

NEW JERSEY COUNCIL OF COUNTY COLLEGES BYLAWS

ARTICLE I - NAME

The organization shall be known as the New Jersey Council of County Colleges (“the Council”) as established under N.J.S.A 18A:64A-26 *et seq.*. Throughout these articles, “community” college(s) shall mean the same as “county” college(s).

ARTICLE II - PURPOSE

The purpose of this Council will be to engage in activities for the advancement of New Jersey’s community colleges, perform certain sector coordinating responsibilities as required by New Jersey statutes, and coordinate statewide efforts for participating member colleges. The Council shall have perpetual succession and shall have the following powers and responsibilities:

- a) Governmental Relations - to act as an advocate and promote the advancement of the State’s community colleges to legislators, legislative groups, the Governor's Office, and other State departments and groups involved in the legislative process;
- b) Liaison with State Agencies and Other Organizations - to act as an advisory body to the Governor, Legislature, Office of the Secretary of Higher Education, Presidents' Council and other State and federal organizations in carrying out their respective duties and responsibilities pertaining to community colleges, including but not limited to admissions policy, academic standards, programs, financing, and community relations, in accordance with the provisions of N.J.S.A. 18A:64A-29;
- c) Community College Funding - to work with the Governor's Office, the Legislature, the Office of the Secretary of Higher Education, the Presidents' Council, and other groups to obtain adequate State funding for community college operations and capital projects;
- d) Public Relations - to develop a positive statewide image of community colleges through publications, press releases, media relations, and other information services;
- e) Economic Development and Job Training - to facilitate and promote the role of community colleges as a primary delivery system for job training in support of economic development in New Jersey, and to develop systems for delivery of workforce training;

- f) Research - to offer services and act as a resource and information center for community colleges, and to conduct research and data gathering projects as needed;
- g) Education - to conduct orientation programs for members of the Council and educational programs for trustees and administrators of community colleges;
- h) New Programs - to coordinate the sharing of information about program proposals by community colleges for new associate degrees and certificates;
- i) State Budget Requests - to submit to the State Treasurer annual budget requests for State support of community colleges, in accordance with the provisions of N.J.S.A.18A:64A-22;
- j) State Funding Formula - to recommend to the State Treasurer a formula for the allocation among the community colleges of annual appropriations made by the State to support community colleges, in accordance with the provisions of N.J.S.A. 18A:64A-22;
- k) Capital Funding Allocations - to recommend to the State Treasurer the allocation among the community colleges of capital funding provided by the State to support community colleges, in accordance with the provisions of N.J.S.A. 18A:64A-22;
- l) Course Review - to recommend to the State Treasurer the eligibility of credit courses for State funding purposes;
- m) to maintain an office at such place or places in the State as it may designate;
- n) to sue and be sued in its own name;
- o) to acquire, hold, and dispose of real and personal property in the exercise of its power;
- p) to employ an Executive Director of the Council and to fix the terms and conditions of the employment of the Executive Director. The Executive Director shall also be appointed as President of the Council. The Executive Director/President shall serve at the pleasure of the Council.
- q) to promote diversity of development among community colleges in ways that will be responsive to the particular needs of the particular counties, and the State's diverse population and regions;
- r) to make appointments that are representative of community colleges;

- s) to approve an annual Council operating budget;
- t) to take all actions consonant with and authorized by the provisions of N.J.S.A18A:64A-25 *et seq.*; and
- u) to adopt, amend, and repeal bylaws or policies for the governance of the Council and its staff as necessary to carry out the foregoing purposes.

ARTICLE III - MEMBERSHIP

Section 1. Statutory Membership

The Council shall consist of the Presidents and Chairs of the boards of New Jersey's community colleges. A trustee board Chair may designate another member of their board as an alternate to attend and to vote at Council meetings in the Chair's absence. The person designated to attend and vote at a meeting of the Council as the alternate for the Chair of a member college board of trustees shall be recorded in the minutes of the meeting.

Section 2. Council Member Expense Reimbursement

Members shall serve without compensation but shall be entitled to reimbursement for all reasonable and necessary expenses incurred in order to carry out duties assigned by the Council. Travel expenses to attend meetings of the Council or meetings of Council committees shall not be reimbursable by the Council.

Section 3. Quorum

A simple majority of the voting members of the Council, including those participating by telephone conference call, shall constitute a quorum for the transaction of business. If the voting members present or participating by telephone conference do not constitute a quorum, the Council members present at any meeting shall adjourn any meeting from time to time until such a quorum shall be present.

Section 4. Voting Membership

In the deliberations of the Council, each community college shall have two (2) votes, one (1) for the President and one (1) for the college's trustee representative on the Council. All questions coming before the Council shall be determined and decided by a majority vote of those voting members present at, or participating by telephone conference in, the meeting, unless otherwise stipulated in these bylaws. Abstentions shall not be counted as a vote, and abstentions shall be recorded as "not voting." On a tie vote, the motion fails.

ARTICLE IV - OFFICERS

Section 1. Nomination and Election

In September of each year, the Council Chair shall appoint a nominating committee consisting of three (3) trustee members not currently serving as Officers of the Council. The nominating committee shall select nominees from among the trustee members of the Council for the offices of Chair and Vice Chair and two trustees for the position of At-Large Members of the Executive Committee. The Outgoing Chair may continue to serve for one year as Immediate Past Chair, as one of the At-Large Members. The names of the nominees for these offices and positions shall be presented to the full Council for election at the annual reorganization meeting. Additional nominations may be made from the floor by the membership. Election shall be by a majority of members present and voting. The community college presidents shall elect nominees from among the presidents for the offices of Secretary and Treasurer and one president for the position of At-Large Member of the Executive Committee. The nominees for these offices shall be presented to the full Council for election at the annual reorganization meeting.

Section 2. Terms

The Chair, Vice Chair, Secretary and Treasurer shall be elected for one (1) year terms. No officer shall be eligible to serve more than three (3) consecutive terms in the same office. The officers shall take office at the annual reorganization meeting and shall serve until their successors are elected and installed. Vacancies shall be filled by membership vote for the balance of the unexpired terms.

Section 3. Removal

Any officer may, upon two (2) weeks notice, be removed from office by a majority of the voting membership, whenever the Council determines that removal is in the best interest of the Council.

ARTICLE V - DUTIES OF OFFICERS

Section 1. Chair

The Chair shall be a trustee and shall, when present, preside at all meetings of the Council and discharge the duties that ordinarily pertain to that office. The Chair shall be a member of all committees. The Chair shall sign and execute all reports, documents, or contracts authorized by the Council when applicable law or documents require execution by the Chair for and on behalf of the Council. Unless otherwise provided in these bylaws, or otherwise determined by the Council, the Chair shall appoint the Chairs and Vice Chairs of all standing committees described in these bylaws and such other special, ad hoc, or advisory committees as may be necessary to carry out

the objectives of the organization. The Chair will approve committee members, recommended by the Executive Director/President.

Section 2. Vice Chair

The Vice Chair shall be a trustee and shall preside over the meetings of the Council in the absence of the Chair. If neither of the above is present, the Immediate Past Chair shall preside. In the event that the Chair is incapacitated or unavailable, the Vice Chair shall be Acting Chair until the Chair resumes the office and shall discharge the duties of the Chair. The Vice Chair shall exercise such other powers and duties as may be delegated by the Chair.

Section 3. Secretary

The Secretary shall be a trustee and shall cause to be recorded all votes and minutes of all Council proceedings. The Secretary shall be a member of all committees. The Secretary shall give or cause to be given notice of all meetings of the Council, and shall attest to the execution of documents requiring the attestation of the Secretary to the signature and authority of another officer.

Section 4. Treasurer

The Treasurer shall be a trustee and have general supervision over the care and custody of all funds and securities of the Council. The Treasurer shall cause all funds or securities of the Council to be deposited and held in the name of the Council in banks or other institutions as the Council may from time to time designate. The Treasurer shall see that necessary and appropriate internal accounting and financial reporting systems are implemented in accordance with applicable laws and generally accepted accounting principles. The Treasurer shall cause annual financial and audit reports to be rendered to the Council and any other financial reports as the Council may be required to render by law or by rules and regulations.

Section 5. Executive Director/President

The Executive Director/President shall be the chief executive officer of the Council. The Executive Director/President shall be responsible for the administration of all Council activities and shall promote the educational quality of community colleges in conjunction with the community college presidents. The Executive Director/President shall represent the Council before administrative and legislative bodies. Within the funding authorized in the operational budget adopted by the Council, the Executive Director/President shall employ and supervise the staff required to conduct the activities of the Council, including the authority to discharge or discipline staff. The Executive Director/President shall nominate Supervisory Staff and recommend the compensation and terms of employment of Supervisory Staff for approval by the Executive Committee.

ARTICLE VI - COMMITTEES

Section 1. Executive Committee

The Executive Committee shall consist of seven (7) members – four (4) trustees and three (3) community college presidents as follows:

The four trustee members of the Executive Committee shall be the Council Chair, Vice Chair, and the two Trustees-at-Large elected at the annual reorganization meeting of the Council.

The three president members of the Executive Committee shall be the Secretary, Treasurer, and one President-at-Large elected annually by the presidents.

The duties of the Executive Committee are as follows:

- a) Represent the Council in meetings with the Governor and other State officials. Courses of action and other recommendations developed through meetings with the Governor and other State officials shall be reported to the full Council at its next meeting;
- b) In the interim between meetings of the Council, the Executive Committee may implement (i) actions previously authorized by the Council, (ii) policies and positions previously adopted or endorsed by the Council, or (iii) emergent measures if deferral to the next scheduled meeting of the Council would be detrimental to the purposes or operation of the Council. Actions taken by the Executive Committee shall be reported to the Council by distribution of Executive Committee minutes prior to the next Council meeting;
- c) Review State budget recommendations developed by the Collaboration/Operations Committee and present for approval by the Council annual budget requests for State operating aid to community colleges;
- d) Review the annual funding formula developed by the Collaboration/ Operations Committee and present for approval by the Council a formula for allocation among the community colleges of annual appropriations made by the State to support community colleges;
- e) Review the annual capital budget recommendation developed by the Collaboration/Operations Committee and present for approval by the Council requests for State capital funding to community colleges;

- f) Review capital funding allocations recommended by the Collaboration/Operations Committee and present for approval by the Council recommendations for allocation among the community colleges of State capital funding;
- g) Review auditing and accounting standards and academic criteria for determining State support eligibility of courses offered by county colleges recommended by the Collaboration/Operations Committee and present for approval by the Council;
- h) Develop and recommend an annual Council operating budget for approval by the Council;
- i) May hear appeals of decisions made by all standing committees. Decisions by the Executive Committee in such matters are then final;
- j) Fix the time and place of regular meetings of the Council;
- k) Annually evaluate the performance of the Executive Director/President and provide the Council members with a synopsis of the evaluation, any recommended changes in the compensation or terms and conditions of employment of the Executive Director/President, and the basis for the recommendation.

The Executive Committee shall meet monthly except for the month of August. Special meetings of the Executive Committee may be called by the Chair or by two (2) members of the Executive Committee.

Section 2. Standing Committees

In addition to the Executive Committee, the Council shall have five (5) standing committees known as the State and Federal Policy Committee, the Collaboration/Operations Committee, the Learning Innovations Committee, the Economic Mobility Committee, and the Workforce Alignment Committee.

At the discretion of the Chair, the Council shall have one or more advisory committees to carry out the strategic priorities of the Council.

Each committee shall be co-chaired by a president and a trustee, at least one of whom should be an Executive Committee member. Each college will be offered membership on at least one committee. All Council members will be provided with a list of the Chair, Vice Chair and membership of all committees established by the Council. Chairs of committees shall normally be rotated at least every two years unless the Chair of the Council deems it in the best interest of the Council to extend the appointment of the current committee Chair. Committee meetings may be held by telephone or video conference if deemed appropriate.

Section 3. State and Federal Policy Committee

One of the co-chairs of the State and Federal Policy Committee shall be the Council Chair.

The duties of the State and Federal Policy Committee are as follows:

- a) Keep the Council informed of all legislative matters impacting community colleges, and shall propose legislation that will enhance the effectiveness and efficiency of community colleges; and
- b) Review all legislation affecting community colleges and recommend as appropriate a Council position of support, support with amendments, oppose, or monitor.

A meeting of the State and Federal Policy Committee may be called by the Chair, or by two (2) members of the State and Federal Policy Committee.

Members of the community college affinity groups will be consulted as necessary.

Section 4. Collaboration/Operations Committee

The duties of the Collaboration/Operations Committee are as follows:

- a) Review finance policy issues affecting community colleges including federal Perkins funding, state funding, county funding, and tuition policies and recommend, as appropriate, a Council position;
- b) Develop and recommend for adoption an annual budget request for State aid to community colleges. The recommendation will be for one-line item in the State Budget for State aid to community colleges. The Committee's recommendation will be forwarded to the Executive Committee for review and comment and then will be transmitted to the full Council for final action;
- c) Develop and recommend for adoption a formula for the allocation among the community colleges of annual appropriations made by the State to support community colleges. The Committee's recommended formula will be forwarded to the Executive Committee for review and comment and then will be transmitted to the full Council for final action;
- d) Develop and recommend for adoption auditing and accounting standards and academic criteria for determining state support eligibility of courses offered by county colleges.

- e) Review facilities policy issues affecting community colleges including Chapter 12 funding and higher education bond proposals;
- f) Develop and recommend the annual budget request for State capital funding to community colleges. The Committee's recommendation will be forwarded to the Executive Committee for review and comment and then will be transmitted to the full Council for final action; and
- g) Develop allocations among community colleges of capital funding provided by the State to support community colleges. The Committee's recommended allocation will be forwarded to the Executive Committee for review and comment and then will be transmitted to the full Council for final action.

A meeting of the Collaboration/Operations Committee may be called by the Chair, or by two (2) members of the Collaboration/Operations Committee.

Members of the community college affinity groups will be consulted as necessary.

Section 5. Learning Innovations Committee

The duties of the Learning Innovations Committee are as follows:

- a) Review academic policy issues affecting community colleges;
- b) As community colleges propose new associate degree and certificate programs and seek collegial advice from other community colleges, the Learning Innovations Committee shall encourage the sharing of information about these new program proposals among the 18 community colleges; and
- c) If there are objections to new program proposals, the Learning Innovations Committee will facilitate attempts to resolve these objections.

A meeting of the Learning Innovations Committee may be called by the Chair, or by two (2) members of the Learning Innovations Committee.

Members of the community college affinity groups will be consulted as necessary.

Section 6. Economic Mobility Committee

The duties of the Economic Mobility Committee are as follows:

- a) Serve as the primary committee focused on strengthening and broadening student success efforts to improve economic mobility for current and potential students;

- b) Guide council initiatives relating to student success and economic mobility; and
- c) Facilitate the sharing of economic mobility and student success solutions among the community colleges.

A meeting of the Economic Mobility Committee may be called by the Chair, or by two (2) members of the Economic Mobility Committee.

Members of the community college affinity groups will be consulted as necessary.

Section 7. Workforce Alignment Committee

The duties of the Workforce Alignment Committee are as follows:

- a) Serve as the primary committee focused on strengthening and broadening career pathways for students and to expanding industry partnerships to advance workforce alignment efforts.
- b) Guide council initiatives relating to workforce alignment.
- c) Facilitate the sharing of workforce alignment solutions among the community colleges.

A meeting of the Workforce Alignment Committee may be called by the Chair, or by two (2) members of the Workforce Alignment Committee.

Members of the community college affinity groups will be consulted as necessary.

ARTICLE VII – AFFINITY GROUPS

Affinity Groups, made up of functionally aligned staff from each of the community colleges, will meet on a regular basis to share information, to identify areas for collaboration, to support professional development, and to provide guidance to Council committees and Council staff on issues impacting community colleges.

ARTICLES VIII - COUNCIL MEETINGS

Section 1. Annual

The annual reorganization meeting of the Council shall be held between the third Monday in November and December 15 at a time and place determined by the Executive Committee.

Section 2. Regular

The Council shall meet at least quarter annually at a place and time to be determined by the Executive Committee.

Section 3. Special

Upon three (3) business days' notice, special meetings (i) may be called by the Chair or (ii) shall be called by the Chair at the written request by eight (8) members of the Council. Public advance notice of special meetings shall be given in the manner required by N.J.S.A. 10:4-8(d). A special meeting is a meeting not listed as a regular meeting in the annual organizational resolution. The agenda of the special meeting shall be limited to the items listed in the call of the meeting.

Section 4. Emergency

An emergency meeting may be called by the Chair or Executive Director/President with notice given as soon as possible following the calling of such meeting in the manner required by the Open Public Meetings Act, provided that three-quarters (3/4) of the members present at the meeting affirmatively vote to hold the meeting notwithstanding the failure to provide adequate notice. Emergency meetings shall be limited to discussion of and action upon matters of such urgency and importance that a delay for purpose of providing adequate notice would likely result in substantial harm to the public interest, and the resolution to hold the emergency meeting determines that the Council could not reasonably have foreseen the need for the meeting at a time when adequate notice could have been provided, or that the Council failed to provide adequate notice.

Section 5. Resolutions

Resolutions to be considered or acted upon, that are unrelated to a matter listed on the meeting agenda, should be made available to Council members no later than three (3) business days prior to the Council meeting except as otherwise provided in Section 6.

Section 6. Emergency Resolutions

Emergency resolutions may be considered at a regular meeting of the Council by a finding and simple majority vote of the members present at the Council meeting that (i) the matter is of such urgency and importance that a delay for the purpose of complying with Section 5 above would be likely to result in substantial harm to the public interest, and (ii) the Council could not reasonably have foreseen the need to consider the matter more than three business days prior to the Council meeting.

Section 7. Committee Reports

At the Council meetings, the agenda shall include a call by the Chair for reports from any standing committees desiring to present reports to the Council.

ARTICLE IX – PRESIDENTS MEETINGS

The New Jersey community college presidents will meet regularly and provide input on matters affecting the Council, Executive Committee, and all other committees.

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained in ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws, State law, or any special rules the Council may adopt.

ARTICLE XI - MEMBERSHIP DUES

For purposes of defraying the expenses of the Council, the community colleges shall pay the necessary expenses, and shall appropriate annually such sums for dues as may be assessed by the Council. At least sixty (30) days' advance written notice shall be given to each community college of the date of the meeting at which the assessment of membership dues will be voted upon. The assessment shall be made only upon a two-thirds (2/3) vote of the membership present at the meeting held pursuant to the thirty (30)-day advance notice. Dues shall be assessed upon a flat fee and a graduated scale according to the full-time equivalent enrollment of each community college.

ARTICLE X – INDEMNIFICATION

Whenever any claim is made or a civil action is brought against a member or officer of the Council for any act or omission arising out of and in the course of the performance of the duties as a member or officer of the Council, the Council shall defray all costs of defending against the claim or action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and the Council shall indemnify and save harmless and protect such person from any resulting financial loss, except that the foregoing indemnification shall exclude any claim, liability, or expense determined by a court of competent jurisdiction to have arisen from the willful misconduct or unethical conduct of the Council member or officer.

ARTICLE XII - AMENDMENTS

These bylaws may be amended at any regular meeting of the Council by a two-thirds (2/3) vote of the authorized voting membership. Amendments must be presented to the membership, in

printed form, ten (10) days in advance of the meeting at which the vote will be taken on the amendments.

May 3, 1988
September 20, 1993
December 7, 1994
June 12, 1996
February 10, 1997
January 13, 1998
September 30, 2002
June 21, 2007
November 22, 2010
February 27, 2012
November 17, 2014
March 7, 2018
June 15, 2020