The Blackfeet Community College

Staff Senate Constitution

Established April, 1 2014

Preamble

The Blackfeet Community College (BFCC) Staff Senate is established to provide a formal independent voice and organization through which the (Classified Staff positions are designated for those employees who provide support services to any of the departments of the BFCC as defined in the current Policy & Procedure Manual) hereafter called staff of BFCC. All staff can participate in the development of college policy, to promote communication and establish mutual understanding among the staff, faculty, students, administration, and Board of Trustees, the BFCC Staff Senate is hereby established April 1, 2014.

                    Purpose of the Staff Senate

**Article 1. Name**

The name of the organization will be Blackfeet Community College (BFCC hereinafter referred to as “BFCC”) Staff Senate.

**Article 2. Mission**

The mission of the Staff Senate is to engage in decision-making with BFCC administration and the Board of Trustees to promote the interests and needs of BFCC staff, as they fulfill the mission of the College.

**Article 3. Purpose:**

* The purpose is to provide a formal mechanism for staff participation in decision-making processes, promote staff welfare, and enhance communication between staff and administration.
* The Staff Senate will serve as an advisory board to the Office of the President, in matters affecting all employees.
* The Staff Senate may make recommendations for policies, procedures, and professional development activities to the President.
* At the President’s request, the Staff Senate may review and comment on policy matters.
* To encourage communication about staff and the President’s shared governance expectations and coordination of addressing matters pertaining to staff.
* To promote the prosperity of all staff through recognition of fulfilling the Mission of the BFCC.

**Article 4.  Responsibilities**

a) Represent and provide leadership opportunities for BFCC staff to fully engage in promoting the mission and core values of the college by setting annual goals with the President.

b) Make recommendations to employee policies and procedures, employee code of conduct, performance evaluations, and other areas that promote the wellness and success among BFCC staff.

c) Solicit and encourage communication, collegiality and cooperation among staff, the Faculty Senate, and the President.

d) Provide a forum where information, knowledge, and innovations are shared among staff.

e) Serve in a support role to staff regarding issues of mutual concern.

f) Actively participate in established campus committees and teams that further the ability for staff to provide additional avenues for shared governance.

**Article 5 Membership**

Eligible employees are those employees in full-time, part-time, temporary employees, Exempt or Non-Exempt positions except: faculty, administrators, directors with a supervisory capacity.

Nominations will be accepted for (3) leadership positions in mid-August of each year; each leader will serve one academic year.

 ELECTIONS: Nominations for the officers will be held during the first meeting of the academic year. All other staff are strongly encouraged to be present for all meetings. Terms of service for Elected officers will start at the beginning of the current academic year and end in August before the new academic year, with the possibility of re-election.

Absentee nominations/vote - Must be arranged prior to the first meeting of the academic year (virtual attendance).

Chairperson:

a) Preside over Staff Senate meetings set and distribute agenda  
b) Report information to Administration as requested  
c) Present to the Board of Trustees when requested

Vice Chairperson:

a) Responsible for all duties in the Chair’s absence.

b) Assist the Chair in determining and distributing the agenda for meetings

Secretary:

a) Record and distribute approved minutes of the Staff Senate meetings

 b) Keep attendance record of all attendees and votes

**Article 6 Meetings**

a) Staff Senate meets the third Friday of each month following the all campus meeting

b) The agenda for meetings will be developed by the Chair based on agenda item submissions for the next meeting from Staff Senators at end of each meeting

c) The Chair will authorize modifications to the agenda and with Staff Council   consensus, authorize modifying the agenda at the beginning of each meeting

d) Quorum: A quorum consists of 3 elected members of the Senate and minimum 4 staff members. The phrase "voting quorum present" means those present and voting, assuming the presence of a quorum. The Staff Senate shall take no action or decision except upon affirmative vote of a majority of those present, assuming a quorum is present.

**Article 7 Conflict of Interest**

* **Disclosure**: Staff Senate Leaders and Senators must disclose any potential conflicts of interest related to Staff Senate matters.
* **Recusal**: Staff Senate Leaders and Senators with a conflict of interest must recuse themselves due to personal conflicts related to discussions and matters in question.

**Amendments**

1. **Proposal**: Amendments to this Constitution may be proposed by any member of the Staff Senate.
2. **Approval**: Proposed amendments to this constitution must be approved by majority of those present, assuming a quorum is present at a regular meeting.
3. **Review**:This Constitution will be reviewed annually to ensure its continued relevance and effectiveness in the first meeting of the academic year.

**Dissolution**

* **Procedure**: The Staff Senate may be dissolved by a 80 percentage majority vote of the full Senate, provided that all outstanding business and commitments to BFCC are resolved.
* **Notification**: Notice of the dissolution must be provided to all staff members and the administration at least 60 days before the effective dissolution date.

**BFCC Staff Senate Objectives**

* **Representation**: Serve as the voice of the staff to ensure their perspectives and concerns are considered in organizational decision-making.
* **Advocacy**: Advocate for policies and initiatives that benefit staff members and improve the work environment.
* **Communication**: Facilitate effective communication between staff and administration, and the Board of Trustees to ensure transparency and mutual understanding.
* **Support**: Provide support for staff professional development and address issues related to staff wellbeing and success.

**Shared Governance** is a collaborative process that includes the opportunities for staff to provide input on the development of policies, procedures, and practices that govern employment at BFCC. Our model will promote open communication, mutual respect, and active participation, ensuring that diverse perspectives are considered. By fostering a culture of inclusivity and cooperation, shared governance enhances our ability to fulfill BFCC’s mission, actualize its core values, and respond effectively to the needs of our campus community.

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