



College Senate Meeting Minutes

January 28th, 2026

Video Link: <https://ctstate.edu/college-senate-videos>

Jump to [Contingency Meeting Minutes](#)

The CT State Senate meeting was held on January 28th, 2026, via Webex. The President being in the Chair and the executive committee being present.

Senator	Present	Senator	Present	Senator	Present	Senator	Present
Aster	yes	DiPietro	YES	Londono Diaz	YES	Selvaggio	YES
Bage	Yes	Fox	yes	Marcoux-Bowen	YES	Shabana	YES
Ballinger	Yes	Goulet	YES	McCann	YES	Solivan	YES
Bennett	YES	Grant	YES	Milewski	YES	Trzepacz	YES
Bettigole	YES	Guirand-Fleurimond	YES	Natoli	YES	Van Dermark	YES
Bryant	YES	Jones	yes	Pagano	absent	Vitale	YES
Byrd	YES	Kirby	Absent	Panicello	YES	Withnell	YES
Carroll	absent	Keiser	YES	Pitman	yes		
Cherry	YES	Kier	YES	Prior	YES		
Dawson	absent	LaRose	YES	Ricardo	yes		
Daniels	yes	Logan	YES	Seling	YES		

36 Senators in Attendance

3 Senators Absent

January agenda accepted.

December minutes was accepted with the correction of Chancellor Maduko’s name correction – a “K” instead of an “c”.

Senate President Update – Elle Van Dermark

The Senate President opened the meeting by welcoming members to the spring semester, acknowledging severe winter weather, and welcoming Christine Cherry as the new At-Large Senator from Gateway.

Reminders were provided regarding flexible agenda timing, encouragement of informal consultation outside quorum-based meetings, and clarification of FOIA applicability to meetings held with quorum or at the direction of Senate.

The Senate President reported coordination with committee chairs to identify Senate collaborations impacted by the departure of the Vice President of Human Resources. These concerns were shared with President Royal, and a meeting with the Interim Vice President of HR is being scheduled. Committee chairs were asked to report any additional gaps affecting Senate priorities.

Concerns were raised regarding current collaboration practices between College Senate and CT State Executive Council, including initiatives advancing at the system level while under Senate committee review and administrators engaging individual senators outside Senate processes. The President emphasized the need to reaffirm Senate's role in shared governance.

An update was provided on FOIA applicability. CSCU General Counsel confirmed that College Senate remains subject to FOIA requirements, despite Senate's advisory role. To provide additional clarification, CSCU General Counsel Karen Buffkin has been invited to attend the February Senate meeting. The meeting proceeded in compliance with FOIA, and the floor was opened for questions.

President Royal Update:

President Royal provided updates on several initiatives. The Strategic Planning Steering Committee will officially begin meeting this week to help guide the work and shape engagement opportunities planned for the college. The spring semester will focus on listening, discussing, and reflecting together across campuses. Feedback is critical, and the college will look at data along with people's lived experiences to better understand what's working and what needs attention. More communications will be shared about engagement opportunities, accessible digital surveys for students and employees, and campus events. The committee roster is available on the strategic planning website for transparency.

President Royal welcomed Ruth Spencer as interim Vice President of Human Resources, noting her depth of experience in higher education HR and labor relations from both community colleges and four-year schools. Spencer is both a social worker and a lawyer, which provides great balance for leading HR. Her leadership will provide stability and continuity for the semester, and the search for a permanent VP will start immediately with hopes of having someone in place by July 1st. Spencer will be full-time based out of the college office in New Britain and will meet with Senate leadership to ensure HR work continues to move forward. President Royal is also actively working on identifying an interim Vice President of Diversity, Equity and Inclusion, with an update anticipated within the next few weeks.

Regarding Danbury campus development, the college is in an exploratory phase for transitioning Danbury to branch campus status. Dr. Kamari Collins and the Danbury team are leading this work. A report will be submitted to the Chancellor outlining timeline and potential options. Danbury is currently listed as an instructional site with NECHE, and transitioning to full branch campus status will require additional steps with the accreditor and will likely take several years. Partnership discussions with

Westconn are exploring possibilities for shared space, as Danbury is experiencing rapid growth and is physically out of space. A meeting with the Danbury advisory committee is scheduled to provide updates and gather input before submitting the report.

Special Orders

Bylaws:

Amendment 1:

Proper notice being given, the following bylaws amendment was considered, and after further amendment read:

To amend the bylaws with the proviso that this amendment shall not go into effect until after the close of this meeting, by substituting for all of Article III. Section 2, the following substitution:

III. Section 2. *Duties of voting members (Senators)*. College Senators shall

III.2.A. Represent the needs and interests of all constituents of their respective home campus, as well as CT State Community College as a whole by preparing for and actively participating in College Senate meetings, committees, and subcommittees, gathering feedback from constituents and other senators on a timely basis, submitting business and agenda items stemming from home campuses and senate discussions, and meeting with and providing written and verbal reports to campus governance bodies and constituents.

III.2.B. Conform to the duties, conduct, and expectations spelled out in the current “Responsibilities and Expectations of Senators”, as printed and distributed with these Bylaws

III.2.C. Review and understand The Bylaws as well as any currently adopted Special Rules of Order, and Standing Rules, which govern the meetings and administrative aspects of College Senate business. The current Special Rules and Standing Rules are published with The Bylaws.

III.2.D. With the exception of Student Senators, all Voting members (Senators) shall serve on at least two committees, councils, or other services and no more than three committees, councils, or other services.

29 in Support



2 Oppose

2 Abstentions

Amendment 2.

Proper notice being given, the following bylaws amendment was considered:

To amend the Bylaws with the proviso that the changes shall not go into effect until after the close of this meeting, by substituting for Article III. Sections 4.B.(1), 4.B.1(a), and 4.B.(2) the following substitute:

III.4.B.(1) Further guidance on election processes shall be published in the Standing Rules of the College Senate.

31 In Favor

0 Oppose

1 Abstentions

Amendment 3:

Proper notice being given, the following bylaws amendment was considered:

To amend the Bylaws with the proviso that the changes shall not go into effect until after the close of this meeting, by substituting for Article III. Sections 4.B.(1), 4.B.1(a), and 4.B.(2) the following substitute:

III.4.B.(1) Further guidance on election processes shall be published in the Standing Rules of the College Senate.

To amend Article IV of the Bylaws by adding

These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the College Senate

to Paragraph 1.

32 In Favor

0 Oppose

1 Abstentions

Amendment 4:

Proper notice being given, the following bylaws amendment was considered:

To amend the Bylaws by substituting for Article IV, Sections 4.A. and 4.B. the following

IV.4.A. Officers may be removed at any time by a two-thirds majority vote of the College Senate and for just cause shown, following the procedures provided by the currently adopted parliamentary authority.

IV.4.B. In the event of an Executive Officer vacancy during a term, a special election shall be held by voting members of the College Senate at the next regular meeting, or a special meeting, called for that purpose, to fill the vacancy for the remainder of the original term, following the procedures provided in the Standing Rules.

31 In Favor

0 Oppose

2 Abstentions

Amendment 5:

Proper notice being given, the following bylaws amendment was considered:

To amend the Bylaws with the proviso that the changes shall not go into effect until after the close of this meeting, by substituting for Article IV. Sections 3.B, 3.C., 3.D. and 3.E. the following substitute:

IV.3.B. The Elections Committee shall run the elections according to the rules set forth for elections in the Standing Rules of the College Senate.

22 In Favor

5 Opposed

6 Abstentions



Amendment 6:

Proper notice being given, the following bylaws amendment was considered, and after further amendment read:

To amend the Bylaws with the proviso that the changes shall not go into effect until after the close of this meeting by substituting for Article V Meetings, the following substitute:

V. Meetings

V. Section 1. *Regular Meetings*. During the academic year, College Senate shall hold a regular meeting at least once per month, unless otherwise ordered by the College Senate or its Executive Council.

V. Section 2. *Quorum*. A quorum consists of a majority of elected members of the College Senate. Meetings are chaired by the President (or either Vice President in the President's absence). Student Senators are not counted in determining quorum.

V. Section 3. *Special Meetings*. Special meetings may be called by the College Senate President, and shall be called upon the written request of one-third of the total number of voting members of the Senate. The purpose of the meeting shall be stated in the written notice of the meeting, which shall be sent to all members at least three days before the meeting.

V. Section 4. *Electronic Meetings*. Except as otherwise provided in these bylaws, meetings of the College Senate may be conducted either in person or through the use of CT State-supported Internet meeting services designated by the President, that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or

permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the College Senate shall be subject to all rules adopted by the College Senate to govern them, which may include any reasonable limitations on, and requirements for, College Senate members' participation. Any such rules adopted by the College Senate shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the College Senate. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

V. Section 5. *Executive Session*. An executive session may be called by the Executive Council or by majority vote of the College Senate. Only elected Senators may attend and participate. The outcome of the executive session shall be reported in the minutes.

V. Section 6. *Agenda Items*. Information on the submission of agenda items shall be included in the Standing Rules, published with these Bylaws. Additionally, this information shall also be posted on the CT State website as well as current College Senate electronic depositories.

V. Section 7. *Additional meeting rules*. Any resolution that takes the form of a Special Rule of Order, or a Standing Rule shall be included in Special Rules and Standing Rules documents of the College Senate. Updated versions of these rules will be distributed to all College Senators and published on the CT State website as well as current College Senate electronic depositories.

28 In Favor

2 Opposed

3 Abstentions

The motion to suspend bylaws work and address other agenda items passed with:

28 In Favor

2 Opposed

3 Abstentions

Break 11:54- 12:04

Institutional Request & Presentations CT State Response to:

Provost Response to Senate Recommendation

Live Remote Camera Use

Provost Karen Hynick presented CT State's formal response to the Senate's recommendation on camera use in live remote (L-RON) courses. The administration affirmed the importance of meaningful student participation across all modalities and acknowledged ongoing challenges since the pandemic.

The administration supports continued discussion and emphasized that any expectations regarding camera use should be guided by an inclusive, clearly articulated college-wide policy developed collaboratively with stakeholders, including Senate. Such guidance may be incorporated into a new academic integrity policy or the CSCU Code of Student Conduct.

In the interim, the administration recommended collaborating with Senate and faculty leadership to develop syllabus language allowing instructors to clearly communicate engagement expectations while recognizing student conduct and equity considerations. Professional development and aligned training around classroom management were also supported.

Provost Hynick clarified that, in the absence of a college-wide policy, instructors may include camera expectations in their syllabi. Efforts are underway to develop more consistent language across L-RON courses to support student clarity. She also noted ongoing work to better inform students of course modality expectations at registration, though implementation is constrained by system limitations.

The Provost affirmed her office's commitment to partnering with the Council of Faculty on syllabus language and with Senate on related policy considerations. The Senate Chair noted alignment with prior Council of Faculty discussions on the importance of syllabus guidance.

Online Advisory Task Force Report

Provost Karen Hynick presented the Online Advisory Task Force report. The task force, comprised of 38 members, began work in January 2025 and met on a three-week cadence, resulting in 48 recommendations addressing CT State's post-pandemic approach to online education.

The Provost provided an overview of the current state of online education, noting CT State's move toward a more balanced academic portfolio, with a majority of courses now face-to-face while nearly half of offerings include fully online or mixed modalities. Recommendations were structured around the student experience continuum, beginning with orientation and registration.

Key recommendation areas included improving clarity and transparency around course modalities during registration; expanding orientation and preparatory resources for online learners; strengthening access to technology and learning spaces; expanding proctored testing options; enhancing academic support and advising services for online students; and ensuring consistent access to mental health and wellness services.

Additional recommendations addressed the potential development of a CT State virtual hub for centralized online programming and services; regular review of systems and technology, including the LMS; expanded inventory and marketing of fully online programs; improved online course scheduling to support student progression and faculty workload; evaluation of modality impacts on student success; and professional development and accessibility compliance in online teaching.

The Provost also noted that one recommendation from the task force directly informed the creation of an academic AI committee task force to address the use of artificial intelligence in instructional settings.

Campus Climate (HERI) Survey – 2026 Administration Overview

Dr. Madeline Perez De Jesus, Director of Campus Climate, presented an overview of the HERI Campus Climate Survey and the 2026 administration process. HERI is a nationally recognized UCLA-based instrument measuring belonging, inclusion, fairness, and institutional practices across faculty, staff, and students. CT State committed to two survey administrations (2024 and 2026) as part of a contracted investment approved by prior leadership.

Dr. Perez De Jesus reviewed lessons learned from the 2024 administration, including timing challenges, survey length, communication gaps, and trust concerns. She outlined improvements for 2026, including expanded stakeholder collaboration, the creation of a HERI Implementation Team (HIT), streamlined and multi-channel communications, campus champions, IT and privacy coordination, and enhanced outreach strategies.

The 2026 administration includes three survey waves: staff (launched January 7), faculty/adjuncts (launched January 20), and students (launching February 16). New elements include five optional open-ended questions to allow qualitative feedback and the ability for participants to skip identity-related questions. An IRB review was completed for the 2026 cycle.

Results timelines were shared, with staff and faculty survey windows closing February 13, student surveys closing March 6, qualitative analysis occurring May–June, and full results available summer 2026. Dr. Perez De Jesus emphasized the intent to use findings more transparently and broadly than in 2024, including informing strategic planning, accreditation, campus DEI planning, and trust-building efforts.

Senators asked questions regarding confidentiality, data analysis, survey design, and the placement of open-ended questions. Clarifications were provided regarding data disaggregation, HERI-managed quantitative analysis, internal qualitative analysis, and survey standardization limits.

Motion by Senator Witheld, To fix the time to which to adjourn to Friday, Feb 6 at 9:30 am and make the remaining pending motions related to bylaws amendments to the Special Order of the Day for that meeting. Motion was 2nd by Senator Logan.

25 in Favor

1 Oppose

3 Abstentions

Adjourned at 1:05 pm

Regards,

Bonnie L. Solivan

Bonnie L. Solivan

February 4, 2026

DRAFT



College Senate Meeting Minutes

February 6th, 2026

Contingency Meeting

Video Link: <https://ctstate.edu/college-senate-videos>

[Jump to January 28th Meeting Minutes](#)

The CT State Senate meeting was held on February 6th, 2026, via Webex. The President being in the Chair and the executive committee being present.

Senator	Present	Senator	Present	Senator	Present	Senator	Present
Aster	<i>absent</i>	DiPietro	YES	Londono Diaz	YES	Selvaggio	YES
Bage	YES	Fox	<i>absent</i>	Marcoux-Bowen	YES	Shabana	YES
Ballinger	YES	Goulet	YES	McCann	<i>absent</i>	Solivan	YES
Bennett	YES	Grant	YES	Milewski	<i>absent</i>	Trzepacz	YES
Bettigole	YES	Guirand-Fleurimond	YES	Natoli	YES	Van Dermark	YES
Bryant	YES	Jones	YES	Pagano	YES	Vitale	<i>absent</i>
Byrd	<i>absent</i>	Kirby	<i>absent</i>	Panicello	<i>absent</i>	Withnell	YES
Carroll	<i>absent</i>	Keiser	YES	Pitman	YES		
Cherry	<i>absent</i>	Kier	YES	Prior	YES		
Dawson	YES	LaRose	<i>absent</i>	Ricardo	<i>absent</i>		
Daniels	<i>absent</i>	Logan	YES	Seling	<i>absent</i>		

25 Senators in Attendance

13 Senators Absent

Amendment 7:

Proper notice being given, the following bylaws amendment was considered, and after further amendment read:

To amend the Bylaws with the proviso that the changes shall not go into effect until after the close of this meeting by substituting for Article VII., the following

Article VII. Committees

VII. Section 1. Standing Councils and Committees. The Standing Councils and Committees of the College Senate shall include

VII.1.A. Council of Faculty. This council focuses on academic affairs, course, and classroom issues, consults and advises the CT State Provost, and responds to issues raised by faculty. It is composed of the elected Faculty Senators (one from each campus).

VII.1.B. Council of Staff on Student Services and Affairs. This council focuses on student services, experiences, and resources, advises on policies and practices impacting student experiences outside the classroom, meets regularly with the CT State Provost and VP of Enrollment Management. This council is composed of the elected Professional Staff Senators (one from each campus).

VII.1.C. Administration, Human Resources, and Staffing Committee. This committee focuses on policies and procedures surrounding fair, effective hiring practices and administrative HR issues and partners with the CT State VP of Human Resources.

VII.1.D. Finance Committee. This committee advises the College Senate on budget and resource allocation at CT State, promotes fiscal transparency, and partners with the CT State Chief Financial Officer.

VII.1.E. Elections Committee. This committee manages the rotation of Senators and election of officers as mandated by the charge, bylaws, and standing rules. An individual that decides to run for Executive Council currently serving on the Elections Committee, must cease participation in Elections Committee prior to elections being held.

VII.1.F. Course Planning and Management Committee. Course Planning and Management is charged with examining course scheduling and enrollment practices across all CT State campuses utilizing data-driven frameworks and best practices to enrollment planning to ensure registration and scheduling processes are equitable, student-centered, transparent, and responsive to student and campus needs.

VII. 1. G. The Bylaws Committee. This committee shall review the Senate Bylaws and governing documentation bi-annually and provide on-boarding support for new members about the Bylaws and other governing documentation.

VII. 1. H. The Bookstore Committee. This committee shall review, engage and collaborate with CT State liaison on Bookstore RFPs, contracts, and bookstore processes impacting the student and faculty experience.

VII. Section 2. Special Committees. The College Senate shall, as necessary, create special committees to review specific matters and make recommendations to the College Senate.

VII. Section 3. Committee Rules. Rules related to the administration, appointment, reporting, etc. that are not established in the resolutions which create any committee shall be published in the Standing Rules of the College Senate.

There being no objections, changes have been accepted.

Conforming Resolution 1:

Proper notice being given, the following conforming resolution was considered, and after further amendment read:

To adopt the following Special Rules of Order, to be published and distributed along with the Bylaws and Standing Rules of the College Senate.

Special Rules of Order

Purpose: These Special Rules of Order relate to parliamentary procedure and supersede the parliamentary authority adopted in the bylaws where applicable.

I. Order of Business

The standard order of business for the College Senate shall follow the order below, or an order suggested by the executive council, unless a different order of business for a meeting is adopted by a 2/3 vote:

- a. Adoption of the Agenda
- b. Approval of the Minutes
- c. Reports of Officers, Councils, and Standing Committees
- d. Reports of Special Committees
- e. Special Orders
- f. Unfinished Business and General Orders (in the order they were created)
- g. New Business (in the order in which requests were received)
- h. Institutional Requests & Presentations (taken up earlier if set for a specific hour)

II. Voting Procedures

- a. In keeping with Chapter 14 of the CT General Statutes, with the exception of elections or any other ballot vote, all non-procedural votes that do not employ the unanimous consent process will be considered *recorded votes*. Each College Senator's vote will be captured electronically or announced by the chair when announcing the "ayes" and "noes", and recorded in the minutes.
- b. Except for elections or other ballot votes, the presiding officer shall vote last.
- c. For electronic voting, except for secret ballots:
 - i. The voting system must clearly identify how each Senator voted
 - ii. The voting record must be preserved and included in the official minutes
 - iii. Technical issues with the voting system and individual connections shall be addressed immediately, and if necessary, voting will revert to roll call.

- d. For motions on which unanimous consent without a formal vote is sought and enacted, the record of official voting will note that there were “no objections to the use of unanimous consent by the College Senators present in the meeting”.

I. Adoption or Amendment of Special Rules of Order

Additional Special Rules of Order may be added by the College Senate as needed to address specific parliamentary needs or that deviate from the adopted parliamentary authority. Adoption or Amendment of Special Rules of Order requires either (a) previous notice and a two-thirds vote or (b) a vote of the majority of the entire membership without notice.

[Insert result of vote].

Conforming Resolution 2:

Proper notice having been given, the conforming resolution amending the Standing Rules of the College Senate was considered. After further amendment, Senator Ballinger moved to Suspend the Rules in order to adopt what was considered and up to that point in meeting. The motion passed with unanimous consent, and the following motion was adopted:

To amend the Standing Rules of the College Senate by substituting the following set of Standing Rules, and to authorize the Bylaws Committee to renumber, correct typos, format, and maintain an up-to-date document that contains all the Bylaws, Special Rules, and Standing Rules of the CT State College Senate for distribution.

Standing Rules of the CT State College Senate

I. Purpose

Standing Rules relate to the details of administration of the College Senate rather than to parliamentary procedure. Unless otherwise stated in the rule, these rules may be adopted or changed by a majority vote of the College Senate.

The standing rules are published below by category. Each rule is printed with the date it was passed in brackets at the end [Month day, Year].

II. Responsibilities and Expectations of CT State College Senators [May 23, 2025]

Purpose

These Responsibilities and Expectations govern the conduct of College Senators and guest presenters during College Senate proceedings and related activities of senators outside of Senate meetings. They are intended to promote a productive and respectful environment for College Senate business.

Notes:

1. Any guidelines provided herein that are a direct reflection of those contained in either federal or state law (e.g. FERPA, FOIA, etc.), are neither rescindable nor able to be suspended at any time.

a. Student Privacy and Confidentiality

- i. All College Senators and guest presenters shall abide by the Family Educational Rights and Privacy Act (FERPA) guidelines at all times.
- ii. College Senators and guests shall maintain students' right to privacy in all College Senate discussions, documentation, and communications.
- iii. No personally identifiable student information shall be shared without proper authorization as defined by FERPA.

b. Meeting Conduct

The College Senate shall maintain an environment that fosters civility, open dialogue, and meaningful discourse.

- i. All participants in College Senate meetings shall:
 1. Demonstrate mutual respect, courtesy, and integrity
 2. Address remarks to the Chair rather than directly to other Senators
 3. Refrain from interrupting speakers who have the floor
 4. Limit remarks to the merits of the matter under discussion
 5. Avoid personal attacks or questioning the motives of other Senators
- ii. College Senators and guest presenters shall not be subject to intimidation or retaliation by anyone for:
 1. Voicing concerns
 2. Expressing opinions that differ from the prevailing sentiment
 3. Voting according to their conscience and constituency interests

b. Professional Standards

- i. College Senators and guest presenters shall maintain a high level of professionalism in their conduct. College Senators shall:
 1. Arrive prepared for meetings by having read all meeting materials provided ahead of time, researching topics to be discussed, and discussing/soliciting input from all constituents
 2. Participate constructively in discussions
 3. Submit materials in a timely manner
 4. Follow through on commitments made to the College Senate
- ii. Senators and guest presenters shall refrain from:
 1. Impolite actions or language
 2. Demonstrations of disregard for the concerns and/or rights of others
 3. Disruptive behavior that impedes College Senate proceedings

c. Trust and Integrity

- i. College Senators shall act in accordance with the trust placed in them by their constituents and fellow College Senators.
 - ii. College Senators shall conduct themselves with honesty and good faith at all times.
 - iii. College Senators shall uphold the core values of CT State Community College in their College Senate-related activities.
 - d. Confidentiality of Deliberations
 - i. College Senators shall not share candid remarks made during discussions without the maker’s knowledge and consent.
 - e. Enforcement
 - i. The presiding officer shall have the authority to enforce these Responsibilities and Expectations during meetings.
 - ii. Repeated or severe violations of these Responsibilities and Expectations may be addressed through appropriate disciplinary procedures as determined by the College Senate including censure, suspension, and potential removal from the Senate as set forth in Article III, Section 5 of the College Senate Bylaws, and procedures addressed in the adopted parliamentary authority.
 - f. Amendment of Responsibilities and Expectations of CT State College Senators
 - i. These Responsibilities and Expectations may be amended by a majority vote of the College Senate, provided notice of the proposed amendment has been given in the call of the meeting.
- I. Meetings
 - a. Proxy voting shall not be allowed [Feb 24, 2023]
 - b. All meetings shall be recorded [Feb 24, 2023]
 - c. Regular meetings of the College Senate shall begin at 9:30 AM.
 - d. Meetings shall be scheduled to conclude within three and a half hours, unless extended by majority vote.
 - e. If a regular monthly meeting is unable to complete the order of business, the senate may set a time and date for an adjourned meeting to complete business prior to the next regular meeting.
 - f. Attendance and Participation
 - g. Guests may attend as non-participating members of College Senate meetings unless called upon by the presiding officer to present.
 - h. Guest presenters may request or be requested to present at the College Senate meeting for a scheduled agenda item.
- I. Agenda Preparation and Distribution

- a. Agenda items shall be submitted by College Senators via the CT State Senate agenda item submission form no later than 10 (ten) calendar days prior to all regular meetings. The agenda shall be prepared by the Executive Council. An agenda item may be withdrawn by the petitioner at any time before the meeting agenda is approved by the College Senate at the regular meeting.
- b. Requests for agenda items from campus faculty, staff, and management shall be submitted to one or more of the campus College Senators.
- c. CT State employees not affiliated with a campus shall submit requests for agenda items to College Senators not affiliated with a campus.
- d. CT State and CSCU Executive Leadership shall submit agenda items directly to a member of the Senate Executive Council.
- e. The agenda and initial supporting materials shall be distributed to all Senators as one complete document, including the text of all reports and proposed motions being presented at least three business days before the meeting.

II. Senate Resolutions

- a. In accordance with the Bylaws, any resolution that takes the form of a Special Rule of Order, or a Standing Rule shall be included in Special Rules and Standing Rules documents of the College Senate, and updated versions of these rules will be distributed to all College Senators and published on the College Senate shared governance webpage.

III. Communications

- a. The College Senate President shall provide monthly communication to the college community through the CT State announcement.
- b. Dialog and information sharing between meetings shall take place using the College Senate adopted electronic depositories (e.g. Microsoft Teams).
- c. Official communications from the Senate shall be distributed via institutional email as well as adopted electronic depositories.
- d. Final Meeting minutes shall be submitted for posting to the Senate's webpage within five business days after approval.
- e. Senators are responsible for regularly checking their institutional email and relevant electronic depositories (e.g. Teams or Sharepoint) for Senate communications.

I. Committees

- a. Standing and Special Committees shall
 - i. meet regularly, post agendas a reasonable time in advance, and maintain detailed summary minutes;
 - ii. make all formal actions available to the campus community in a timely manner.

- iii. In the event of a dispute between committees, the Chairs of each affected body shall meet promptly to resolve the matter. The matter shall be sent to the Executive Council for review and resolution if a resolution is not met.

II. Committee Reports

- a. Committee chairs shall provide written reports to the College Senate. [Jan 26, 2024]
- b. Councils and Standing Committees shall submit written reports to the Executive Council at least three business days before the meeting to be included in meeting packets.
- c. Reports requiring Senate action shall clearly state the proposed motion at the end of the report.

Motion by Sen. Ballinger to suspend the rules and adopt all the above. 2nd by Sen. Prior.

Adopted with no objections, all the changes made this far.

11:58 – loss of quorum

We will resume this work with notice being given.

Unfinished Business – to be followed up on by the President of the Senate.

- Sen. Guirand-Fleurimond,
- Sen. Trzepacz,
- Sen. Bage

12:00 adjourned

Regards,

Bonnie L. Solivan

Bonnie L. Solivan

February 11, 2026