

Senate Guide 2005-2006

The Community College of Baltimore County

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THE COMMUNITY COLLEGE OF BALTIMORE COUNTY COLLEGE SENATE CONSTITUTION

- I. **NAME.** The name of the organization shall be the College Senate of The Community College of Baltimore County (CCBC), or hereinafter the College Senate or the Senate.
- II. **AUTHORITY.** The College Senate shall be the principal forum of shared governance for CCBC. The Senate shall have the authority to consider and to make recommendations on all matters of policy that affect The Community College of Baltimore County. However, matters that are covered by union contracts or are the subject of collective bargaining shall be dealt with outside this system of shared governance.
- III. **RECOMMENDATIONS.** The College Senate may receive communications on matters of College policy from other College or campus-based bodies, as well as from individual officers and members of the College. The Senate shall make its recommendations to the CCBC Chancellor. In formulating its recommendations, the Senate shall attempt to take into consideration the viewpoints and interests of all the College constituencies which it represents.
- IV. **MEMBERSHIP.**
 1. **Constituencies.** The membership of the College Senate shall consist of teaching faculty, administrative and professional personnel, classified staff employees, and students, representing their respective constituencies.
 - a. "Faculty" refers to those professional benefit-eligible employees of the College whose primary responsibility is teaching.
 - b. "Administrative and Professional Personnel" refers to benefit-eligible professional employees of the College who are neither teaching faculty nor classified employees.
 - c. "Classified employees" refers to benefit-eligible employees of the College whose positions are defined by State and County laws and regulations as those of unionized or non-unionized classified employees.
 - d. "Students" refers to persons presently enrolled as students at the College. The Student Government Associations will determine student representation, giving due consideration to full- and part-time, credit and non-credit, day and evening students.
 - e. "Cabinet" refers to those individuals with College-wide responsibilities who report directly to the Chancellor.

2. Representation.

- (a) The full-time benefit-eligible faculty of the College shall be represented in the Senate by at least one but not more than ten representatives chosen from and by the faculty in each academic division and school. Within these limits, each academic division or school shall be entitled to one representative for each ten full-time benefit-eligible faculty members of that division or school. Insofar as feasible, faculty representatives shall be selected so that at least one from each division and school is based on each of the College's three campuses.
- (b) Administrative and professional personnel shall be selected from each of the following CCBC areas:
 - a. Five from Learning and Student Development, representing Counseling and Advisement, Student Success Centers, Student Life, Career Development and Placement, and Disability Support Services
 - b. Two from Continuing Education and Economic Development
 - c. One from Strategic Enrollment Management
 - d. One from Planning, Research, Evaluation and Technology
 - e. One from Finance and Administration.
 - f. One from Institutional Advancement
 - g. One from Human Resources
 - h. One from Library Services
- (c) One of the deans of the academic divisions and schools shall be selected by those deans.
- (d) Six classified staff employees shall be selected, two from each of the collective bargaining units and two from the classified employees not represented by a collective bargaining agreement.
- (e) Six students shall be selected, two by each Student Government Association.
- (f) One *ex officio*, non-voting member shall be selected by the Chancellor from his Cabinet.
- (g) The Senate may also extend at-large membership to such additional members of the College as it chooses.

3. Selection of Members. Each constituent group shall select its representatives through a democratic method of its own choosing.

4. Duty of Care. It is the duty of all CCBC constituencies and individuals to respect and nurture the practice of shared governance. All members of the College Senate, although representing different constituencies, shall keep as their highest concern the well-being of The Community College of Baltimore County. The Senate's recommendations should reflect the principles and goals of a learning centered institution.

5. Terms of Office. Each administrative, professional, faculty or classified member of the Senate shall be elected for a two-year term of office. Student members shall serve one-year terms. Terms shall begin on June fifteenth. If a member leaves office before the completion of a term, his/her constituency shall select a replacement member to serve the remainder of that term. Members shall be eligible to serve consecutive terms.
6. Initial Provisions. The initial members selected by each of their constituencies for two year terms shall draw lots, so that half will serve a one-year term and half a two-year term, so that generally thereafter half of these terms may be renewed each year.

V. OFFICERS. The officers of the College Senate shall consist of the following, whose powers and duties, in addition to those specified herein, shall be determined by the College Senate. The College Senate may also establish such additional offices as it may from time to time desire.

1. A Chair of the Senate shall be elected by its members each year. He/she shall preside over meetings of the Senate, chair its Executive Committee, represent the Senate in its dealings with others, and generally take care to see that the business of the Senate is conducted in an orderly and expeditious manner. The Chair shall not vote on business before the Senate except in the event of a tie vote. A Chair may not be elected to serve more than two consecutive terms.
2. Two Vice-Chairs of the Senate shall be elected by its members each year to assist the Chair in the performance of his/her duties. One of the Vice Chairs shall be designated by the Executive Committee to serve as Acting Chair in the absence of the Chair. The other Vice Chair shall be designated as liaison to groups and individuals not represented in Senate membership, such as adjunct faculty.
3. A Secretary of the Senate shall be elected each year by its members to oversee the preparation, distribution and maintenance of meeting agendas, minutes, studies, reports and communications of the Senate.
4. A Parliamentarian of the Senate shall be elected each year by its members to be responsible for seeing that Senate meetings are

conducted in an orderly and appropriate way in accordance with the Senate's rules.

5. Election of the Chair, Vice Chairs, Secretary and Parliamentarian of the Senate shall take place each year at the last regular meeting of the spring semester, and they shall take office for the next year on June fifteenth. The persons elected Chair and Vice Chairs shall be chosen in such a way that one is based primarily upon each of the College's three campuses.
6. Executive Committee. The Chair, Vice Chairs and Secretary of the College Senate shall constitute the Senate's Executive Committee. The Executive Committee shall prepare the agenda, work and materials for Senate meetings; decide if an issue is appropriate for Senate consideration; appoint members of Senate standing committees and task forces; assign issues to the Senate committees; coordinate the work of the Senate's various sub-groups; speak or act for the Senate in the interim between Senate meetings; and shall perform such additional duties as the Senate may from time to time determine.

VI. STANDING COMMITTEES.

1. Standing Committees Generally. Where appropriate and as directed, matters before the Senate may be referred for consideration to one or more of the Senate's standing committees, which shall report their work to the Senate for its consideration and action. The standing committees shall be established by Senate By-Laws to deal with the different kinds of subjects which come before the Senate.
2. Standing Committee Membership. The membership of the standing committees shall be determined by the Senate Executive Committee at the beginning of each academic year. Each Senate member except the Chair, Vice Chairs and Secretary shall serve on at least one standing committee. In addition to members of the Senate, each standing committee may be expanded to include additional College personnel drawn from outside the Senate.
3. Standing Committee Organization. At the beginning of each academic year, each standing committee shall select as its chair one of its members, who must also be a member of the Senate. Other than as directed by the Senate or its By-Laws, each standing committee may determine its own procedures, provided that these include the keeping

of minutes and the production of written reports to the Senate of its business.

VII. MEETINGS. The annual term of the College Senate shall be from June fifteenth to the following June fifteenth, with elections held during the previous May. The Senate shall generally meet monthly from September through June on dates to be determined by the Executive Committee. Additional meetings may be called by the Chair, or by the Executive Committee, or pursuant to a petition signed by two fifths of the Senate members. Notice of all meetings shall be sent to members not less than one week in advance, except for meetings certified by the Chair or the Executive Committee to be emergency meetings to deal with matters of urgency. At least fifty-one percent of the Senate membership shall constitute a quorum. Ordinary actions of the Senate shall be adopted by a majority of those voting. Except as otherwise provided by Senate by-laws, parliamentary procedure shall follow Robert's Rules of Order. All meetings of the Senate, its committees and its delegations shall be open to all members of the College community.

VIII. BY-LAWS. The College Senate shall, as soon as practicable, develop and adopt by-laws for its internal organization and operation. A Task Force for By-Laws shall be selected for this purpose in its first year. By-laws may be adopted, amended or repealed by a vote of not less than fifty-one per cent of the Senate's membership, at a meeting subsequent to the meeting at which such action was proposed. By-laws may be suspended immediately for the duration of one meeting by vote of two-thirds of the Senate membership in the event of urgency.

IX. SUPPORT. To assure the effective and orderly working of the College Senate, CCBC shall provide the Senate with adequate support, facilities and equipment. CCBC recognizes service in the College Senate as a part of an employee's services to the College.

X. CAMPUS FORUMS. In addition to their participation in meetings of the College Senate and its committees, Senate members will be expected to participate in regular Open Forums held on their respective campuses. The purpose of these Campus Forums will be to establish and maintain regular communications between the Senate and the faculty, staff and students in their places of work. All Senate members from each campus

shall constitute a Delegation from and to that campus, sharing information there on the Senate's work and bringing to the Senate the concerns and views of campus colleagues.

XI. AMENDMENTS. An amendment to this Constitution may be adopted by a majority of not less than two-thirds of the College Senate's membership, voting at a meeting of the Senate subsequent to the meeting in which the amendment was proposed.

XII. ADOPTION. This Constitution shall take effect when it has been approved by the CCBC Chancellor after consideration by the faculty, administrative and professional personnel, classified employees, students and the Chancellor's Cabinet.

Presented, April 28, 2004 - The Chancellor's Task Force III on Shared Governance (Section IV, number 2 on Representation was the final formulation)
Parliamentarian Amendment , December 20, 2004 - CCBC Senate,

BYLAWS
The Community College of Baltimore County
College Senate

The Bylaws shall define the internal workings of The Community College of Baltimore County (CCBC) College Senate. In concurrence with the Constitution of the CCBC College Senate, the bylaws may be suspended immediately for the duration of one meeting by vote of two-thirds of the Senate membership in the event of an emergency.

I. MEETINGS.

- A. **REGULAR MEETINGS.** Regular meetings of the Senate shall be held on dates to be determined by the Senate *in toto*. In the absence of other designation, regular meetings shall be held at the three campuses on a rotating basis. All meetings are to be limited to two hours unless an explicit vote held by the Senate to extend the meeting is held.
- B. **SPECIAL MEETINGS.** Special meetings of the Senate may be called by or at the request of two-fifths (2/5) of the members of the Senate or by the Chair of the Executive Council. A call for a special meeting shall be made by the Senate Parliamentarian. In the absence of a designated location, special meetings shall be held at the discretion of the Executive Council.
- C. **ATTENDANCE AT MEETINGS.** Senators are required to attend a minimum of 70% of all Senate meetings and a minimum of 70% of all committee and subcommittee meetings of which they are members unless excused by the Senate Chair or committee Chair in writing.
- D. **REMOVAL OF SENATE MEMBERS.** Senators who do not meet minimum attendance requirements will be replaced with another member from their particular constituency, selected by the same democratic method used for their selection.

II. ELECTION PROCEDURES.

- A. An election committee (chaired by the Past Chair of the Senate) comprised of a minimum of six Senators shall be responsible for soliciting nominees for offices, administering the election procedure, and counting the votes.
- B. If a member of the election committee is nominated and agrees to run for one of the offices, then that member must recuse him or herself from the election committee.

- C. If more than two nominations are received for the office of Chair, the election shall be conducted using the Single-Transferable-Vote System. This system facilitates the process of achieving the required majority vote.
- D. All other officers shall be elected by plurality vote.
- E. Members must be present at meetings to vote for candidates for Senate offices.
- F. **CAMPUS FORUMS.** Campus Forums shall adopt their own structure as desired. As soon as the structure is codified, the structural organization of each Campus Forum shall be incorporated into this document.

III. STANDING COMMITTEES AND SUBCOMMITTEES.

- A. **MAKEUP OF STANDING COMMITTEES.** Standing committees shall be composed of a minimum of two Senators or 20% of the committee's membership whichever is greater. The remaining members shall be distributed among divisions/schools/functions.
- B. **SENATE PURVIEW OF STANDING COMMITTEES.** In determining its committee structure the Senate considers, any College committee dealing with its policy recommendations to the Chancellor's Cabinet to be within its purview. The standing committees (in bold) and their subcommittees of areas of interest shall be part of and subject to the CCBC College Senate.
- C. Each of the following Standing Committees shall prepare reports and recommendations in the area of its responsibilities for consideration and action by the Senate.
 - ***The Curriculum and Instruction Committee** shall be responsible for developing recommendations for determining the content and assuring the quality of the College's academic curriculums, programs and courses.
 - ***The Academic Standards Committee** shall be responsible for developing recommendations for the maintenance of academic standards for the assessment and evaluation of the accomplishment of student learning, as well as academic support services to facilitate student learning.
 - ***The Learning Environment and Student and Community Affairs Committee** shall be responsible for developing recommendations for the maintenance of the College's physical, social, cultural and technological facilities as an environment appropriate for student learning. Additionally, the committee shall be responsible for developing recommendations concerning non-academic programs and activities which the College offers to its students and others in the community.
 - ***The Professional Affairs Committee** shall be responsible for developing recommendations concerning the terms, benefits and conditions of employment at the College.

- ***The Budget Review Committee** shall be responsible for working with other CCBC officers in developing recommendations regarding College's annual budget request.
- ***The Evaluation Committee** shall be responsible for developing and monitoring tools used to evaluate employee effectiveness, including the annual performance review, student evaluation of faculty, and employee evaluation of superiors.

IV. TRANSPARENCY.

- A. The CCBC College Senate and its constituent bodies shall operate to the maximum extent feasible in an open and transparent manner and consistent with procedures designed to ensure fairness.
- B. WEBSITE. The CCBC College Senate shall maintain a publicly-accessible Internet World Wide Web site (the "Website"), which may include, among other things, (i) a calendar of scheduled meetings of the Senate, the Executive Council, Committees, and Subcommittees; (ii) a docket of all pending policy development matters, including their schedule and current status; (iii) specific meeting notices and agendas as described below; (iv) announcements about Senate activities of interest to significant segments of the College community; (v) comments received from the College community on policies being developed and other matters; (vi) information about the CCBC Senate meetings and public forums; and (vii) other information of interest to the overall CCBC community.
- C. NOTICE OF MEETINGS. At least seven days in advance of each Senate meeting (or if not possible, as far in advance as is practicable), a notice of such meeting and, to the extent known, an agenda for the meeting shall be posted.
- D. MINUTES AND PRELIMINARY REPORTS. A draft copy of all minutes of meetings of the Senate, Committees, Subcommittees, and Forums shall be provided within five business days to the Senate Secretary for posting on the Website.

The Community College of Baltimore County
College Senate Dates and Sites

The CCBC College Senate will meet at the three campuses, alternating Eastside and Westside locations. The regular Senate Meeting will be held the third Monday of each month at 3 PM unless otherwise noted on upcoming agendas.

*The asterisked dates below are alternative dates due to conflicts in the college calendar.

Senate Date	Senate Site
8/22/05	Catonsville, H-308
9/19/05	Essex, J Building Auditorium
10/17/05	Catonsville, H 308
11/14/05 * Thanksgiving 3 rd week	Essex, J Building Auditorium
12/19/05	Catonsville, H 308
1/23/06 * ML King 3 rd week	Dundalk, J 201
2/20/06	Catonsville, H 308
3/20/06	Essex, J Building Auditorium
4/24/06	Catonsville, H 308
5/8/06 * Final exam schedule 3 rd week	Essex, J Building Auditorium
6/12/06* Contracts ending 3 rd week	Catonsville, H 308

**The Community College of Baltimore County
2005-2006 College Senate Committees Revised 12/ 05**

Key: C-Catonsville, E- Essex, D-Dundalk; Number following name is Senate Service; S- Student;
See notations on last page

Curriculum and Instruction Committee	Academic Standards Committee	Learning Environment/ Student and Community Affairs Committee	Evaluation Committee	Professional Affairs Committee	Budget Review Committee
Evan Balkan 2 years C-25-4976	Wayne Alt 2 years E-27-6451	Ruth Ambrose 2 years 27-6827	Ann Kaiser-Stearns 2 years 27-6736 Chair	Jan Allen 2 years 27-6524	Ira Albert 1 year D-26-9796 Chair
George Lavery 2 years C-25-4722	Bob Brown 1 year E-27-6620	Ken Buck 1 year 27-4231	Jan Allen 2 years 27-6524	Paul Glasgow 1 year 25-4425	Casey O'Brien 2 years 27-6139
Bernadette Low 2 years D-26-9886 Chair	Cassidy Chesnut 1 year E-27-6806	May Chen 1 year C-25-1135	Andrew Biederman, see Note 1 below	Catherine Griswold 2 years 26-9432	James Robinson 1 year 27-6503
Karen Dalton 1-year C-25-6944	Marian Herb 2 years E-27-6310	Charles Dowling 1 year C-25-4306 Chair	Erica Cirillo, see Note 1 below 25-4406	Robert Hess 1 year 25-4169 Co-Chair	Robert Stone 1 year 26-9939
	Jim Hershey 2 years E 27-6612	Virginia Forster 2 years 27-6798	Greg Fione, see Note 1 below 26-9744	John Kozarski 1 year 25-7113	Lee Wible 1 year E-27-6262 D-26-4255
	Stephen Kabrhel 1 year C-25-4214 Chair	Beth Hunsinger 1 year E-27-6878	Barbara Schenk, see Note 1 below 27-6760	Ken MacLaughlin 1 year 26-9713 Co-Chair	
	Donna Links 1 year C 25-4183 E 27-6380	Yana Karabeles 1 year 26-9499	Kate Van der Wal, see Note 1 below 27-6867	Michelle Mahan 1 year 25-7136	
	Jack McLaughlin 2 years 25-4239	Thomas Kemp 2 years 27-6515	Bill Watson, see Note 1 below 27-6569	Cheryl McNamara 2 years 2706435	
	Chris Rhines 1 year 27-6917	Jacqueline Lucy 2 years 27-6742		Chris Mirbaha 1 year 26-9721	
		David Ludwikoski 2 years 25-4216		Carolyn Payton 2 years 25-1263	

	Laura Trauth 2 years 27-6153	Lucius Robinson 1 year C-25-4385		Mitchell Perkins 1 year 27-6526	
	Charles Seltzer 2years 27-6921	Dennis Seymour 1 year C-25-6915		Donna Rongione 2 years 27-6911	
		Debbie Trevathan 2 years 25-7108		Fran Smither 2 years 26-9956	
		Alvin Zumbrun, see Note 1 below 26-9467			
		6 students: Roger Emerson, Kimberly Keefer, Ashley Probasco, Lisa Turner, 2 vacancies			

Note 1: There are existing committee members outside of the Senate representation for several of these committees

Note 2: Al Star is ex-officio member of committees, and may be requested to attend the committee meetings as needed.

Note 3: Virginia Schurman is leading the Essex Forum in lieu of committee service.

Note 4: The Executive Committee is comprised of Michael Ehrlinger, Chair, John Bachelor and Joe Whedbee, Co-chairs, and Carol Tipton, Secretary.

The Community College of Baltimore County
2005-2006 College Senate Membership and Length of Office

NAME	Length of Office in Years
Business Social Studies and Wellness	
Albert, Ira	1
Hess, Robert	1
Kemp, Thomas	2
Mac Laughlin, Ken	1
Rhines, Christopher	1
Seltzer, Charles	2
Stearns, Ann	2
Trauth, Laura	2
Liberal Arts Division	
Allen, Jan	2
Alt, Wayne	2
Balkan, Evan	2
Glasgow, Paul	1
Low, Bernadette	2
Perkins, Mitchell	1
Rongione, Donna	2
Tipton, Carol	2
Trevathan, Debbie	2
Mathematics and Science	
Brown, Bob	1
Dalton, Karen	1
Hershey, Jim	2
Kabrhel, Steve	1
Ludwikoski, David	2
Mirbaha, Chris	1
Schurman, Virginia	2
Whedbee, Joe	1
School of Applied and Information Technology	
Dowling, Charlie	1
Ehrlinger, Mike	1
Mc Laughlin, Jack	2
O'Brien, Casey	2
School of Health Professions	
Forster, Virginia	2
Griswold, Catherine	2
McNamara, Cheryl	2
Michel-Moyer, Edna	1
School of Justice	
Seymour, Dennis	1

Name	Length of Office in Years
Learning and Student Development	
Herb, Marian	2
Hunsinger, Beth	1
Lavery, George	2
Smither, Fran	2
Continuing Education and Economic Development	
Buck, Ken	1
Wible, Lee	2
Strategic Enrollment Development	
Chen, May	1
Planning, Research and Evaluation	
Kozarski, John	1
Finance and Administration	
Karabelas, Yana	1
Institutional Advancement	
Lucy, Jacquelyn	2
Human Resources	
Mahan, Michelle	1
Library Services	
Chesnut, Cassidy	1
Academic Dean	
Linksz, Donna	1
AFSCME	
Robinson, James	1
Robinson, Lucius	1
CWA	
Ambrose, Ruth	2
Bachelor, John	1
Classified Employees-Non-Union	
Payton, Carolyn	2
Stone, Robert	1
Appointed Cabinet Member	
Starr, Al	
Students	
Emerson, Ron - E	
Keefer, Kimberly - D	
Probasco, Ashley - D	
Turner, Lisa - C	

Appendix I

CCBC COLLEGE SENATE

To: CCBC Senate
 From: Senate Executive Committee
 Re: Allocation of Release Time for Senate Leadership Positions

At the Senate’s September meeting the provision of Release time to Senate members who undertook leadership positions was discussed, but at that time the Senate took no action.

The Executive Committee now believes that an annual total of 48 hours of release time or its equivalent will be made available by CCBC Administration to support shared governance activities and shared governance leadership positions. .

The Executive Committee proposes adoption of a by law embodying the following allocation of compensation for shared governance leadership, whether granted as “release time” from normal duties or some equitable equivalent*. The compensation is proposed in terms of released time or equivalent compensation for Senate leadership positions on an annual basis and shall be reviewed by the Senate at the end of the academic year.

Chair of the CCBC Senate	6 hours
Vice Chair of the CCBC Senate	3 hours
Vice Chair of the CCBC Senate	3 hours
Secretary of the CCBC Senate	9 hours
Chair of the Senate Curriculum & Instruction Committee	6 hours
Chair of the Senate Professional Affairs Committee	6 hours
Chair of the Senate Academic Standards Committee	6 hours
Chair of the Senate Learning Environment/Student and Community Affairs Committee	6 hours
Chair of the Senate Student and Community Affairs Comm.	
Chair of the Evaluation Committee	3 hours
<u>Chair of the Senate Budget Committee</u>	<u>3 hours</u>
TOTAL Shared Governance Reassigned Time	48

hours

[*The Executive Committee recognizes that the provision of “Released time” for shared governance leadership does not work as clearly for non-teaching personnel as for full-time instructors. Under direction of the Senate, the Executive Committee will work with the Professional Affairs Committee to develop an equitable proposal on this matter for Senate consideration.]

September, 2004

Appendix II

Release time/Compensation for Classified Staff Senators

Presented by the Professional Affairs Committee

Policy:

CCBC views involvement in shared governance as a critical responsibility of all employees' job description and therefore, should be strongly supported by all managers and supervisors.

The following compensation shall be given to classified staff employees who are elected to executive positions in the College Senate or who chair Senate Committees.

The college shall compensate the supervisor of the classified employee by hiring an individual to substitute for this employee for the number of hours per week that he/she is serving the College Senate in the executive or committee chair position. The formula for compensation shall demonstrate the following ratio: for every three hours of reassigned time authorized, the classified employee will be released from their job at the rate of one tenth of the employees normal work week.

Rationale:

The following proposal was recommended by V.C. Al Starr and approved by the PAC. Al Starr indicated that the proposed policy to accommodate the work schedule/responsibilities for classified personnel was the best possible policy. He further stated that the intent of reassigned time for faculty was to procure the services of another faculty member or adjunct faculty member to meet departmental needs for course coverage (not to pay for additional course load or overload).

Appendix IV

CCBC COLLEGE SENATE

January 4, 2006

To: Members of the Senate
From: The Executive Committee
Re: Final Senate Meeting of 2005-06, Monday, June 12th

The Executive Committee has been considering how to structure the Senate's final meeting of this academic year so as to achieve the smoothest transition between this year's Senate and Senate that will serve in 2006-2007. The meeting will be held on June 12, 2006, so as to maximize the likely attendance of ten-month employees. Here are our thoughts.

The Executive Committee is proposing to hold two Senate meetings on that day, one shortly after the other. The first meeting, probably in the early afternoon, will consist of members of the Senate for 2005-06. This will be the year's final meeting for that group. Thereafter, senators who will not be serving in the Senate for 2006-07 will withdraw, their places to be taken by new senators who will have been selected earlier in the spring. Then an organizational meeting of the 2006-07 Senate will take place. We envisage the complete timetable to be as follows.

In March. The Executive Committee will contact the Deans of the six Academic Divisions and Schools, inform them of their faculty members whose terms expire this spring, and request that they arrange for the election of faculty to fill those seats. The Senate's Executive Committee must be informed of the results no later than June 1. We will also contact the two campus presidents and the leaders of classified employees to arrange for the renewal or replacement of professional administrators or classified employees whose Senate terms will expire. The Senate's Executive Committee must be informed of the results no later than June 1.

At Senate Meeting of May 8th. Among other business, nominations will be received for the members of 2006-07 Executive Committee, that is, for Chair, two Vice Chairs and a Secretary. Both returning and new members of the 2006-07 Senate will be eligible for nomination.

Nominations will continue to be accepted through June 4, 2006 and should be sent to the Executive Committee. Senators may self-nominate or nominate another senator. Each non-self-nominee will be immediately informed of his/her nomination to give him/her the opportunity to accept or to decline the nomination. On June 5, 2005, the list of candidates will be forwarded to the 2005-2006 Senate and to the new members of the 2006-2007 Senate.

First on June 12. The final meeting of the 2005-06 Senate will take place. That Senate will complete such unfinished business as it is able to, and then its members will elect a Senate Chair for 2006-07. The 2005-06 Senate then will adjourn sine die.

Next on June 12. A first organizational meeting of the 2006-07 Senate will take place, under the newly elected Chair. This Senate will then elect the remaining members of the Executive Committee. First the two Vice Chairs will be elected, alphabetically by campus. Then the Secretary will be elected. Further nominations will be accepted from the floor before each of these three elections. The Executive Committee will then solicit requests for standing committee assignments. A returning senator may choose to remain on the same committee. New senators and returning senators who desire to change their committee assignment need to list their top three choices in order of preference. Standing committee memberships

will be decided by the Executive Committee and announced at the 2006-2007 Senate's next meeting, which will be in August. The first meeting of the 2006-07 Senate would then adjourn for the summer.