroll
Supervisor, Purchasing
Supervisor, Warehouse
System and Database Administrator/Engineer
Systems Engineer
Systems Engineer, Security Specialist
Transfer Advising and Articulation Specialist
Vice President for Academic and Student Affairs
Vice President for Finance and Administration
Vice President for Legal and External Affairs
Web Manager

COLLEGE ASSEMBLY BYLAWS

Appendix F

Support Staff⁵²

Account Clerk
Accounts Payable Clerk
Administrative Assistant
Administrative Assistant (Confidential)
Administrative Secretary
Alumni Affairs and Marketing Coordinator
Bid Coordinator
Career Services Assistant
Cashier
Child Care Assistant
Child Care Group Leader
Child Care Teacher
College Center Assistant
College Center Custodian
Community Education Systems Coordinator
Computer Operator
Computer Repair Technician
Coordinator, Media Services
Coordinator, Physical Education Center
Coordinator, Physical Education Center Program
Coordinator, Professional and Community Education
Coordinator, Testing and Tutoring Centers
Coordinator, The Institute
Copying and Finishing Specialist
Counseling and Transfer Assistant
Counseling and Career Services Assistant
Counter Services Coordinator
Custodian
Departmental Assistant
Departmental Coordinator
Departmental Secretary
Dispatcher
Dispatch Coordinator
Divisional Coordinator
EOF Assistant
Equipment Aide
Facilities Engineering Technician
Financial Accounting Coordinator
Financial Aid Assistant
Financial Reconciliation Specialist
Grants Development Assistant

⁵² rev. 5/1/08

Graphic Designer
Graphic Services Coordinator
Groundsperson I
Groundsperson II
Health and Fire Safety Coordinator
Health Services and Safety Assistant
Health Services Assistant
Help Desk Trainer Specialist
Human Resources Administrative Assistant (Confidential)
Human Resources and Benefits Specialist
Human Resources Generalist
Information Technology Communications Technician
International Education Assistant
Junior Lab Coordinator/ESL
Junior Lab Coordinator/MAD
Lab Coordinator/Computer Science
Lab Coordinator/HRI
Lab Coordinator/MAD
Lab Coordinator/Physics/Electrical Engineering
Lab Coordinator/Visual Arts
Lead Programmer/Analyst
Library Acquisition Coordinator
Library Assistant: Circulation
Library Assistant: Processing
Mail Expediter
Mechanic I
Mechanic II
Mechanic III
Media Aide
Media Services Assistant
Media Technician
Office Operations Technician
Payroll Specialist (Confidential)
Police Officer
Printing Specialist
Probationary Police Officer
Purchasing Bid Coordinator
Purchasing/Inventory Control Clerk
Reading/Writing Center Assistant
Reconciliation Clerk
Recreation Room Assistant
Research Assistant (Confidential)
Senior Account Clerk
Senior Engineering Lab Coordinator/Electrical Engineering Tech.
Senior Engineering Lab Coordinator/Mechanical/Civil Engineering]
Senior EOF Assistant
Senior Lab Coordinator/Chemistry
Senior Lab Coordinator/Computer Science

Senior Lab Coordinator/Dental Auxiliaries
Senior Lab Coordinator/ESL
Senior Lab Coordinator/HRI
Senior Lab Coordinator/Media Arts and Design
Senior Lab Coordinator/Office Administration
Senior Lab Coordinator/Physics
Senior Lab Technician/Media
Senior Police Officer
Senior Science Lab Coordinator/Biology
Senior Student Records Analyst
Senior Student Records Assistant
Sergeant
Special Services Assistant
Student Accounting Assistant
Student Activities Assistant/College Center Coordinator
Student Appeals Analyst
Student Collection Specialist
Student Records Analyst
Student Records Assistant
Student Records Evaluator
Student Services Assistant
Switchboard Operator
Systems Coordinator
Technical Secretary
Telecommunications Assistant
Test Technician
Testing/Tutoring Center Specialist
Theater Assistant
Theater Technician
Traffic Assistant
Warehouseperson I
Warehouseperson II
Word Processing and Communications Specialist
Word Processing Specialist
Writing Laboratory Coordinator

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