

**BUTTE COLLEGE FACULTY ASSOCIATION  
BYLAWS**

**Fall 2024**

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ARTICLE I. MEMBERSHIP OF THE FACULTY ASSOCIATION

Membership of the Butte College Faculty Association is comprised of the entire faculty.

**Full-time faculty** is defined to mean those persons who teach full-time at Butte College or other full-time Student Development faculty who are not members of the Management / Supervisory / Confidential group as defined by Board policy. Full-time faculty who also hold an associate contract shall be considered full-time faculty for purposes of this definition.

**Associate faculty** is defined to mean those academic staff who have a contract of up to 67% of an equivalent full-time load and are currently employed by the Butte Community College District.

**Faculty** is defined to mean both Full-time and Associate faculty.

**The Academic Senate Executive Committee** is comprised of the Senate Officers and may refer to both the group itself as well as the discussions, recommendations, and decisions that arise from the officers' various responsibilities (see III.2). The Executive Committee must always answer to the full Senate).

**The Academic Senate Leadership Team** is comprised of the Academic Senate Executive Committee along with the Curriculum Committee Chair, Student Learning Outcomes Coordinator and Professional Development Coordinator.

**The Academic Senate represents the entire faculty association.**

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ARTICLE II. MEETINGS OF THE FACULTY ASSOCIATION

A quorum shall be defined as all those attending a publicly announced Faculty Association meeting.

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ARTICLE III. THE EXECUTIVE BODY OF THE ASSOCIATION (ACADEMIC SENATE)

Section 1: Membership of the Executive Body

The executive body of the Faculty Association shall be called the Academic Senate, comprised of fourteen (14) Full-time faculty and five (5) Associate faculty members, hereafter, called Senators. Fulltime faculty members will be elected from each of the following constituency groups:

- 3 Career & Technical Education Faculty
- 3 Transfer/General Education Faculty
- 1 Counseling Faculty
- 1 Student Development Faculty

Two additional faculty shall serve as Equity and Inclusion Specialists. The Diversity Committee shall propose nominees for one position and the Gender and Sexual Equity Committee shall propose nominees for the other. Nominees for these positions shall be confirmed by a majority vote of the Academic Senate and will then be placed on the ballot. All faculty shall vote on these positions in the election.

Four (4) additional Full-time faculty will serve as the Academic Senate Executive Committee and will constitute At-large positions. Five (5) Associate faculty will be elected as At-large Senators and should reflect a varied representation of faculty from Career & Technical Education, Counseling, Student Development, and Transfer/General Education.

In addition to the membership listed above, the senate will also include the following advisory (i.e. non-voting) representatives: one representative appointed by the Classified Senate, two representatives appointed by the Student Senate (one representing Career & Technical Education and the other representing Transfer & General Education), and one Career & Technical Education Liaison appointed by the Academic Senate Executive Committee. These representatives will each have a standing agenda item to report on topics within their respective jurisdiction.

**A. Senator Duties**

Senators will participate as representatives at the Academic Senate meetings in order to inform their constituencies of matters related to the 10+1. As much as is reasonably practicable, Senators will retain the same constituency group for the duration of their term(s). Senator responsibilities include:

- Attend all regularly scheduled Academic Senate meetings (see III.1.E below)
- Participate in ad hoc work groups, as available
- Remain informed on matters related to the Academic Senate in order to represent their constituency
- Communicate regularly with constituents
- Solicit constituent input and report out at Academic Senate meetings, as appropriate
- Other duties, as warranted

## **B. Senator Elections**

(Note: Officer elections are conducted in a separate process detailed in III.2.A below)

Academic Senate and Curriculum Committee elections will be conducted by the Executive Committee under the direction of the Vice President of the Academic Senate using the following guidelines:

### 1. Nominations

- Prior to the nomination period, the Executive Committee may adjust Senator representation to allow for a larger nomination pool. Any such adjustments shall be approved by the Senate before the nomination period opens.
- Candidates may be self-nominated or nominated by another faculty member during a stipulated ten-day period by submission of intent to run for a position to the Vice President of the Senate.
- If a member of the faculty is nominated for more than one vacant position, the nominee must declare for which vacancy they are a nominee in consultation with the Academic Senate Executive Committee.
- In the event that no individual is nominated for a constituency-specific vacancy by the close of the nomination period and there are not multiple nominees for another of the same type, the ballot shall be run with only the option of a write-in candidate.
- The Vice President will confirm the nominations and prepare the ballot for election.
- In the event that confirmation is not received within 72 hours of the election after a good-faith effort has been made, the nominee will be pulled from the ballot.

## 2. Election Rules

The following rules shall be observed for all elections for the Academic Senate and the Curriculum Committee:

- Voting shall be confidential.
- Voting shall be verified by the Executive Committee.
- Candidates shall be listed alphabetically.
- Incumbents shall be identified as such on the ballot.
- Voting shall be conducted during a 10 day period during the Spring semester, extending from 8:00am Monday to 12:00pm the following Wednesday.
- Votes shall be counted and confirmed by the Executive Committee members on the last day of the election after 12:00 p.m.
- An Academic Senate or Curriculum Committee vacancy in any constituency will be filled by the candidate with the largest number of votes. If there is a tie, a run-off election will be held.
- All contested elections will be conducted in such a way as to ensure confidentiality and integrity.

## 3. Eligibility for Voting

All Full-time and Associate faculty are eligible to vote. This includes faculty on leave or sabbatical (but not their replacements). Associate faculty Senators shall be elected by and from Associate faculty. Full-time Senators shall be elected by and from Full-time faculty.

## 4. Ballots

Ballots will be made available to all eligible faculty on the designated Monday by 8:00am and be accessible through the following Wednesday until 12:00pm.

## 5. Absentee Ballots

Absentee ballots will be made available to all eligible faculty on leave during the given semester. The ballots are to be submitted within the specified voting period.

## C. Senator Vacancies

In the event of a vacancy, the Academic Senate will choose one of the following options:

- Authorize the Academic Senate Executive Committee to select a faculty person to fill the vacated position on a temporary or permanent basis. This person will then be appointed to the position upon a two-thirds approval vote of the Senators.
- Decide to leave the position vacant until the next scheduled or special election.
- Vote to keep the Senator in their position if the vacancy is due to an Associate faculty Senator receiving a temporary Full-time faculty

position. While service on the Senate shall count towards full-time duties, the Senator shall continue to represent Associate faculty. Any stipend designated for Associate faculty service on the Academic Senate or Curriculum Committee, however, shall be forfeited. If the temporary position becomes permanent, the position shall become vacant.

- Allow the Senator to remain in their position if the vacancy results from an Associate faculty losing load for a given semester, for up to two consecutive semesters. If the Associate faculty Senator does not receive load for a third consecutive semester, the Academic Senate Executive Committee shall recommend a solution to the body to be voted on.

#### **D. Senator Terms of Office**

Academic Senators shall be elected for two-year terms and these terms will be staggered. There shall be a limit of two consecutive terms on the same body. Partial terms, whether the result of appointment or election, shall not count as a two-year term and shall not count towards the limitation. Senators who reach this limit may nominate themselves or be nominated again after a break of one year. An exception for the Academic Senate Executive Committee is noted in III.2.B. The exception indicates that the Executive Committee shall be elected for two-year terms and succession planning necessitates multiple consecutive terms in different roles.

Terms shall begin on July 1 of the calendar year. Approximately one-half of the members shall be elected each Spring semester.

#### **E. Senator Attendance**

A Senator may not miss more than two consecutive or three non-consecutive regularly scheduled meetings during a given semester. In the event of excessive absences, and if determined appropriate by the Senate Executive Committee, the Senate position shall be declared vacant and may be filled according to III.1.C above.

### Section 2: Officers of the Academic Senate Executive Committee

#### **A. Executive Committee Elections**

The Officers that comprise the Academic Senate Executive Committee shall be nominated and elected early enough in the Spring semester of the sitting President's second year to allow for any senator seat being vacated for an officer position to be included in the general election. The President, Vice President, Treasurer and Secretary of the Academic Senate shall be elected for two-year terms, At-large positions. Nominees shall be recommended by the Executive Committee and may include any eligible Full-time faculty member. Potential nominees will be recommended based upon leadership experience and how well they balance the Executive Committee in terms of

strengths. A conscious effort will also be made to reflect the categorical and demographic diversity of the college (e.g. CTE, General Education, Lecture and Lab, etc.). Potential nominees may be discussed at earlier meetings and such discussions reported out to constituents. The formal nomination process will take place during a pre-determined regular Academic Senate meeting. Any Senator may nominate other faculty members for Executive Committee positions, and if multiple nominees are put forth for the same position, the Academic Senate shall hold a vote during the same meeting to determine the nominee. Once nominees are determined and have accepted the nomination, their names will be placed on a ballot, and each shall be separately approved by two-thirds vote of the entire Faculty Association exercising their right to vote.

### **B. Executive Committee Terms of Office**

1. The Academic Senate Executive Committee officers shall hold two-year terms.
2. The Academic Senate employs a succession planning model, and therefore Executive Committee members will typically serve multiple terms, with their last term serving as President.
3. If an existing officer steps down during their term, the Executive Committee shall recommend either appointing an individual to fulfill the remainder of the term by two-thirds vote by the Academic Senate, holding a special election, or leaving the position vacant until the next scheduled election.

### **C. Executive Committee Duties**

In addition to the specific Executive Committee duties listed below, it is the responsibility of the entire Academic Senate Leadership Team to remain current as to ongoing legislative matters which affect the welfare of the college.

1. Academic Senate President  
The Academic Senate President shall:
  - Preside at all meetings of the Academic Senate and the Faculty Association
  - Promote the interests and purposes of the Faculty Association
  - Be held responsible and accountable for the progress and work of the Academic Senate
  - Serve as chief liaison officer between the faculty, Classified staff, Student Life, Administration, and the District Board of Trustees.

Specific responsibilities shall include:

- Serve as a member of the Academic Senate Leadership Team
- Conduct a yearly review of these bylaws with the Senate
- Prepare agendas and review minutes

- Handle primary Senate correspondence
- Conduct Academic Senate meetings, participate in the determination of quorum, and vote in the following circumstances: in elections, in votes taken by ballot, in any instance that would make or break a tie, or in any instance where the chair's vote would cause or block the attainment of a supermajority
- Participate in debate and vote as a regular member during a "committee of the whole" session of the Senate, such as a Senate forum
- Meet regularly with the President/Superintendent
- Meet with institutional Vice Presidents, as deemed necessary
- Attend Board of Trustees meetings and pre-board meetings
- Serve as a member of the Planning and Budget Committee
- Serve as Chair of the Leave, Tenure and Professional Advancement Committee
- Serve as co-Chair of the Program Research and Recommendation Committee
- Serve as a member of College Council
- Serve as a member of the Commencement Committee
- Serve as a member of the Student Equity and Achievement Program Advisory Committee
- Attend meetings of the following campus groups:
  - Enrollment Management Committee
  - Educational Master Plan Committee
  - Learning Council
- Attend Accreditation Steering Committee meetings, as warranted
- Attend Area A regional meetings
- Attend statewide Academic Senate Plenary sessions and serve as a voting delegate

## 2. Academic Senate Vice President

The Vice President shall:

- In the absence of the Senate President, preside over meetings of the Academic Senate
- In the event of the permanent absence of the Senate President, assume full presidential responsibilities until the next scheduled or special election

Specific responsibilities shall include:

- Serve as a member of the Academic Senate Leadership Team
- Run elections for the Academic Senate and Curriculum Committee
- Serve as Senate representative to the Curriculum Committee
- Serve as Chair of the Equivalency Committee
- Serve as Chair of the Professional Relations Committee
- Serve as a member of the Program Research and Recommendation Committee

- Serve as a member of College Council
- Attend Planning and Budget Committee meetings
- Meet regularly with the President/Superintendent
- Meet with institutional Vice Presidents
- Attend Area A regional meetings,
- Attend statewide Academic Senate Plenary sessions
- Attend the statewide Curriculum Institute

3. Academic Senate Treasurer

The Treasurer shall:

- Serve as a member of the Academic Senate Leadership Team

Specific responsibilities shall include:

- Meet regularly with the President/Superintendent
- Meet with institutional Vice Presidents, as needed
- Initiate and prepare Travel Requests for Senate-related travel expenditures
- Serve as a member of at least one standing committee
- If possible, attend Academic Senate Plenary sessions

4. Academic Senate Secretary

The Secretary shall:

- Serve as a member of the Academic Senate Leadership Team

Specific responsibilities shall include:

- Meet regularly with the President/Superintendent
- Meet with institutional Vice Presidents, as needed
- Prepare official “issue for constituent input” messages
- Serve as a member of at least one standing committee
- If possible, attend Academic Senate Plenary sessions
- Implement WeCare (absent a Senator volunteer)

### Section 3: Meetings

The Academic Senate shall meet at least twice each academic calendar month on the first and third Wednesday of the month.

Additional meetings may be called at the discretion of the Academic Senate President or by any Academic Senator.

A quorum of the Academic Senate shall consist of one more than 50% of all voting members, which include Senators and the Executive Committee officers.

Any action taken by the Senate shall be by a majority vote, with the exception of those actions noted in these bylaws or in Robert's Rules of Order as requiring greater majorities.

The Academic Senate Vice President of the Senate should call a Faculty Association meeting at least once each academic term.

## Section 4: Committees

### **A. Standing Committees**

There shall be 10 standing committees:

1. Academic Technology
2. Awards and Recognition
3. Curriculum
4. Distance Education
5. Equivalency
6. Faculty Professional Development
7. Student Learning Outcomes
8. Sabbatical and Professional Advancement
9. Professional Relations
10. Program Research and Recommendation

### **B. Standing Committee Composition:**

Each standing committee of the Academic Senate will make a report to the Academic Senate at least once per semester/year.

The Chairpersons of the respective committees and/or Academic Senate Executive Committee will select the other members of the standing committees from the entire faculty. Committee appointees will be confirmed by a two-thirds vote of the Academic Senate.

### **C. Standing Committee Responsibilities**

#### 1. Academic Technology Committee

The purpose of the Academic Technology Committee is to jointly advise the Academic Senate and the District's Technology Council on any matters involving the use of technology to aid in the delivery of instruction and student learning. Its role is advisory; the committee does not supersede the leadership role of the Academic Senate in academic and curricular matters that involve technology. This committee is a Brown Act committee.

#### 2. Awards and Recognition Committee

The Awards and Recognition Committee develops and oversees processes for recognizing and honoring the accomplishments of faculty and of the programs in which they teach and serve. Central to this committee's work

is the emeritus process. The committee reviews all emeritus applications per Board Policy 3950 Emeritus and Administrative Policy 3950 Emeritus. Due to the confidential/personnel nature of discussions, this committee is not subject to the Brown Act.

3. Curriculum Committee

The Curriculum Committee is responsible for approving all curricula proposed by the individual departments, assuring compliance with all Title 5 regulations. The committee has the additional responsibility for reviewing all proposals for new courses and programs (including modifications) as well as major revisions or restructuring of existing programs. This committee is a Brown Act committee.

4. Distance Education Committee

The Distance Education (DE) Committee serves as a workgroup of experienced online instructors that support faculty as they prepare and teach their distance education (online and hybrid) course. This committee is a Brown Act committee.

5. The Equivalency Committee

This committee determines the qualification for hire of candidates who though lacking the exact degree or experience specified in the most recent *Minimum Qualifications for Faculty and Administrators in California Community Colleges* document, state that they possess education, training, and/or experience which is at least equivalent to the minimum qualifications established by the California Community Colleges Chancellor's Office and the Academic Senate for California Community Colleges. Due to the confidential/personnel nature of discussions, this committee is not subject to the Brown Act.

6. Faculty Professional Development Committee

This committee provides oversight for the Faculty Professional Development program to identify training needs and assists in the development and monitoring of in-service training strategies to meet the professional development needs of faculty. Reports to the Vice President of Instruction. This committee is a Brown Act committee.

7. Student Learning Outcomes Committee

This committee creates processes that allow all academic programs at the college to conduct ongoing, systematic assessments of student learning outcomes that (1) focus on improving student success and (2) adhere to accreditation requirements. It also promotes institutional dialog in all areas of academic outcomes assessment including course-level, program-level, General Education, and institutional student learning outcomes. This committee is a Brown Act committee.

8. **Sabbatical and Professional Advancement Committee**  
This committee makes recommendations to the Vice President of Instruction on the granting of sabbaticals and professional advancement. Due to the confidential/personnel nature of discussions, this committee is not subject to the Brown Act.
9. **The Professional Relations Committee**  
The Professional Relations Committee considers non-contractual, conflict issues between or among faculty members. Concerns should be addressed to the Vice President of the Academic Senate to initiate the process. Due to the confidential/personnel nature of discussions, this committee is not subject to the Brown Act.
10. **The Program Research and Recommendation Committee** ensures each educational program remains vital, effective, and student centered. The committee makes independent assessments of a program's vitality and then follows the process as outlined in Academic Procedure 4021. This committee is a Brown Act committee.

**D. Standing Committee Terms of Office:**

All faculty confirmed to each committee will serve a three-year term, limited to two consecutive terms on the same committee. Partial terms, whether the result of appointment or election, shall not count as a three-year term and shall not count towards the limitation. A standing committee may modify this requirement, so long as any modification is approved by the Academic Senate and reflected in the committee charter.

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ARTICLE IV. VOTES OF CONFIDENCE

Individual members of the Academic Senate or members of standing committees shall be subject to a vote of confidence at any such time that twenty percent (20%) of the Full-time faculty deems it so necessary, in writing.

The Professional Relations Committee shall conduct the vote of confidence. Balloting by the Full-time faculty shall be confidential. A majority of all faculty exercising their right to vote shall constitute a successful vote of confidence. (If the Vice President of the Senate should be subject to a vote of confidence, then another member of the Academic Senate Leadership Team will chair the committee.)

In the event that a member of the Academic Senate or members of standing committees do not secure a vote of confidence, their Senate seat or standing

committee membership shall be relinquished, and the vacancy filled by regular procedures described in III.1.C.5 above.

Dated: March 3, 1993  
Submitted by: Tony Wren, Senator  
Kelly White, Associate Senator  
Approved: March 3, 1993  
Ratified: April 26, 1993

Revised: Jan. 9, 1998  
Ric Machuga, Senate President  
Scot Hoiland, Senate Vice President and Chair of the Professional Committee  
Ratified: March 4, 1998

Dated: December 19, 2001  
Submitted by: Carol Stanley Hall  
Shaaron Vogel  
Approved: November 28, 2001  
Ratified: December 19, 2001

Approved: May 3, 2006  
Submitted By: John Holland, Senate President  
Ric Machuga, Senate Vice President  
Ratified: May 25, 2006

Revised: February 5, 2008  
Approved: February 5, 2008  
Submitted by: David Payne, Senate President  
Jo Anne Cripe, Senate Vice President  
Miya Squires, Senate Treasurer  
Kenneth Bearden, Senate Secretary

Revised: February 1st, 2015  
Approved:  
Submitted by: Stacey Bartlett, President  
Carrie Roberson, Vice President  
Christie Trolinger, Treasurer  
Vahan Hovsepian, Secretary  
Kathleen Turner, Associate Faculty At-Large  
Shaaron Vogel, Past President

Revised: Spring 2018  
Approved: April 4, 2018  
Submitted by: Christie Trolinger, President  
Kenneth Bearden, Vice President

Robert White, Treasurer  
Shaun-Adrian Chofla, Senator  
Kristin Milinkevich, Senator

Revised: Spring 2021  
Approved: April 7, 2021  
Submitted by: Kenneth Bearden, President  
Robert White, Vice President  
Shaun-Adrian Chofla, Treasurer  
Brandy Thomas, Secretary

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Submitted by: Jess Vickery, President  
Irma Gonzalez Cuadros, Vice President  
Kim Kirkwood, Treasurer  
Deborah McCabe, Secretary