PREAMBLE

The Shared Governance System of Madison Area Technical College is based on the following Guiding Principles and Shared Values.

Guiding Principles and Shared Values

The guiding principles we have identified that incorporate our shared values are:

Inclusiveness: Our shared governance system will be designed to ensure that all members of the college community are, at the least, represented by their peers. Avenues for participation will become available at many levels as the governance system expands and matures.

Transparency: The activities and processes within our shared governance system will be promptly communicated. There will be avenues for feedback, questions, and participation at many points in the process.

Shared Responsibility: Participation in one of the shared governance groups will enable college community members to represent the interests of their peers. Representation will carry with it a responsibility for proper understanding of the interests of your peers and for your role in the consensus decisions of the group.

Accountability: Discretionary decisions made by employees of the College as an individual or as part of a group have a concomitant responsibility to work within the shared governance system to achieve sufficient understanding of the interests of affected constituencies prior to arriving at a decision. The roles of all decision makers will be clearly defined and every decision will be effectively communicated with attribution.

Efficiency and Effectiveness: Our goal is to integrate shared governance into college operations so decisions and plans for the future can be made in and will lead to a more efficient and effective institution. The shared governance groups will have roles in assessment of College operations and access to any information and expertise they require to properly analyze and discuss College operations.

Collegiality: A properly functioning shared governance system requires collaboration with and respect for everyone at the College. A fundamental tenet of the IBPS system is there is no rank in the room during meetings. We are all equals. We are all just employees doing our best to ensure the success of the College.

Innovation: The greatest inherent advantage of an IBPS based shared governance system is its ability to elicit creativity, to share new perspectives, to see new ways of planning for the future, to discover new approaches to solving problems, and to find new opportunities.

Fairness and Coherence: Our vision for our shared governance system is one that will be just and consistent, with everyone treated as equals, developing a system that provides an environment supportive of the work and commitment of all employees and constituents of the College.

Continual Assessment: All our decision-making processes must be examined regularly and improved based on feedback from everyone at the College. The outcomes we define for shared governance should be continually assessed as the system grows and develops.
Guided by these principles of shared governance, Madison College’s Assembly is a collegial, consultative body composed of representatives from all campus constituencies that will review and advise on the creation, revision, or discontinuation of policy. Its role is to recommend and provide advisory input to the President on decisions related to policy and other issues that affect the institution as a whole. It is the principal organizing body in the College’s shared governance structure.

Where there are issues that affect the entire College, or issues that clearly affect more than one organizational area of the College, the College Assembly shall have the responsibility and authority to review, revise, initiate, and recommend.

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**Article I. Name**

The official name of the body shall be the College Assembly of Madison Area Technical College. In other parts of this document, hereafter, referred to as College Assembly or Assembly.

**Article II. Mission and Purpose of the College Assembly**

1. **The mission** of the College Assembly shall be to:
   a. Represent and promote a broad range of perspectives, input, and influence on governance issues;
   b. Facilitate timely, factual, and systematic two-way communication and information dissemination between constituents and the President relative to decisions related to policy and matters important to the development of the College; and
   c. Support a transparent and inclusive decision-making process with clear accountability for the recommendations made and decisions produced.

2. **The purpose** of the College Assembly shall be to:
   a. Oversee, manage, and review the shared governance process;
   b. Assist in ensuring that College-wide policy-making and policy implementation is consistent with the mission, vision, values, and Strategic Directions of the College;
   c. Serve as a forum where issues of College-wide importance can be sent for review, examination, formulation, discussion and resolution in a collegial fashion;
   d. Serve as the shared governance liaison to the President;
   e. Communicate deliberations and recommendations to the President and the College community;
   f. Make recommendations for revisions of the Strategic Directions of the College;
   g. Make final recommendations regarding the College Budget Plan;
   h. Solicit issues to review and make appropriate referrals to Councils;
   i. Prioritize issues to review;
   j. Establish effective and ongoing communication and collaboration between and among shared governance Councils;
   k. Review recommendations on new policies or changes to policies from the Councils;
   l. Forward recommendations concerning policies to the President;
   m. Conduct campus forums at least once per semester to air and discuss issues that are important to the College community and determine the suitability of addressing them through the shared governance process; and
   n. Review recommendations for the creation of new Councils to determine their role and effect within the shared governance system.
Article III. Composition of the College Assembly

The College Assembly members are:

- Chairs and Co-Chairs of the Shared Governance Councils (14)
- Full Time Faculty At-Large (1) – Elected
- Part Time Faculty At-Large (1) – Elected
- PSRP/ESP At-Large (1) – Elected
- Students (2)
- Dean or Associate Dean At-Large (1) – Elected
- Leadership Council Member At-Large (1) – Elected
- Union Representatives (4) – Local 243 President, Local 6100 President, 2 Vice Presidents from Local 243
- Regional Campus Representatives – East and North At-Large (2) – Elected
- Provost (1)

*Any Cabinet Member who is not a member of the College Assembly shall be an ex-officio member of the Assembly

Administrative Assistance and Logistical Support
Provided by Provost Office staff.

Article IV. College Assembly Operations

1. The College Assembly shall have a Chairperson and Co-Chair.

2. The College Provost will serve as Chairperson. The Assembly Co-Chair will be elected from the Assembly membership. The Co-Chair will serve a term of two years.

3. The Chairs shall:
   a. Prepare the agenda for each College Assembly meeting.
   b. Preside at College Assembly meetings and provide for continuity in the flow of business.
   c. Provide, as needed, leadership and ongoing communication and cooperation between all components of the shared governance system during the times between regularly scheduled College Assembly meetings.

4. The functions of the Administrative Assistance and Logistical Support Staff are to assist the Chairperson in organizing the workload of the College Assembly and, specifically, to:
   a. Schedule College Assembly meetings.
   b. Record, distribute, and communicate minutes of the College Assembly in a timely fashion.
   c. Monitor and record attendance at College Assembly meetings
   d. Organize correspondence to and from the College Assembly.
**Article V. Meetings**

1. The College Assembly year begins one week prior to the beginning of the Fall Term and ends one week prior to the beginning of the Fall Term the following year. Meetings of the College Assembly shall be held two times per month during the academic year and, at the College Assembly Chair’s discretion, one time per month during the summer months.

2. The Chairperson can call additional meetings or cancel scheduled meetings after sufficient notice has been sent to all the members.

3. Special meetings may be called at any time by the Chairperson of the College Assembly or within five working days of receipt of a written petition to the Chairperson signed:
   a. By at least nine College Assembly members, or
   b. By at least 25 members of the campus community, provided that the issues for which the meeting is requested fall under the purview of the College Assembly as outlined in the Purpose of the College Assembly.

**BYLAWS**

**Article I. Terms of Membership**

**Eligibility and Terms of Service:**

1. Any person from any of the membership constituencies identified in the College Assembly membership is eligible to serve on the College Assembly.

2. With the exception of the student representatives and the representatives who serve by virtue of their positions or roles, members of the College Assembly are elected or appointed for two-year terms.

3. Students shall serve one-year terms, and can be re-elected or re-appointed once.

4. Including the Chairperson Elect of the College Assembly, all open positions shall be filled by the end of the Spring semester. Election/appointments must take place no later than four weeks prior to the end of the Spring semester.

5. For purposes of eligibility, a partial term, to fill out the unexpired term of some other elected or appointed member or for any other reason, shall be counted as a full term.

6. The seat of a College Assembly member shall be deemed vacant when the incumbent resigns from the College Assembly or the College, is no longer a member of the elected/appointed position or category, is not fulfilling membership duties, or is removed from office.

7. Members of the College Assembly shall serve with the expectation of consistent attendance at scheduled meetings. If a member is determined, based on meeting or committee (if relevant) attendance or other College Assembly Activity, not to be fulfilling membership duties, the seat will be considered vacant.

8. With a simple majority vote, the College Assembly shall have the right to dismiss members who miss more than three unexcused meetings of the College Assembly and/or any of its Councils, and to initiate the appropriate procedures to replace said members in a timely fashion.

9. Alternates / Substitutes – The College Assembly may permit elected or appointed alternates and substitute members. In general, if a College Assembly member cannot attend a meeting, s/he can nominate a substitute who, if approved by simple College Assembly majority, will have all the rights and privileges of said College Assembly member, though only for one meeting. In a case where the College Assembly member is a representative of a Council the substitute also needs approval of that body.
Article II. Procedures for Positions

Procedures for Elections or Appointments

Here insert current process of elections of at large members.

1. In cases where there are not enough elected and/or appointed members, the College Assembly shall have the right to determine appropriate procedures to appoint the requisite number of candidates or constituent groups.

2. Eligible voters of the College community will be permitted to vote in all categories for which they are eligible to serve, including for the Members At-Large.

3. Nominations and election of the College Assembly Co-Chair shall be conducted as the first order of business at the first meeting of the fall semester.

Vacancies

Resignation or dismissal from the College Assembly shall be presented in writing to the Chairperson. Vacancies shall be filled by appointment from the appropriate constituency to complete the remainder of the term.

Co-Chairperson

The Co-Chairperson of the College Assembly shall be an elected or appointed member of the College Assembly elected by the voting members of the College Assembly.

Facilitator

The College Assembly Chairs may elect to use a trained interest based problem solving facilitator to facilitate Assembly meetings.

Article III. College Assembly Conduct of Business

1. The business of the College Assembly shall be conducted in accordance with the provision of its Constitution and Bylaws.

2. All College Assembly meetings are open to members of the campus community.

3. The Chairperson may grant speaking privileges to non-College Assembly members of the College community if said persons have either made an official request to the Chairperson to be put on the agenda, or if the Chairperson recognizes a non-College Assembly member for the purpose of advancing the meeting agenda. Newly elected members of the Assembly may speak at meetings held prior to the official start date of their terms.

4. The College Assembly may, at any time, establish rules limiting the amount of time available for individual presentations at meetings, either by members of the College Assembly or by others permitted to speak before the body.

5. All proceedings will be conducted using an Interest Based Problem Solving Methodology whenever possible.

6. A quorum is present when a majority of the College Assembly members are present.

7. Representatives are expected to attend every meeting. If unable to attend a meeting, the representative shall notify the College Assembly Chair or Co-Chair and send an approved substitute from the same constituency.
Article IV. College Assembly Information Sharing with Shared Governance Councils and Campus Community

Since the College Assembly is the central integrating body of the College Shared Governance system, it shall assure that no major decisions or plans of college-wide significance are put forward without the proper input of all governing bodies, units, or areas that have interests related to the issue(s) at hand.

In order to promote transparency and informed decision-making, the following procedural requirements shall be implemented:

1. Each Council Chair and Co-Chair shall provide the College Assembly prior to each regularly scheduled Assembly meeting with a summary containing the following specific information:
   a. Accomplishments / progress-report since the last meeting
   b. Risks that may delay delivery or impact or affect the success of any initiative and that require Assembly attention
   c. Present and future plans (as not yet discussed in previous reports)

   These reports will become part of the official College Assembly records.

2. The College Assembly determines to which Council(s) issues for action or recommendation or communication shall be channeled and the priority level for each issue. Requests so determined must be endorsed by the College Assembly membership.

3. Once the determination in Step 2 is made, the College Assembly Chairperson forwards requests to appropriate Council(s) with all available relevant information and documentation; request for recommendations, timeline to be followed, information about which other Councils are involved in deliberations, and directions regarding what to report and to whom after recommendations have been arrived at.

4. Recommendations from each of the Councils shall be made to the College Assembly. The College Assembly reserves the right to study all relevant recommendation(s) and to offer additional interests that have not been addressed. In those cases the Council(s) shall make every effort to revise the recommendations to honor the Assembly’s interest.

5. In the case that the recommendation is accepted by the Assembly, the Assembly will then forward said recommendation to the President in an expedient fashion.

6. The President of the College shall respond, in writing, to the Chairperson of the College Assembly within 14 days unless the matter requires a more timely response (as specified in the original recommendation from the Chairperson).

7. The President shall either accept the recommendation or send it back to the Assembly with an explanation of the interests that are not represented in the recommendation.

8. In those cases the Assembly shall make every effort to revise the recommendations to honor the President’s interest.

9. The new recommendation (or the first recommendation if there is no Assembly consensus) shall then be forwarded to the College President.
Article VI. Shared Governance Councils

There shall be established seven (7) Councils with the following names and responsibilities:

Here insert Council Titles, Charges, and Operational Responsibilities

Article VII. College Assembly Procedure and Privileges

Here insert IBPS style of operating procedures

Article VIII. Amendments to the Bylaws

1. Any member of the College Assembly may propose amendments to the Bylaws at any regular meeting.
2. The proposed amendment will be filed with the Chair of the College Assembly, which will publish the proposed amendment and the date of its presentation in the minutes of the meeting.
3. Discussion of the amendments must be at a regularly scheduled or special meeting of the College Assembly.
4. Adoption of amendments to the Bylaws shall require consensus of the College Assembly members, provided that a quorum is present.
5. There must be sufficient time intervening (at least 30 days) between introductions of such proposal and a vote on its adoption.