

Bylaws of
THE STATE FACULTY ADVISORY COUNCIL “SFAC”
May 3, 2021

ARTICLE I. NAME

The name of this organization shall be the State Faculty Advisory Council, hereinafter referred to as SFAC.

ARTICLE II. PURPOSES AND MISSION

In compliance with C.R.S. 23-60-104 and BP 2-30, SFAC shall serve in an advisory capacity to the State Board for Community Colleges and Occupational Education (the Board) and to the Chancellor of the Colorado Community College System (CCCS) and shall act as a liaison between the college faculties, CCCS, and the Board.

The principal mission of SFAC is to promote and support quality instruction in the Colorado Community College System. SFAC will have an integral part in advising and making recommendations to the Board and CCCS in matters pertaining to:

- High standards and quality of instruction.
- Faculty welfare and shared governance.
- Board/System policy, procedure, and initiatives.
- Communication among the faculty, Board, CCCS, and the community.
- The role and mission of community colleges within higher education.
- Appropriate use of technology to enhance teaching and learning.
- Budget priorities and allocation.

ARTICLE III. MEMBERSHIP

SFAC membership shall be composed of one regular faculty member (as defined in BP 3-10) from each state system community and junior college. Members of SFAC shall be selected by the regular faculty of each college in a manner to be determined by the regular faculty of that college. In order to promote the continuity of knowledge, purpose, and progress, SFAC recommends that members serve for two years or more.

DUTIES OF MEMBERS:

The first and foremost duty of SFAC members is to represent their faculty members in matters dealt with by SFAC, CCCS, and the Board and to convey the content of SFAC and Board meetings to their faculty members.

SFAC members are expected to attend all meetings and serve on SFAC committees as needed. An alternate should be identified by the college faculty to attend meetings when the regular SFAC member is unable to attend.

VACANCIES

Any vacancies occurring in the membership shall be filled as soon as possible. The college affected by the vacancy will be notified and asked to select a new representative according to the established procedure (see above).

VOTING

A quorum shall consist of at least one half of the membership. A simple majority vote of the members present in a regular or special meeting, where a quorum is met, shall be required to constitute action by SFAC.

ARTICLE IV. OFFICERS AND EXECUTIVE COMMITTEE

SFAC shall elect from its membership a Chair, a Vice-Chair, and a Recorder, in a manner to be determined by the members. In the event that the Chair does not serve as the faculty member of the Board, SFAC shall elect another member to serve as the faculty member of the Board to attend Board meetings in an advisory capacity. This member may serve no more than two consecutive one-year terms on the Board in accordance with BP 2-30. The SFAC membership may add additional officer positions if the need arises.

The current officers, including the faculty representative to the Board, may serve as the Executive Committee. The preceding Chair of SFAC shall be an ex-officio member of the Executive Committee.

At the March SFAC meeting, members interested in chairing SFAC for the following year shall announce their interest. If more than one person shows interest in the position, each candidate will prepare a short presentation outlining how they would anticipate filling the office of Chair. At the April SFAC meeting, members interested in the Chair position will give their presentations and address questions from the membership. Members will then vote on officers for the following year and the member who becomes Chair-Elect shall attend the May or June Board meeting, as teaching schedules permit, and work in conjunction with the current Chair on succession planning.

Each officer shall hold office until his or her successor shall have been duly elected or qualified. Terms of office shall be for one year.

DUTIES OF OFFICERS

It is the intention of SFAC to work together with CCCS and the Board in a spirit of cooperation for the ultimate benefit of the students we serve. To that end, the following duties are expected from each officer.

CHAIR

The Chair shall set the agenda for and preside over SFAC meetings, serve as the faculty representative of the Board (this member may serve no more than two consecutive one-year terms on the Board in accordance with BP 2-30), meet regularly

with the System Chancellor and other System senior staff as needed, maintain communication lines with the individual colleges' faculty, and maintain a posture of faculty being partners with the Board and CCCS staff to solve problems and create opportunities for students.

FACULTY REPRESENTATIVE TO THE BOARD

In the event that the Chair does not serve as the faculty member of the Board, SFAC shall elect another member to serve as the faculty member of the Board to attend Board meetings in an advisory capacity. This member may serve no more than two consecutive one-year terms on the Board in accordance with BP 2-30

VICE-CHAIR

The Vice-Chair will preside over SFAC meetings in the absence of the Chair, work with the Chair to maintain communication lines with the individual colleges' faculty, manage submissions of final travel documents for all SFAC members to the system office following each meeting, assist the Recorder in finalizing minutes, serve as acting Recorder in the absence of the Recorder, be the point of contact for the Instructor Council, and perform other duties as delegated by the Chair.

RECORDER

The Recorder shall take minutes at all meetings, distribute minutes to members, amend/correct minutes as needed, prepare SFAC Updates to Faculty (condensed versions of the minutes for all faculty to read), and turn in an attendance list to the CCCS office following each meeting.

REMOVAL OF AN OFFICER

Any officer may be removed by a simple majority vote of the membership at a regular meeting or special meeting called for that purpose. Agenda of that meeting shall include notice of the contemplated action.

VACANCY

Any vacancy among the officers shall be filled at the next regular or special meeting.

ARTICLE V. MEETINGS

SFAC will hold regular meetings generally the first Friday of each month during the academic year. The Executive Committee may call special meetings when and where they deem necessary. Notice of special meetings shall specify the purpose of such meetings. All regular and special meetings will be open to the general public. All official actions will be taken in open session at regular or special meetings. SFAC officers will announce all meetings at least two weeks prior to the date of the meeting. Meeting dates and locations will be determined in consideration of members' teaching schedules and residence. SFAC may hold an annual planning workshop with the date and location to be determined by the membership. SFAC may set its own rules of order and may draw upon **Robert's Rules of Order**, as amended, or other similar parliamentary procedures.

ARTICLE VI. REIMBURSEMENT AND COMPENSATION

Travel and other expenses by SFAC members to and from meetings shall be reimbursed by CCCS in accordance with BP 2-30, other applicable Board policies, and procedures of the state for each regular or special meeting.

For FY2021-22

The Chair of SFAC shall be compensated with a stipend of \$1,000 per year by CCCS. The Vice-Chair of SFAC shall be compensated with a stipend of \$500 per year by CCCS. The Recorder of SFAC shall be compensated with a stipend of \$500 per year by CCCS.

All council members shall be compensated with at least a \$2,000 stipend per year by the college. Colleges may also choose to compensate with reassigned time that is the equivalent of the \$2,000 stipend or go beyond this amount.

For FY2022-23 and future years

The Chair of SFAC shall be compensated with a stipend of \$2,500 per year by CCCS. The Vice-Chair of SFAC shall be compensated with a stipend of \$1,000 per year by CCCS. The Recorder of SFAC shall be compensated with a stipend of \$1,000 per year by CCCS.

All council members shall be compensated with at least a \$3,000 stipend per year by the college. Colleges may also choose to compensate with reassigned time that is the equivalent of the \$3,000 stipend or go beyond this amount.

ARTICLE VII. AMENDMENTS AND REVIEW

Prior to revising the Bylaws, faculty at the colleges will receive notice that the Bylaws are under review. These Bylaws may be amended by the affirmative vote of a simple majority of the membership at any meeting. These bylaws will be reviewed every three years.

ACKNOWLEDGED:



Joseph A. Garcia, Chancellor

5/10/2021

Date