

1.1 Professional Staff Organization By-laws

A. Establishment and Purpose

The Board of Trustees, administration, and faculty of Dutchess Community College believe that the institution will realize its declared goals most completely only when the knowledge, experience and creative powers of its professional staff are drawn upon continuously in a cooperative effort to develop its educational program. Therefore, they are agreed that a Professional Staff Organization (PSO) be formally established as an instrument through which the College's responsibility to its students for the design and presentation of a range of rich and patterned learning experiences may be mutually shared and adequately fulfilled.

The Professional Staff Organization became activated upon approval of the President of the College and two-thirds of the full-time professional staff members.

Specifically, the Professional Staff Organization shall:

1. Make recommendations and offer advisory opinions to the President and Board of Trustees on any and all matters affecting the educational program of the College.
2. Establish permanent and temporary subdivisions to implement and further the development of the College's educational program.
3. Recommend and undertake institutional research relating to the objectives and program of the College.

B. Membership

All full-time administrators and faculty members whose responsibilities relate to the instructional program of the College and its administration shall be members and shall have the privilege of voting and participating in proceedings of the Professional Staff Organization.

The President of the College is a non-voting member of the PSO.

C. Officers and Their Duties

1. Officers of the Professional Staff Organization shall be a chairperson, vice-chairperson, secretary, and three members-at-large, and shall be elected for a one-year term each May. A parliamentarian may be appointed by the chairperson.
2. Elections will take place at the March meeting of the spring. At least four weeks prior to the election, the chairperson shall appoint a Nominations Committee which will include at least one faculty member and one NTE. The Nominations Committee will solicit nominations and volunteers in a mailing to all members of the PSO and will verify that each nominee accepts the nomination. Nominations will also be accepted from the floor at the time of the election. The Nominations Committee will supervise the preparation, distribution, and counting of ballots. The candidate for each office receiving a majority of the votes cast shall assume office when faculty return to campus the following fall. In the event that no candidate receives a majority of the votes cast, a run-off election will be held between the two receiving the most votes for that office.
3. The chairperson shall call and preside over meetings, set the agenda, represent the Professional Staff Organization when he or she deems appropriate, and perform other duties necessary to effect the purposes of the organization. The chairperson or a member-at-large shall attend every meeting of the Board of Trustees. The purpose is to report on PSO activities when appropriate and respond to questions any Board member may have regarding Professional Staff Organization functions. The chairperson or a member-at-large shall report to the PSO regarding Trustee deliberations and actions.

4. The vice-chairperson oversees the work of the standing committees. This includes facilitating the annual leadership training sessions, tracking and maintaining the terms for both academic department and ASC representation, and presiding over the meetings of the chairs of the standing committees. The vice-chairperson will also maintain and update the annual PSO Handbook.

The vice-chairperson shall assume the responsibilities of the chairperson whenever he/she is unable to perform the duties of chairperson, assume the office of chairperson if a vacancy should occur, and be available to assist the chairperson when appropriate.

If the chairperson resigns or is removed from office, the vice-chairperson will automatically become the chairperson through the end of the elected term. The new chairperson will then appoint a vice-chairperson from the three members-at-large.

5. The secretary shall record faithfully the minutes of the meetings of the Professional Staff Organization; duplicate and distribute copies of the minutes of the meetings to all Professional Staff Organization members, the Office of Institutional Research, and the Library; and keep a permanent record of such minutes.
6. Officers of the Professional Staff Organization shall include three members-at-large. One member-at-large shall be chosen from the non-teaching educators, and two from the faculty. Duties of members-at-large shall include attendance of at least two members at Board of Trustees meetings as representatives of the Professional Staff Organization, and other duties assigned by the chairperson.
7. Upon the termination or resignation of the secretary and/or vice-chairperson, for reasons other than assuming the

position of chairperson as outlined in section 4.1 C. 4. paragraph 3, a special election will be held at the next meeting.

D. Executive Committee

1. Membership on the Executive Committee shall be as follows: PSO Officers (Chairperson, Vice-Chairperson, Secretary, and the members-at-large), Chairpersons of Instructional Staff Council (ISC) and Administrative Staff Council (ASC), SUNY Faculty Council of Community Colleges delegate (non-voting member) and Parliamentarian (non-voting member).
2. Election of the SUNY Faculty Council of Community Colleges (FCCC) delegate and alternate will take place consistent with election procedures outlined in section 4.1.C.2 (Officers and Their Duties) with the exception that the term for each position shall be three years. A delegate and/or alternate may serve for more than one term. If the FCCC delegate cannot fulfill the responsibilities of the position or is elected as President of the FCCC, the alternate shall succeed as campus delegate to the FCCC for the unexpired term. A special election will be held at a future meeting to fill the unexpired term of the alternate.
3. Duties of the Executive Committee: The Executive Committee shall meet prior to each PSO meeting. The PSO Chairperson, in consultation with the Executive Committee, shall set the agenda for the PSO meeting and discuss any issues relevant to the PSO.

E. Meetings

Meetings for the Professional Staff Organization shall be scheduled for once a month during the regular academic year. If no business is necessary to be transacted, the chairperson may cancel the meeting. In addition, meetings may be called during the regular academic year at the discretion of the chairperson of the Professional Staff

Organization or at the request of any of the Councils of the Professional Staff Organization or by petition of ten (10) members of the Professional Staff Organization to the chairperson of the Professional Staff Organization.

The agenda of each PSO meeting will be presented to the president of the college for informational purposes only.

The time, date, and location of all meetings shall be announced by e-mail, on the intranet, through other electronic means or memorandum to all members at least five working days in advance.

All meetings of the Committees and Councils of the Professional Staff Organization shall be open for observation by any member of the college community. Executive sessions for voting and other meetings may be closed only when the matter concerns budget and/or personnel, in accordance with state law.

Meetings of the Professional Staff Organization shall not be interpreted as restricting the power of the President or Dean of Academic Affairs to call general staff meetings as may be required for the efficient operation of the institution.

F. Order of Business

1. Items for the prepared agenda may be submitted only by:
 - a. The chairpersons of the two councils of the Professional Staff Organization acting on instructions from their respective groups,
 - b. The officers of the Professional Staff Organization, or
 - c. The chairpersons of the standing committees of the Professional Staff Organization, or
 - d. Petition of ten or more individual Professional Staff Organization members.

2. Items for a Professional Staff Organization meeting agenda shall be submitted in writing to the chairperson at least four working days prior to the meeting. Copies of the agenda and standing, council and ad hoc committee reports shall be distributed to members of the PSO at least two working days before the meeting.

A copy of any documents to be presented at the PSO must be submitted to the secretary to be distributed to the membership two working days before the PSO meeting.

3. The order of business for Professional Staff Organization meetings shall be as follows:

- a. Call to order
- b. Approval of minutes
- c. Chair's remarks
- d. Council and committee reports and recommendations
- e. Board of Trustees meeting report
- f. Old business
- g. New business
- h. Open forum
- i. Announcements
- j. Adjournment

4. Standard Code of Parliamentary Procedure, McMillan, Alice Sturgis, 4th Ed., shall be used as a reference in conducting all meetings.

G. Amendments

The structure and operation of the Professional Staff Organization may be amended by a two-thirds vote at a regular Professional Staff Organization meeting.

H. Quorum

A quorum for meetings of the Professional Staff Organization shall be 30% of the total membership. The Chairperson shall assume the presence of a quorum unless a quorum count is called from the floor. A quorum for all

subdivisions, with exception of the Administrative Staff Council, shall be 60% of the committee members. For the Administrative Staff Council quorum, please see section 4.1.J.1.e.

I. Proceedings and Recommendations

1. Reports, recommendations and decisions from PSO Councils and Standing or ad hoc Committees must be approved by a majority vote of the PSO prior to being recommended to the President.
2. Any action taken by the Professional Staff Organization will not become permanent until one week after it receives a majority vote. During that week a petition for reconsideration signed by 20 members of the PSO and presented to the chairperson of the PSO will prevent the action in question from becoming permanent until it can be reconsidered at another meeting. Upon receipt of a petition to reconsider, the chairperson of the PSO shall call another meeting to reconsider the issue. The meeting shall be held not later than ten days after receipt of said petition to reconsider. If a quorum is not achieved at the meeting called to reconsider the issue in question, the original action of the PSO will be considered permanent.
3. The PSO Executive Committee requests that, after receiving a recommendation from the PSO, the President of the College communicate to the chairperson of the PSO the status of said recommendation prior to the next PSO meeting. The President of the College is further requested to respond, in writing, to the chairperson of the PSO regarding his or her final disposition of the recommendation, including a brief justification when a recommendation is rejected, once that disposition has been reached.
4. All motions approved by the PSO shall be numbered and indexed by the Secretary of

the PSO. A complete list of recommendations for which presidential disposition is pending, shall be appended to the minutes of each meeting of the PSO.

5. Any request for action by a PSO standing or ad-hoc committee or council that is not part of the charge of the committee shall be directed through the officers of the PSO. The committee will not begin work on anything outside of its charge until a new charge has been approved by a 2/3 vote of the PSO members present at the meeting.
6. The chairperson or secretary of each council or standing committee will submit a copy of the minutes for each committee meeting to the e-mail group Committee Minutes. This group will include the Director of the Library, all academic and administrative department heads (for circulation to department members), all officers of the PSO and its councils and committees, and anyone else who requests to be included in the group.
7. Copies of official records of the PSO and its councils and committees shall be stored in the library archives.
8. The vice-chairperson of the PSO shall be responsible for ensuring that the current PSO By-laws are posted on the intranet. The information posted will include the PSO By-laws, a listing of the current officers, and a list of motions passed by the PSO during the previous year.
9. No one shall make an audio or video recording of a PSO meeting or a meeting of a PSO council, standing committee, or ad hoc committee without notifying the Chair prior to the meeting. The Chair will notify the body at the beginning of said meeting that someone is making a recording.

J. Councils of the Professional Staff Organization

1. Administrative Staff Council

a. Purpose

The Administrative Staff Council (ASC) shall be responsible for articulating the concerns of administrators, consistent with the College's mission, by serving as advisory to the PSO and its constituent councils, committees, the President, and other principal administrative officers of the College. The ASC shall make recommendations on implementing effective administrative policies and procedures, for planning the orderly advancement of the College, and for enhancing communication between the administrators of the College and among the general college community.

b. Structure

All full-time non-teaching professional staff shall be voting members of the ASC. The ASC shall have three officers on the ASC Executive Board, namely, a chairperson, a vice-chairperson, and a secretary.

The chairperson, the vice-chairperson and ASC members wishing to serve on standing committees shall be nominated by the ASC at its next to last meeting held during the spring semester. Elections shall be conducted prior to or at the last meeting of the year. A written or electronic ballot is required when there is a contest on the ballot.

The secretary shall be appointed by the chairperson.

Terms of office for the ASC Executive Board shall be for a total of two years, beginning and

ending with the start of the academic year.

c. Duties of the Officers

The chairperson shall call and preside over at least two regular meetings per semester. Additional meetings may be called at the discretion of the chairperson or at the request of five (5) or more members of the Council.

He/she shall appoint ad hoc committees and task forces, and appoint members to fill ad hoc committee vacancies occurring during the school year.

The vice-chairperson shall assist the chairperson, assume his/her duties in his/her absence, and undertake other responsibilities as requested by the chairperson.

The secretary shall be responsible for preparing and circulating the minutes of all meetings and offering other appropriate support to the chairperson.

d. Functions of the ASC

The ASC, as a whole or through ad hoc committees shall address specific matters and shall make recommendations to the PSO and its constituent councils, committees, the President, and other administrative officers, with the understanding that such recommendations shall receive full consideration and a suitable response.

In addition to initiating recommendations, the ASC shall act on requests for information or for advisory opinions. The ASC shall, at the request of the President, recommend for consideration names of its members to represent the College at ceremonies or events,

and to serve on committees as the President may request.

e. Meetings

An annual schedule for regular meetings of the ASC shall be coordinated with the Scheduling Office and published prior to the start of the academic year.

An agenda for each ASC meeting will be set by the ASC Executive Board. Items to be considered for the agenda should be submitted at least seven (7) days prior to the scheduled meeting. The submission of agenda items should be in written form and with sufficient detail to allow review by the ASC Executive Board.

The agenda and summary statements will be made available to the membership two work days in advance of a scheduled meeting.

Each ASC meeting shall include a period for announcements and new business that will allow for spontaneous discussion of items of relevance to the membership of the ASC.

A quorum for meetings of the Administrative Staff Council shall be 30% percent of the total membership.

2. Instructional Staff Council

a. Purpose

As a representative body of the faculty and academic departments on campus, the Instructional Staff Council (ISC) shall be responsible for articulating the concerns of the faculty, consistent with the College's educational mission, and taking appropriate action through the various available channels at the College.

b. Representation

Representation on the Instructional Staff Council shall be on the basis of one representative elected from each academic department. Departments shall elect their ISC representative in the same year they elect their Standing Committee representatives. The names of newly-elected representatives shall be reported to the incumbent Instructional Staff Council by the first Monday in May. Members of the Instructional Staff Council shall serve for a period of two years. All Instructional Staff Council meetings are open to the professional staff.

c. Officers

The officers of the Council shall be: chairperson and a vice-chairperson who will also serve as secretary.

The new Instructional Staff Council will meet in May and must select its officers for the next academic year. The officers shall be considered elected on the basis of a plurality of votes cast. Officers shall serve for one-year terms to coincide with the academic year and shall be eligible for reelection. The results of the ISC election must immediately be reported to the PSO Vice-Chairperson for announcement at the next PSO meeting (often the following day).

d. Duties

The chairperson shall call and preside over meetings, set the agenda, establish permanent and ad hoc committees of the Council, represent the Council, when appropriate, at various meetings, ceremonies, or events, and, with a majority vote of the Council, call

and preside over meetings of the instructional staff.

The vice-chairperson/secretary shall assume the responsibilities of the chairperson whenever a vacancy occurs in that office until an election can be called at an appropriate time, and record and distribute minutes of the meetings to all members of the professional staff.

e. Functions

The Instructional Staff Council shall accept persons, designated by their academic departments, to fill instructional staff vacancies on all standing college committees, may appoint persons, at the request of the President or the Professional Staff Organization, to ad hoc or permanent committees, and, as stated in the Council's purpose, articulate faculty concerns on all college issues which are non-contractual in nature.

Consequently, the ISC shall be empowered to call meetings, to solicit and prepare petitions, to issue reports, and to make recommendations to appropriate committees, organizations, and individuals. (Fall 1977)

K. Standing Committees of the Professional Staff Organization

1. Membership on standing committees shall be as follows:

- a. Standing committees shall be composed of one member of each academic department where so desired by the department, administrators, and one student representative, subject to limitations as set forth below.

- i. Faculty members shall be elected by their departments. A department too small to elect a representative may elect a member of the PSO from outside the department to be its representative.
 - ii. With the exception of ex-officio members, administrators shall be elected by the Administrative Staff Council. A maximum of five (5) administrators, including ex-officio members, shall serve as voting members on each standing committee. This number should reflect the proportion of full-time faculty to full-time administrators.
 - iii. Each student member will be appointed by the Student Government Association to serve in an advisory (non-voting) capacity. Each April, the Chairperson of the PSO will supply the Director of Student Activities with a list of available standing committee positions for the following academic year.
- b. Members of the professional staff shall serve two-year terms with one-half of the membership elected each year. Student members shall serve one-year (renewable) terms. In case of a resignation, the replacing member will fill out the original term. The May meeting of the Standing Committees are required only for returning and new members.

The following five Academic Departments will elect standing committee members to two-year terms in the Spring of even numbered years: Allied Health and Biological Sciences (AHBS), Behavioral Sciences (BHS),

Engineering, Architecture, and Computer Technologies (ENACT), English and Humanities (ENG), and Health, Physical Education, Athletics, and Dance (HPEAD). In the Spring of odd numbered years, the following five Academic Departments will elect their standing committee representatives to two-year terms: Business (BUS), History, Government, and Economics (HGE), Mathematics, Physical and Computer Sciences (MPCS), Nursing (NUR), and Performing, Visual Arts and Communication (PVAC).

- c. Chairpersons (and, where applicable, vice chairpersons and secretaries) shall be elected by each committee at the organizational meeting held the week of graduation in May. The results of officer elections must immediately be reported to the PSO Vice-Chair for announcement at the next PSO Meeting (often the following day). It is recommended that professional staff members with fewer than three years of continuous full-time service to the college not be elected as chairperson. Advisory members shall not be elected as chairperson.
- d. Members of committees and councils who cannot attend a meeting shall designate a substitute as appropriate. The substitute may participate in the same capacity as the absent member.

2. Committee Membership Limitations:

- a. Participation shall be limited to membership in any combination of three (3) of the following:
 - i. Standing committees of the PSO.

Each PSO members may hold membership in only one (1) standing committee.

ii. Ad hoc committees

iii. The Instructional Staff Council

3. Voting Privileges

a. Each elected faculty member and each administrator elected by the ASC shall have a vote.

b. Administrators who serve on committees by virtue of their job descriptions shall be designated as *ex-officio* members and shall have a vote.

c. Administrators who are responsible for providing advisory support to the Curriculum Committee shall be designated as advisory members and shall be non-voting members of the committee.

4. Standing Committees - Duties and Descriptions

Additional standing committees to those set forth below may be established by majority vote of a quorum of the PSO.

a. Committee on Student Learning & Assessment (CSLA)

The Committee on Student Learning and Assessment reviews and makes recommendations regarding academic standards and policies with the goal of promoting the academic success of all students, with a particular focus on academically disadvantaged students. The Committee works to identify areas of difficulty and where appropriate, advocates for disadvantaged students with college offices and academic

departments. The Committee solicits suggestions from the academic community to aid in assessment, academic remediation, personal development, career counseling, and innovative methods and ideas that contribute to the success of all students.

The Committee shall also be responsible for reviewing the policies, procedures, and aggregate results relating to all campus-wide student-learning assessment. The Committee offers recommendations about how best to improve the student learning assessment process.

Committee members participate in student grade appeals as requested by the Office of Academic Affairs.

b. Curriculum

The Curriculum Committee makes recommendations to the PSO regarding curriculum policy, core curriculum, and development, establishment, evaluation and revision of new and existing courses and programs. To assist the academic departments, the Office of Academic Affairs, and the Curriculum Committee in the discharge of their responsibilities, the committee maintains a Curriculum Committee Handbook that contains the DCC Academic Objectives and details the Committee's policies, procedures, and deadlines.

c. Educational Environment Committee

The Educational Environment Committee reviews issues affecting the quality of the educational environment on campus, in areas including educational resources, technology, facilities, and

academic support. The committee also seeks to support the use of technology on campus. Finally, the Committee acts in an advisory capacity for Technology Services, the Francis U. and Mary F. Ritz Library, and the Dr. Mary Louise Van Winkle Professional Staff Teaching Learning Center in matters of educational technology and environment.

d. Professional Staff Development (PSDC)

The Professional Staff Development Committee is responsible for assessing the professional development needs of the instructional and administrative staff and recommending policies and programs which will contribute to their continuing growth and career advancement. The Committee plays an active role in the planning of lectures and workshops for the campus community, and may provide input for professional staff orientation programs.

The PSDC will also be responsible for reviewing faculty sabbatical applications and making recommendations to the Vice President of Academic Affairs and the President of the College.

L. Ad-hoc Committees

Ad-hoc committees may be established by a majority vote of a quorum of the PSO. Ad-hoc committees will be discharged upon acceptance of their final report to the PSO. Otherwise, ad-hoc committees will expire one year from creation unless a different time of expiration is specified by the PSO.

M. Sub-Committees

PSO standing committees may appoint subcommittees. Sub-committees and their members are appointed by the chair of the standing committee with the approval of the

committee members. Subcommittees may include a minority of non-committee members. The subcommittee's powers, rights, duties, and timeline shall be provided in the motion that creates it or in written instructions given to it by the standing committee chair. Subcommittees shall report to the standing committee as requested by the standing committee chair. Subcommittees shall report only to the committee that created them. Subcommittees will be discharged upon acceptance of their final report to the standing committee. Otherwise, subcommittees will expire one year from creation unless a different time of expiration is specified by the standing committee.