

Spoon River College
College Senate Bylaws

January 24, 2014

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Spoon River College

College Senate Bylaws

Preamble

As the ultimate policy-making body in the college, the Board of Trustees delegates to the Spoon River College (SRC) College Senate authority and responsibility as delineated in these bylaws. These bylaws shall be a stand-alone document not included in the Policies and Procedures Manual. They cannot be changed except as delineated in Article VIII.

Article I

Name

The name of this organization will be the SRC College Senate. The College Senate will have three components. They are the senate, the three standing committees, and an executive committee.

Article II

Objectives And Powers

- A. The objectives and powers of the College Senate will be:
 - 1. To provide a structure through which representatives of all segments of the internal college community may come together to participate in institutional decision-making.
 - 2. To organize forums where matters of concern to the college community may be discussed.
 - 3. To oversee the standing committees of the College Senate and to recommend to the college president policies resulting from these activities.
 - 4. To review periodically the responsibilities and functions of the College Senate.
 - 5. To approve any changes made to the standing committees, the executive committee, and the senate.

- B. The pattern of authority and responsibility of the College Senate will be:
 - 1. Each standing committee of the College Senate has original jurisdiction over its area of purview as stated in Article III.
 - 2. The College Senate has the authority to insure that the responsibilities are carried out in accordance with these bylaws.
 - 3. In all matters of internal functioning not covered by these ByLaws, the Committees will be governed by Robert's Rules of Order: Revised.

Article III

Committee Structure and Function

Section 1 – Standing Committees

The three standing committees of the College Senate will be Curriculum, Instructional Resources, and Student and Academic Affairs.

Section 2 – Standing Committee Membership

A. Curriculum Committee, Instructional Resources Committee, and Student and Academic Affairs Committee Composition

1. The Curriculum Committee, Instructional Resources Committee, and Student and Academic Affairs Committee will consist of four faculty (two from each division), two administrators, one member of the professional support staff, and one member of the classified personnel association, and one student. In other words:

- 4 faculty (2 per division)
- 2 administrators
- 1 students (will not count toward quorum)
- 1 professional support
- 1 classified
- 9 Total (see section 2B of this article)

2. The appropriate administrator or organization chair will notify the College Senate chair of all representatives to the College Senate.

B. Individuals extended to the third-year terms as covered in Article III, Section 12, will not be counted in the above totals. The total membership of an individual committee may vary between nine (9) and (11) eleven during these years.

Section 3 – Officers of Standing Committees

The officers of the three standing committees will include a chair, vice-chair, and secretary.

Section 4 – Duties of the Standing Committee Officers

1. Chair

The chair of each standing committee will

- be a faculty member,
- preside at all meetings of the standing committee,
- call for agenda items a minimum of three working days prior to meetings,
- prepare and distribute agenda to all college faculty and staff via e-mail a minimum of 24 hours prior to meeting,
- Save a copy of the agenda in the appropriate committee agenda folder for the appropriate year on the network shared drive,
- appoint ad hoc committees when necessary,
- serve no more than two consecutive terms.

2. Vice-Chair

The vice-chair of the standing committee will

- be a faculty member,
- serve as presiding officer in the absence of the chair,
- have voting rights on the Senate and Executive Committee when serving in the capacity of chair,
- assist the chair in preparing and distributing agenda, and
- assist the chair in procedural matters concerning the standing committee.

3. Secretary

The secretary of the standing committee will

- keep and distribute standing committee minutes to all college staff via e-mail,
- post and distribute all standing committee action items to all college staff utilizing the College Senate bulletin format via e-mail, as outlined in Article VI, Sec. 1, C, a minimum of six working days prior to the Senate meeting,
- handle all official correspondence of the standing committee, and
- Save a copy of the minutes in the appropriate Committee Minutes folder for the appropriate year on the network shared drive.

Section 5 – Standing Committee Elections

- A. The vice chair of the Senate will convene a meeting of all faculty members no later than April 1 of each academic year to elect faculty members for upcoming standing committee vacancies. Candidates will be nominated from the floor for each committee vacancy during this meeting. All new members will be elected by a majority vote.
- B. The college president will appoint or convene an election for administrators to fill upcoming standing committee vacancies no later than April 1 of each academic year.
- C. The chairs of the Professional Support Staff and Classified Personnel Association will convene a meeting of their constituencies as needed no later than April 1 of each academic year to elect members for upcoming standing committee vacancies. Candidates will be nominated from the floor for each committee vacancy during the meeting. All new members will be elected by a majority vote.
- D. The Dean of Student Services will convene a meeting of the Student Government Associations (Canton & Macomb) no later than September 15 of each new academic year to elect students to each standing committee. The Dean of Student Services, or an invited Senate representative, will explain the College Senate and the students' role therein at this meeting and prior to the election. Candidates will be nominated from the floor for each committee at this meeting. All new members will be elected by a majority vote.
- E. The Dean of Student Services will notify the Senate chair of the results of the above elections or appointments no later than three days following the meeting.

Section 6 – Standing Committee Officer Elections

Each standing committee chair will appoint an administrative member of the committee to convene a special meeting of the incoming and continuing members of each committee no later than April 15 to elect officers for the next academic year. Candidates will be nominated from the floor during this meeting. All officers will be elected by majority vote.

Section 7 – Taking Office

All officers of standing committees will take office at the first meeting of the next academic year and will serve for a period of one year.

Section 8 – Standing Committee Senate Representatives

Each committee will elect its representatives to the Senate at the same meeting it elects its officers for the upcoming year. This election will be conducted under the procedures in Section 6 above. Elective members shall be chosen by the committee members on odd or even years, with the terms of all representatives except students staggered for continuity, as indicated below. An odd or even year is determined by the academic year. (For example, 2009-2010 will be an odd academic year.) All elected senate members will serve for a two-year term, except for students who will serve for a one-year term.

- A. Student and Academic Affairs
 - One 1 faculty (odd year)
 - One 1 administrator (even year)
- B. Curriculum Committee
 - One 1 faculty (even year)
 - One 1 administrator (odd year)
- C. Instructional Resources
 - One 1 faculty (odd year)
 - One 1 administrator (even year)
- D. The Professional Support Staff and Classified Personnel Association will each elect one at-large member to the Senate at the same meeting it elects representatives to the standing committees.

Section 9 – Standing Committee Senate Representative Recall

The three standing committees have the right to recall or unseat their representatives to the Senate. Any elected Senate member may be recalled by a two-thirds vote of the electing committee. The Senate may recommend to the electing committee that such action for recall be initiated. Automatic recall will be initiated if a Senate member misses more than 60 percent of Senate meetings for an academic year.

Section 10 – Standing Committee Functions

- A. Curriculum
 - 1 To address the educational policies governing the academic programs/curricula of the college and to recommend new policies or changes as needed.
 - 2 To review new curricula, academic programs and courses, and make recommendations to the Senate.
 - 3 To review and evaluate existing curricula, programs and courses, and make recommendations to the Senate.
 - 4 To review and evaluate the numbers, descriptions, credit hours, and prerequisites of courses that can be applied toward transfer or occupational degrees or certificates. Courses that cannot be applied toward transfer, occupational degrees or certificates will be reported to the Curriculum Committee for informational purposes.

- 5 To develop and review guidelines, procedures, and formats for submission of various curricular items for review: new programs, courses, programs and course changes, and program review.

B. Instructional Resources

1. To help ensure that the instructional resources of the college are aligned with the mission of the college.
2. To make recommendations concerning resources that will enhance instructional objectives (for example, equipment used to enhance instruction, resources in the Learning Resource Center, uses of new technology, etc.).
3. To identify and review needs in the area of faculty development and to recommend programs that encourage professional growth (for example, Professional Development Day, instructional development activities, etc.).
4. To address issues relevant to the accomplishment of instructional objectives and to designate pertinent tasks to temporary subcommittees (for example, sabbatical recommendations, instructor evaluations, etc.).
5. To actively seek input from the college community on issues related to instructional services and resources.
6. To approve Faculty Professional Development requests.

C. Student and Academic Affairs

- 1 To develop policies, review policies, and consider proposals pertaining to academic standards (for example, student withdrawal, attendance, honesty, grades, academic appeal procedures, and graduation requirements).
- 2 To develop policies, review policies, and consider proposals pertaining to criteria for admissions to career and transfer curricula, evaluation of transfer credit, and the awarding of honors.
- 3 To act as a board of review for petitions by students requesting grade changes after four semesters have lapsed since the assignment of the original grade.
- 4 To develop policies, review policies, and consider proposals pertaining to student issues (for example, student discipline, nonacademic grievance procedures, and authorization of student organizations).
- 5 To review and recommend to the Senate the annual academic calendar.
- 6 To review and recommend policies for allocation of scholarship funds, taking into consideration the impact of grants-in-aid and long-term loan funds. The Spoon River College Scholarship Committee is a subcommittee of the Student and Academic Affairs Committee.

Section 11 – Designation of Length of Terms

All committee members will serve two-year terms (except students who will serve one year) that will be staggered at the time of the constituency selections. It is to be understood that selection to the Senate may extend the term of a committee member to three years. When this occurs, this person will be counted additionally from the regular committee membership.

Section 12 – Standing Committee Member Recall

- A. Any member of a standing committee may be recalled by a two-thirds vote of the standing committee or the electing body.

- B. Automatic recall will be initiated if a standing committee member misses more than 60 percent of the meetings for an academic year
- C. Any vacancy on a standing committee may be filled by a temporary appointment of a member of the constituency from which the vacancy occurred. The appointment will be in effect until the next regular committee election and will be made by the Senate chair.

Section 13-- Assessment Committee

The Spoon River College Assessment Committee will operate according to its own bylaws. The Chair of the Assessment Committee or the Chair’s designee will attend each College Senate meeting and provide a report from the Committee.

**Article IV
The Senate**

Section 1 – Membership

- A. The Senate will have two classifications of membership, ex-officio and elective. All members will be entitled to one vote on all matters and will have equivalent rights and privileges within the Senate. All elected Senate members will serve for a two-year term except students who will serve for a one-year term.

Ex-Officio Members (10)

- Chair of Senate
- President of college
- Chair (or designee) of Spoon River College Faculty Association
- Chair (or designee) of Professional Support Staff
- Chair (or designee) of Classified Personnel Association
- President (or designee) of Student Government Association (Canton)
- President (or designee) of Student Government Association (Macomb)
- Chair of Student and Academic Affairs Committee
- Chair of Curriculum Committee
- Chair of Instructional Resources Committee

Elective Members (8)

- 1 faculty member from each standing committee (3)
- 1 administrator from each standing committee (3)
- 1 at-large Classified Personnel Association member
- 1 at-large Professional Support Staff member

Section 2 – Senate Recall of At-Large Members

Any at-large member of the Senate may be recalled by a two-thirds vote of the Senate or the electing body.

Section 3 – Senate Vacancy

Any vacancy on the Senate may be filled by a temporary appointment of a member of the constituency from which the vacancy occurred. The appointment will be in effect until the next regular committee election and will be made by the Senate chair.

Section 4 – Officer Elections

The officers of the Senate will include a chair, vice-chair, secretary, and parliamentarian.

- A. A nominating committee will be elected from the floor of the Senate during the March meeting to develop the slate of candidates for officers of the Senate. The vice-chair will be an ex-officio member of the nominating committee and will call the first meeting.
- B. After the regular April/May Senate meeting, a special meeting of the incoming Senate members will be held to conduct the election of officers. The president of the college or his/her designee will conduct the election of new officers. Nominations will be accepted from the floor. The elections will be conducted by secret ballot of the incoming Senate membership, and offices must be filled by majority vote.

Section 5 – Terms of Office

All Senate officers will take office at the first meeting of the following academic year and serve for a period of one year.

Section 6 – Senate Officer Recall

- A. Any Senate officer may be recalled by a two-thirds vote of the Senate.
- B. Automatic recall will be initiated if the officer misses more than 60 percent of the meetings for an academic year.

Section 7 – Vacancy of Officers

In case of a vacancy in any office other than chair, the vacancy will be filled by majority vote of the Senate. In the event of a vacancy in the office of chair, the vice-chair will fill the vacancy.

Section 8 – Duties of Senate Officers

A. Chair

The chair of the Senate will

- be a faculty member
- preside at all meetings of the Senate,
- prepare the agenda for all Senate meetings and distribute the agenda via e-mail to all college faculty and staff a minimum of 24 hours prior to meeting,
- inform the college community of any appeals to bulletin items,
- appoint ad hoc committees of the Senate when necessary,
- will assure that all Standing Committees have complied with the April 15 deadline to elect officers and Senate representatives as per Article III, Section 6 and 8,

- will provide Standing Committee and Senate Chair and Secretary names to the Network Administrator for access to the appropriate folders on the network shared drive.

B. Vice-Chair

The vice-chair of the Senate will

- be a faculty member,
- serve as presiding officer in the absence of the chair,
- be chair elect and will succeed to the chair in the following year,
- serve as an ex-officio member of the nominating committee and convene its first meeting,
- convene a meeting of all faculty members to elect upcoming standing committee vacancies, and
- will assure and validate to the Senate Chair that all Faculty, Professional Support, Classified Staff, and College President have convened meetings and elected/appointed members to each Standing Committee by April 1 and will do the same for the Director of Student Activities by September 15 of the new academic year as indicated in Article III, section 5.

C. Secretary

The secretary of the Senate will

- assist the chair in the preparation, distribution, and posting of the Senate agenda,
- keep the minutes of all Senate meetings,
- handle all official correspondence of the Senate,
- distribute minutes to all college staff via e-mail,
- secure the appropriate signatures on the Routing Form for each Senate action item, and, when necessary, route a copy of the Bulletin and all relevant attached documents to the Director of Human Resources for inclusion in the Policies and Procedures Manual.
- maintain a physical master file of Senate minutes, College Senate Bulletins with attached relevant documents as well as signed routing forms and forward such file to the Spoon River College Library at the end of each academic year to be maintained by the Director of the Library.
- Save a copy of the College Senate minutes and Bulletins with relevant attached documents to the Senate minutes folder for the appropriate year on the network shared drive.

D. Parliamentarian

The parliamentarian will advise the Senate Chair on matters pertaining to parliamentary procedure at meetings.

Section 9 – Implementation Responsibilities

For all action items receiving dual concurrence, the following implementation responsibilities are established:

- A. The secretary of the Senate and the Director of the Library will maintain a complete file of all standing committee minutes and the Senate minutes.

- B. The outgoing Senate chair and the secretaries of the Senate and of the standing committees will forward all pertinent files to the incoming Senate chair and secretary no later than the first week of the fall semester.
- C. The appropriate administrator will assure that all action items that received dual concurrence are recorded in the necessary college documents.

Article V Executive Committee

Section 1 – Membership

The executive committee shall consist of:

- Chair of the Senate
- President of the college
- President of the Student Government Association - Canton
- Chairs of the three standing committees
- Secretary of Senate
- Chair of the Classified Personnel Association
- Chair of the Professional Support Staff

Section 2 – Authority and Responsibility

The Executive Committee may act in the name of the Senate and/or standing committees only during the summer and during emergency situations.

Article VI Processing of Action Items

Section 1 – Processing of Agenda Items Through Standing Committees

Any member of the college community may submit items to be placed on a committee's agenda.

1. Committee chairs should be consulted regarding format and guidelines for submission.
 2. A call for agenda items must be distributed a minimum of three (3) days prior to committee meetings.
 - a. Committee agendas must be posted a minimum of 24 hours prior to committee meetings.
 - b. Functional and minor items may be processed without advanced posting at the discretion of the committee.
- A. All nonprocedural committee actions must be posted in accordance with C 1 of this article a minimum of six (6) working days before the next scheduled Senate meeting before action may be taken on the item.
- B. Any member of the college community may file a written appeal to the committee's decision during the six-day posting period, but a minimum of three (3) working days before the next scheduled Senate meeting.
1. The written appeal must be accompanied by rationale and submitted through a member of the Senate.

- C. All standing committee action items must be posted for a minimum of six (6) working days before the next scheduled Senate meeting. Each standing committee secretary will be responsible for
1. transferring the action items to the Senate bulletin format with attached relevant documents, and completing the Routing Form through II,
 2. distributing bulletins of all action items via e-mail to every member of the college community, and
 3. providing an electronic copy of each bulletin, along with the committee minutes, to the Senate Chair and Senate Secretary for inclusion in the Senate agenda,
 4. Saving a copy of the minutes in the appropriate Committee Minutes folder for the appropriate year on the network shared drive.

Section 2 – Processing Nonappealed Standing Committee Action Items

- A. All action items will be placed on the Senate meeting agenda.
- A member of the originating standing committee will present each action item that comes before the College Senate including a rationale.
- B. All action items will be acted upon at the Senate meeting.
- C. All action items will become policy upon dual concurrence.

Section 3 – Processing Appealed Standing Committee Action Items

- A. All nonprocedural committee actions must be posted in accordance with Section 1, C of this article a minimum of six (6) working days before the next scheduled Senate meeting before action may be taken on the item.
- B. Any member of the college community may file a written appeal to the committee's decision during the six-day posting period, but a minimum of three (3) working days before the next scheduled Senate meeting.
1. The written appeal must be accompanied by rationale and submitted through a member of the Senate.
 2. The member of the Senate must distribute the appeal to the all members of college community via e-mail within one working day after receiving the appeal.
- C. A member of the originating standing committee will present the original action item including a rationale before the Appeal is heard.
- D. The appeal will be heard and voted upon the floor of the next Senate meeting.
- E. The results of action on an appeal may be as follows:
1. Support the appeal by:
 - a. Returning the action item to the originating standing committee with recommendations.
 - b. Act upon the action item, modifying it to incorporate agreed upon elements of the appeal.
 - c. Completely support the appeal, thereby defeating the action.

2. Deny the appeal
 - a. This action is followed by consideration of the original action item.

Section 4 – Dual Concurrence

All nonprocedural Senate actions must obtain dual concurrence. Dual concurrence will be understood to mean a majority affirming vote of the Senate and the agreement of the college president. The Senate chair or designee will complete the Action Item Routing Form (see Appendix B) within ten (10) working days and forward to the Senate secretary for the permanent records. All Action items requiring inclusion in the Policies and Procedures Manual will be forwarded to the Director of Human Resources.

Section 5 – Processing Committee Actions Without Dual Concurrence

If dual concurrence is not obtained after the action of the Senate, final resolution will be obtained in one of the following ways:

- A. The action item will be returned to the Senate for reevaluation and discussion with the college president.
 1. The Senate may address the issue and call for a vote, or
 2. The Senate may send the action item back to the originating or other appropriate committee for additional review and action. The committee may
 - a. table the item,
 - b. revise the action item and submit the new item to the Senate, or
 - c. resubmit the same action item to the Senate.
- B. If a resolution has not been reached following the process delineated in A above, the chair of the Senate will appoint three members (the chair of the originating committee and two nonoriginating committee members) to work with the college president to draft a mutually agreed upon resolution. This resolution will be presented to the Senate for action.

Article VII Meetings and Agendas

Section 1 – Meetings

The Senate will meet at least seven times each year. The regular Senate meetings will be held during September, October, November, December/January, February, March, and April/May. The time and place will be determined by the membership. Additional meetings may be called at the discretion of the Senate chair or upon request of fifteen (15) percent of the membership, providing that members will be notified at least three working days in advance of the meeting and informed of the matters to be considered.

Section 2 – Senate Agenda

The Senate will include action items submitted by the standing committees. The Senate may accept non-agenda items by majority vote of members present. Functional and minor items may be

processed without advance notice at the discretion of the Senate. Agendas will be distributed at least three working days in advance of all regularly scheduled meetings.

Section 3 – Participation in Senate Meeting

Meetings of the Senate will be open to all members of the college community who will also have the right to speak upon recognition by the chair. Only Senate members may vote or make motions.

Section 4 – Senate Quorums

A quorum for Senate meetings will consist of 50 percent of the members of the Senate. Student members will not count for quorum.

Section 5 – Senate Continuity

The existing Senate will be responsible for all items of business and will continue until the new Senate members take office at the first scheduled meeting of the fall semester.

Section 6 – Parliamentary Procedures

In all matters of internal functioning not covered by these Bylaws, the Senate will be governed by Robert's Rules of Order: Revised.

Article VIII Amendments and Revision

Section 1 – Amendment Proposals

Amendments to the Bylaws for the Senate may be proposed by any member of the Senate.

Section 2 – Amendment Proposed Distribution

The secretary of the Senate will duplicate the proposal or petition and distribute it in the same manner as provided for minutes and agenda at least three calendar weeks prior to the meeting of the Senate at which the amendment will be considered.

Section 3 – Bylaws Revision

If the number or extent of changes contemplated is such as to make the procedures of revision more appropriate than amendment, a decision to revise may be effected by a two-thirds majority vote of the Senate at any duly constituted meeting.

Section 4 – Bylaws Revision Ad Hoc Committee

When a decision to revise has been taken, the Senate will elect an ad hoc committee consisting of three faculty members, one student, three administrators, one professional support staff, and one classified staff, to be charged with the responsibility for receiving and considering all

recommendations and distribute them in the same manner as provided for minutes and agendas at least three weeks prior to the date on which action is taken.

Section 5 – Bylaws Revision Approval

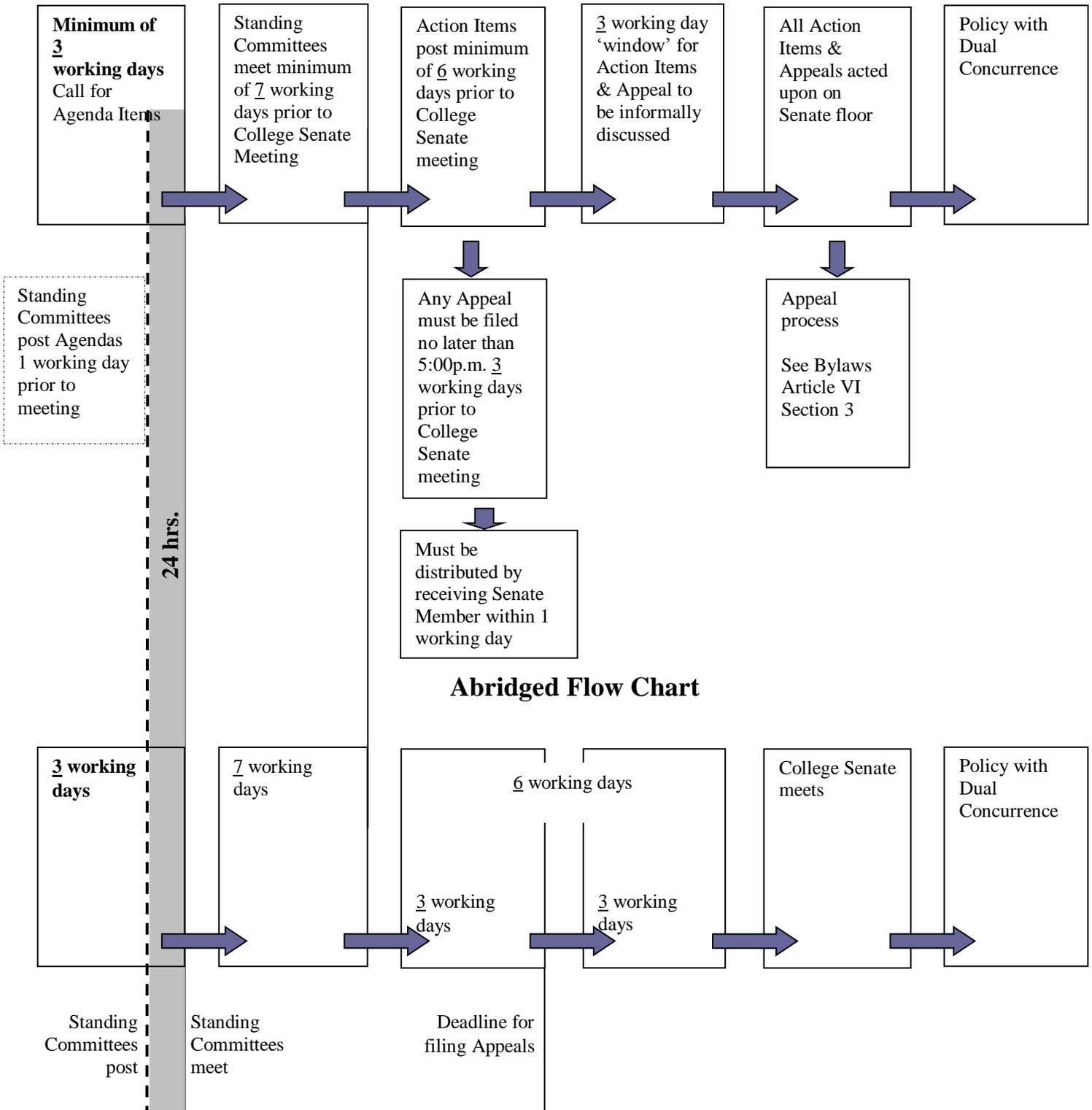
The revision will be considered and voted upon article by article for each article affected. Those revisions approved by a two-thirds majority vote at a duly constituted meeting will be transmitted to the college president for dual concurrence.

Section 6 - Official Bylaws

The Chair of the College Senate will keep the official, current, dated version of these bylaws as well as having a copy stored on the SRC network shared drive.

Approved January 24, 2014

Time Line for College Senate (Abridged version below)



Abridged Flow Chart

Appendix B – Routing Form for Processing of Nonprocedural Committee Actions

Governance Actions

CSB # _____

I. _____ Committee Action

Date: _____ **Chair:** _____

II. Date posted by standing committee secretary: _____

III. Actions after posting:

_____ **Appealed by** _____ (*attach copy of appeal*)

_____ **Not appealed**

IV. Senate Actions

_____ **Action Supported**-Action returned to committee with recommendations

_____ **Appeal Supported**-Action modified based on the appeal
(*attach copy of original bulletin and modified bulletin*)

_____ **Appeal Supported – Action not Supported**

_____ **Appeal Not Supported**

_____ **Action Supported**

_____ **Appeal Not Supported**

Date: _____ **Senate Chair:** _____

V. _____ Requires Inclusion in Policies & Procedures Manual (*send copy to Director of Human Resources*)

VI. Dual Concurrence:

_____ **Concur**

_____ **Do Not Concur**

Date: _____ **College President:** _____