UNIVERSITY SENATE
Agenda
October 4, 2017

- Approval of April 12, 2017 University Senate meeting minutes
- President’s Report – Dr. Joel Bloom
- Election of Executive Committee

  University Senate Bylaws section II.E.1:

  “Election Procedure
  Pursuant to Section 4 of the Constitution of the University Senate, the voting members of the University Senate shall, at their first meeting of the fall semester, elect a Vice President and an Executive Secretary from among their number. At this meeting the voting members shall also elect from among their number the remaining three members of the Executive Committee, to include one faculty member, one administrator, and one member from any one of the following stakeholder groups: the Staff Council, the Lecturers and Educators Congress, the Student Senate, the Graduate Student Association, and the Alumni Association.”

- Facilities Master Plan review – Andrew Christ
- Update/status of website project – Strategic Communications
- Reports of standing committees
- University Senate President’s report
  - Discussion and vote on proposed changes to University Senate Bylaws
  - Initial proposal for amendment to University Senate Constitution
  - Initial discussions of Elections Committee to be finalized by Nov. 29 meeting

  “Election and Bylaw/Constitutional Review Committees
  At the last meeting of the University Senate in the fall semester an election committee of not less than three members of the University Senate shall be nominated and elected to begin the necessary preparation and publicity for the spring elections.”
UNIVERSITY SENATE
Minutes
October 4, 2017


Meeting called to order at 10:04 a.m.

Unanimous approval of April 12, 2017 meeting minutes.

President’s Report – Dr. Joel Bloom
Overview of the following topics:
1. Enrollment status
2. Update on Capital Renewal & Replacement (CRR)
3. Rankings

Election of Executive Committee Members
The following nominations were voted on and agreed to unanimously:
- Ray Cassetta – Vice President
- Carol Johnson – Executive Secretary
- Dominique Clarke
- Scott Kent
- Mark Neubauer

Reports of Standing Committees
- Committee on Facilities, Chair: Mr. Andrew Christ
  ➢ An overview of the Facilities Master Plan was given

Update/status of website project – Mr. Ersal Aslam, Strategic Communications
New templates are expected by early November, with new home pages to be created beginning early January 2018. The website is being created with external audiences in mind, while Pipeline will be the main focus for internal audiences.

University Senate President’s Report
- Motion was made and seconded to approve the recommended changes to the University Senate Bylaws (see University Senate Bylaws document, attached). Motion passed unanimously.
• Initial proposal for amendments to the University Senate Constitution was presented. These proposed changes will be voted on at the next meeting of the University Senate (Nov. 29, 2017).

• Dr. Perry Deess reported on Plan Renewal for 2020 Vision.

• Dr. Deek presented on current enrollment status.

• Dr. Deek reminded Senate members that according to the University Senate Bylaws three members of the Senate must be elected to serve on the election committee. This will be done at the November 29, 2017 meeting.

Meeting was adjourned at 11:38a.m.
UNIVERSITY SENATE BY-LAWS

New Jersey Institute of Technology
REVISED September 30, 2013
Approved February 6, 2014
Revised as approved by BoT September 17, 2015
Revised as approved by BoT February 4, 2016
Revised as approved by BoT July 21, 2016
Revisions for review at Oct. 4, 2017 University Senate meeting

I. INTRODUCTION
These bylaws are formulated in accordance with Section 5 of the Constitution of the University Senate.

II. MEMBERSHIP
A. Selection of Members
Each constituent body shall follow its own procedures for selecting, recalling, and replacing its University Senate representative(s).

B. Term of Office
1. Faculty, Lecturers and Educators, Administrators, Staff, Alumni, Deans, Vice Presidents
   The term of office shall be three years, beginning on September 1 and ending on August 31.
2. Students
   The term of office shall be one year, beginning on May 1 and ending on April 30.
3. President and the Vice President of the Faculty Senate, Senior Vice Provost for Academic Affairs and Student Services, Vice Associate Provost for Graduate Studies, Vice Provost for Undergraduate Studies Academic Affairs, and the Dean of Students and Campus Life Vice President of Academic Support and Student Affairs
   The term of office shall be the duration of their incumbency.
4. Staggered Terms
   Initial terms of office shall be arranged by the Provost to achieve a staggered effect.

C. Special Circumstances
1. Temporary Cessation of Term and Temporary Replacements
   If a voting member of the University Senate is unable to attend a particular meeting of the University Senate for any reason, the head of the representative's stakeholder group shall appoint another eligible member from the same stakeholder group to serve as a replacement. If a voting member is temporarily unable to serve for a longer period, the head of the representative's stakeholder group shall appoint another eligible member from the same stakeholder group to serve as a replacement for a designated period, not to exceed one year. If time remains in the three-year term of the elected representative after the replacement period has ended, the elected representative shall finish the remainder of the term.
2. Premature End of Term and Permanent Replacements

University Senate Bylaws, amended, approved 7/2016
If a University Senate member permanently vacates his or her position as a University Senate representative before the end of the term, the affected stakeholder group shall select a replacement for the remaining portion of the term as quickly as possible.

D. Notification of Representatives
By April 30, stakeholder groups with one or more open seats in the University Senate shall notify the University Senate President of the name(s) of their representative(s).

E. Election of Executive Committee Members
1. Election Procedure
Pursuant to Section 4 of the Constitution of the University Senate, the voting members of the University Senate shall, at their first meeting of the fall semester, elect a Vice President and an Executive Secretary from among their number. At this meeting the voting members shall also elect from among their number the remaining three members of the Executive Committee, to include one faculty member, one administrator, and one member from any one of the following stakeholder groups: the Staff Council, the Lecturers and Educators Congress, the Student Senate, the Graduate Student Association, and the Alumni Association.

2. Nominations
Nominations, including self-nomination, shall be made from the floor during the meeting. Nominations for the Executive Committee shall require a second.

3. Voting
The President of the University Senate shall conduct a closed ballot election whenever there is more than one candidate for a position. When there is only one candidate for a position, the election shall be by acclamation.

4. Terms of Office
Elected members of the Executive Committee shall serve one-year terms, from the time of their election until the next election of the Executive Committee the following fall.

F. Duties of Voting Members
All Voting Members of the University Senate are expected to perform the following duties:

(1) Attend all meetings of the University Senate and participate fully and knowledgeably in its deliberations.

(2) Keep their stakeholder group informed of University Senate business and decisions.

(3) Solicit the opinions of other members of their stakeholder group about University Senate business.

(4) Represent the interests of the university as a whole, as well as the interests of their own stakeholder group.

G. Duties of the President, Vice President and Executive Committee of the University Senate
In performing their duties, the President and Vice President shall at all times maintain open channels of communication with the members of the University Senate and strive to represent their will.

1. Duties of the President
The duties of the President shall include:
(a) Serves as the presiding officer of the University Senate.
(b) Convenes and conducts meetings of the University Senate.
(c) Chairs the Executive Committee of the University Senate.
(d) Appoints the members of University Senate Ad Hoc Committees, and interacts with the chairpersons of Ad Hoc and Standing Committees about their business.
(e) Prepares an annual report, assesses the accomplishments and effectiveness of all facets of the University Senate activities, and cites areas to which the University Senate should direct its efforts.
(f) Represents, along with the Executive Committee of the University Senate, the University Senate in interactions with the President of the university and the Board of Trustees, as well as with any other individuals and bodies inside or outside the university with which communication on behalf of the University Senate may be deemed appropriate by the University Senate.
(g) Oversees the reporting of University Senate decisions and recommendations to the President of the university.

2. Duties of the Vice President
   The duties of the Vice President shall include:
   (a) Assist the President in performing the President’s duties.
   (b) Perform the duties of the President in the latter’s absence.
   (c) Serve as a member of the Executive Committee of the University Senate.

3. Duties of the Executive Secretary
   The duties of the Executive Secretary shall include:
   (a) Maintain and distribute minutes of the meetings and notice of communications received.
   (b) Conduct correspondence at the direction of the University Senate or its Executive Committee.
   (c) Serve as the secretary of the Executive Committee of the University Senate.

4. Duties of the Executive Committee
   The duties of the Executive Committee shall include:
   (a) Interact regularly with the Executive Committee of the Faculty Senate in order to coordinate matters of mutual concern.
   (b) Interact with the President of the university or Board of Trustees as opportunities arise.
   (c) Assist the President and Vice President of the University Senate with the management of the University Senate.

III. MEETINGS OF THE UNIVERSITY SENATE
   A. Regular Meetings
      The University Senate shall meet regularly, but not less than twice each semester during the Academic Year. Its Executive Committee and its other committees shall meet as frequently as necessary, subject to the direction of the full University Senate.

   B. Special Meetings
      Special meetings shall be held (1) by the decision of the President of the university or (2) upon request by at least one-third of the voting members.

   C. Quorum
      The quorum at meetings of the University Senate shall be a majority of its voting membership.
D. Rules of Order at University Senate Meetings
   1. Unless otherwise specified in the Constitution of the University Senate or this document, meetings of the University Senate and its committees shall be conducted according to the rules of procedure in the most recent edition of Roberts’ Rules of Order Newly Revised.
   2. Decisions at University Senate meetings are determined by a majority of votes cast on motions. Voting members may vote for or against a motion, or they may register an abstention. However, abstentions are not considered “votes cast.”

E. Open and Closed Meetings of the University Senate
   1. Open Meetings of the University Senate
      As stated in Section 6.2.1 of the Constitution of the University Senate: “unless otherwise specified, all meetings of the University Senate shall be open to all members of the university.”

   2. Closed Meetings of the University Senate
      As stated in Section 6.2.2 of the Constitution of the University Senate, a meeting of the University Senate may be closed in “special circumstances” defined as matters that concern specific personnel, individual privacy, student records, or any other matters deemed confidential by law.
      (a) A meeting may be declared to be closed in one of two ways: (1) by announcement of the President of the University Senate, or (2) by majority of the votes cast by the voting members.
      (b) Meetings or parts of meetings that are closed shall be restricted to the voting and non-voting members of the University Senate.
      (c) Besides the information provided in the minutes, the voting and non-voting members of the University Senate shall be aware that business conducted in closed meetings of the University Senate is confidential.

F. Minutes
   The University Senate shall publish minutes of its deliberations. The minutes shall be kept by the Executive Secretary of the University Senate and shall record votes taken and decisions made. Minutes shall be distributed to the University community in at least two formats including the university website, and in any other outlets it deems effective.

IV. COMMITTEES
   A. Reporting Requirements
      Standing committees shall report to the University Senate regularly but not less frequently than twice in any academic year.

   B. Other Committees
      1. Other committees established by the University Senate from time to time for work during the academic year will report back to the University Senate not less frequently than every other meeting, and shall keep the Executive Committee apprised of their progress monthly.
      2. Unless otherwise specified, the Chairperson of each committee shall be a voting member of the University Senate, elected by the voting members of the committee at its first meeting of
the academic year.

C. Election and Bylaw/Constitutional Review Committees
At the last meeting of the University Senate in the fall semester an election committee of not less than three members of the University Senate shall be nominated and elected to begin the necessary preparation and publicity for the spring elections.

D. Standing Committees
1. Chairpersons
   Unless otherwise specified, the Chairperson of each standing committee shall be elected by the members of the committee at its first meeting of the academic year.

2. Identification of Standing Committees
   In the list that follows, committees whose purviews overlap with each other and/or with other committees in the university (such as those that report to the Faculty Senate) shall coordinate their activities with the other relevant committees, as necessary. The committees, including their names, purviews, and initial membership structure, shall be established as University Senate standing committees as of September 1, 2013.

2.1 Committee 1: Committee on Finances
   2.1.1 Membership
   The Senior University Vice President for Finance and CFO, the Director, University Budgeting and Financial Planning, the Associate Vice President for Finance/Controller, one academic dean, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), two student members (one undergraduate and one graduate student, if possible), one member of the Administrators Council, one member of the Staff Council, and one member of the Alumni Association. A designee for any member may attend in their absence. At least one member of the standing committee shall be a member of the University Senate.

   2.1.2 Charge and Purview
   To provide recommendations on matters relating to University budget, business processes, and related matters.

2.2 Committee 2: Strategic Planning Steering Committee
   2.2.1 Membership
   The non-voting Chairperson, shall be the President of the University, the Provost, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), two students (one undergraduate student and one graduate student, if possible), one member of the Administrators Council, one member of the Staff Council, two academic deans, two vice presidents, the Dean of Students and Campus Life, and one member of the Alumni Association. A designee for any member may attend in their absence. At least one member of the standing committee shall be a member of
the University Senate.

2.2.2 Charge and Purview
Assess the current University Strategic Plan, including its “vision” and “mission”; fundraising; branding and marketing; master plans for the university; enrollment management; external relations including international, industrial, government and community relations; and related matters. Prepare updated Strategic Plans when needed. Also acts as the Steering Committee for the Middle-States re-accreditation process.

2.3 Committee 3: Committee on Campus Life
2.3.1 Membership
The Dean of Students and Campus Life Vice President for Academic Support and Student Affairs, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), one member of the Staff Council, four students (two undergraduate students and two graduate students, if possible), one academic dean, one member of the Administrators Council, and one member of the Alumni Association. A designee for any member may attend in their absence. At least one member of the standing committee shall be a member of the University Senate.

2.3.2 Charge and Purview
To provide recommendations on matters relating to student life; health and safety concerns; parking and local traffic issues; scheduled and special events; athletics; student processes including career advising and placement, mentoring, registration, and financial aid; food services; billing and collections; and related matters.

2.4 Committee 4: Committee on Information Systems and Communications
2.4.1 Membership
The Associate Provost for Information Services, the Chief Strategy Officer, the Associate VP, Communications, Marketing and Branding, the University Librarian, the Executive Director of Institutional Research, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), two students (one undergraduate student and one graduate student, if possible), one member of the Administrators Council, one member of the Staff Council, and one member of the Alumni Association. A designee for any member may attend in their absence. At least one member of the standing committee shall be a member of the University Senate.

2.4.2 Charge and Purview
To provide recommendations on matters relating to university data standards; IT services and delivery; strategic
communications including the university website; the university calendar; marketing, publicity, and internal communications; and related matters.

2.5. **Committee 5: Committee on Human Resources**

2.5.1 **Membership**

The Vice President for Human Resources, three faculty members or members of the Lecturers and Educators Congress (at least two of whom must be faculty members), two students (one undergraduate and one graduate student, if possible), three members of the Administrators Council, four members of the Staff Council, and one member of the Alumni Association. A designee for any member may attend in their absence. At least one member of the standing committee shall be a member of the University Senate.

2.5.2 **Charge and Purview**

To provide recommendations on matters relating to training and development; hiring processes; employee benefits other than negotiable terms and conditions of employment; affirmative action/EOC concerns; Human Relations Council concerns; employee wellness programs; disability and accessibility issues; gender and diversity issues; ethics and other workplace concerns.

2.6. **Committee 6: Committee on Facilities**

2.6.1 **Membership**

The Vice President for Real Estate Development and Capital Operations, the Associate Vice President for Facilities, one academic dean, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), two student members (one undergraduate and one graduate student, if possible), one member of the Administrators Council, one member of the Staff Council, and one member of the Alumni Association. A designee for any member may attend in their absence. At least one member of the standing committee shall be a member of the University Senate.

2.6.2 **Charge and Purview**

To provide recommendations on matters relating to new and existing facilities, space utilization; campus maintenance; “Green Initiatives”; and related matters.

V. **ADOPTION AND AMENDMENTS**

A. **Adoption**

These bylaws shall be adopted when a two-thirds majority of the votes cast at a Shared Governance Steering Committee meeting is achieved, and with the approval of the Board of Trustees, on the recommendation of the President of the university.
B. Amendment

Amendment of the University Senate Bylaws requires (1) a two-thirds majority of the votes cast at a meeting of the University Senate, provided that the meeting is held at least ten business days after the proposal for amendment has been circulated to the members by the University Senate President, and (2) approval by the Board of Trustees, on the recommendation of the President of the university.