Barton Community College
Faculty Council Charter
2025-2026

Name of Team
Faculty Council

Purpose:
The purpose of the Faculty Council is to support and encourage best practices in the classroom, promote professional development activities, review all proposed policies and policy changes for their impact upon faculty and the academic performance of students, and represent the concerns and proposals of faculty to college administrators.

Duration and Time Commitment:
The council is a permanent institutional team. The Council meets monthly, a minimum of six times per year. Meetings typically occur on the first Monday of the month at 4:00 pm. Council members have a particular interest in communication from the administration and take care to read, understand, and comment on these communications. Sub-committees may be assigned to address projects and tasks. The Faculty Council may bring topics for discussion to the administration. An annual summer retreat will be held to plan for the upcoming academic year and update goals and bylaws.

Boundaries & Limitations:
The council operates within the requirements established by Barton Community College Policy and Procedures, Kansas Board of Regents rules and requirements, Kansas Statutes, Higher Learning Commission Principles, and Federal Regulations. Council members serve to recommend strategies, practices, policies, and procedures as they apply to college operations.

Monthly council meetings will occur in person with electronic access for those that are remote or they may be conducted fully remotely. Any BCC faculty or staff member may attend Faculty Council meetings in person or electronically as an observer. They may participate with questions and comments so long as participation is not disruptive. If agenda items and/or council discussion are earmarked as confidential, members should maintain confidentiality with the information. The Faculty Council is not a union or bargaining unit of the faculty.

Membership:
Membership will be maintained in the following living document:
MEMBERSHIP & CAMPUS REPRESENTATION.xlsx

Participation on the Faculty Council is open to all faculty members (full-time, part-time, and adjunct). For election rules, refer to the Faculty Council Bylaws. Current officers are as follows:

Dr. Brandon Steinert, Chair	Dr. Matt Connell, Vice Chair	[Vacant], Secretary

Budget
There is no line-item budget for Faculty Council. Special requests for funding are directed to the Vice President of Instruction.

FACULTY COUNCIL BYLAWS

ARTICLE I: Name

The name of this organization shall be the Faculty Council of Barton Community College.

ARTICLE II: Purpose

SECTION 1: Goal

Faculty Council serves as the agency of the faculty in submitting to the Vice President of Instruction and the President recommendations on policies regarding academic, professional, and curricular matters. The Faculty and the Administration share the responsibility to formulate and implement the academic policy of the College. Faculty Council, through the various committees will consult fully in its deliberations with the appropriate programs, offices, and departments, particularly in those academic and professional matters substantively affecting them or in which they have responsibility and expertise. On any issue that directly involves another constituency of the college (e.g., students, staff, or administration), the faculty, through its governance and committees, shall make every effort to invite and consult representatives of those constituencies during its deliberative processes.

SECTION 2: Responsibilities

Faculty Council shall develop and promote standards and policies that include the following:

- Communicate faculty concerns to appropriate administration about institutional policies and procedures.
- Assume the faculty's responsibility in assisting the Administration in formulating policy decisions in academic and professional areas.
- Serve as agent for all Barton Community College faculty and synthesize faculty perspectives from the diverse campuses and programs.
- Represent the professional interests of the faculty.
- Promote the One-College Concept and culture across our diverse campuses and programs.
- Develop faculty perspectives and interests on professional issues.
- Nominate representation to the various working campus committees using a process action team and volunteer format.

ARTICLE III: Basis of Membership

SECTION 1: Membership

The Faculty Council will consist of members that will represent the diverse views of the faculty and actively present Faculty Council activity at faculty meeting.

- The Faculty Council will consist of faculty members only.
- To bring together perspectives from the college's diverse faculty, the Faculty Council will seek representation from all campuses and modalities.
- There will be a minimum of eight and no more than 15 Faculty Council members from a minimum of three different modalities.

SECTION 2: Voting

The process of adding new members to the Faculty Council will be as follows:

- A call for nominations for the Faculty Council will go out to all Barton faculty annually in February.
- All nominations will be vetted through the office of the vice-president of instruction for eligibility.
- The nomination process will conclude on the second Sunday in March.
- The slate of names for consideration will be shared with all Barton faculty members and there will be a comment period of approximately 2 weeks. At the end of the comment period, the following procedure will be followed.
    - If any nominee receives three or more comments that indicate concern or objections, an election will be held, and all Barton faculty will be invited to vote on the slate of names.
    - If no nominees receive three or more comments that indicate concern or objection, faculty council will approve the candidates by acclamation.
    - If the slate of names is large and will result in a total Faculty Council membership of more than 15, deference will be given to faculty from teaching areas that have less representation and those whose names were received earlier in the nomination process.
- Elections and approvals of new Faculty Council membership will be completed before the May Faculty Council meeting.

SECTION 3: Terms of Service

Faculty members will have the following terms of service:

- Each Faculty Council member shall serve a term of two years and may be eligible for re-election.
- Faculty Council members will be limited to four consecutive terms (8 years).
- The chair of the Faculty Council will be limited to two consecutive terms (4-years).
- The term begins May of the elected year and ends April of their second year.

SECTION 4: Vacancies

Faculty Council may search for an alternate faculty member to assume a vacant position between elections if the vacancy results in less than 8 Faculty Council members or if it is determined that representation from the vacated faculty member's area is necessary.

If an officer position becomes vacant during a term due to resignation or removal, the remaining officers will seek nominations from within the Faculty Council for an alternate to complete the term. The nomination must be confirmed by Faculty Council.

SECTION 5: Absences

- Any member who is absent may select an alternate to represent them in a council meeting.
- The alternate has the authority to represent and speak for the absent council member but does not have the authority to vote on issues.
- Members who miss more than three meetings during a semester may be asked to resign by the

chair or the vice-chair or may be voted out by Faculty Council in accordance with democratic procedure.

SECTION 6: Officers

The Faculty Council of Barton County Community College shall have the following officers:
Faculty Council Chair, Faculty Council Vice-Chair, and Secretary. Council members will appoint the officers. To better represent the diversity of the College and the faculty, no single modality will control both the Chair and Vice Chair positions.

1. Chair of Faculty Council: The duties and the responsibilities of the chair are:
    - Preside over Faculty Council meetings
    - Deliver notice of meetings and agendas to members.
    - Serve as the Council Representative at instructional meetings.
    - Represent the Faculty Council's position on interests to the College's President and Vice Presidents.
    - Inform the Faculty Council of issues of academic and faculty concern.
    - Disseminate Faculty Council activity to the faculty.
2. Vice Chair of Faculty Council: The duties and the responsibilities of the Vice Chair are:
    - May serve as the Council Representative at instructional meetings.
    - Represent the Faculty Council Chair as needed.
3. Secretary of Faculty Council: The duties and responsibilities of the Secretary are:
    - Record the minutes for each meeting of Faculty Council.

ARTICLE IV: Meetings

SECTION 1: Calendar

- Faculty Council will attempt to meet on the first Monday of each month from 4:00 to 5:00 pm
- Monthly council meetings will occur in person with electronic access for those that are remote, or they may be conducted fully remotely.

SECTION 2: Agenda

- Faculty and other interested parties may submit topics for discussion to the Faculty Council.
- Topics for Faculty Council agenda items shall be submitted in writing to the Chair of the Council.
- The agenda will be set by Faculty Council members.

SECTION 3: Meeting Access

The Faculty Council of Barton Community College represents the faculty.

- All faculty members may attend Faculty Council meetings. However, faculty should inform council members in advance.
- Guests may speak on all issues when time is provided once recognized by the Chair or Vice Chair. They do not have voting power.
- Administration (Vice-Presidents, Deans, and Directors) may be invited to attend meetings if The Faculty Council agrees to the visitation. They do not have voting power.

- Upon a call or petition to the Chair or the Vice Chair by a quorum of the Council membership, the notified Chair shall call a special meeting of the Council. The special meeting may be an open or closed meeting depending upon the petitioned request.

ARTICLE V: Quorum

SECTION 1: Voting Majority

- No issue will be considered finalized unless a voting quorum has been reached. A quorum shall consist of 50% or more Faculty Council members.
- A quorum is required to pass a proposal.

ARTICLE VI: Amendments

SECTION 1: Revising By-Laws

The council may revise the by-laws of Faculty Council of Barton Community College.

- The faculty or the Faculty Council members may propose revisions.
- Revisions will be presented to the Vice-President of Instruction for input.

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