

**COMMUNITY COLLEGE OF SOUTHERN NEVADA
TECHNOLOGY COMMITTEE BYLAWS
FALL 2002**

I. NAME

The organization functioning under these Bylaws is the Technology Committee of the Community College of Southern Nevada, hereinafter referred to as the Technology Committee, or simply, the Committee.

II. MISSION

The CCSN Technology Committee works with the Chief Technology Officer (CTO) to address short-term and long-term technology requirements of the college. The committee and CTO elicit, gather, and examine input from all areas on their immediate and future potential technology needs.

The committee also oversees allocation and distribution of funds made available to the committee. The committee establishes guidelines and forms for submitting technology funding requests. The committee prioritizes all technology requests based on instructional and curriculum needs, and then matches those, when possible, to budgetary resources. The Technology Committee recommends Technology Fee budget allocations for prioritized requests based on how well each request is perceived to study student needs and aligns with the college's overall technology priorities.

The Technology Committee will work in cooperation with the CTO to develop and implement a technology master plan in accordance with the UCCSN's SCS and the Board of Regents strategic directions. The technology master plan includes the mission, vision, goals and objectives of the short- and long-term technology needs at CCSN.

III. MEMBERSHIP

The constituency of the Technology Committee shall be one member from each of the college's academic departments, as well as members from non-academic divisions of the college as described below.

3.1 Departmental Membership

3.1.1 Each academic department will have a position available to their appointed or elected Representative. This position shall remain open if during any period of time, a department chooses not to appoint or elect a Representative. This position will not be eliminated, nor filled by an additional Representative from any other department or area.

3.1.2 Departmental Representatives shall have a duration period of two-years with staggered replacement of no more than half the committee members per year.

3.2 Other Membership

3.2.1 Other non-academic divisions and student government each shall have a position available for a Representative on the committee. A member from student government shall represent students on the committee. Other non-academic divisions representation will consist of one member per area and will be activated upon official written request to the CTO and the Technology Committee Chair. This position shall remain open if during any period of time, a division chooses not to appoint or elect a Representative. This position will not be eliminated, nor filled by an additional Representative from any other department or area.

3.2.2 These other Representatives shall have a duration period of two-years with staggered replacement of no more than half the committee members per year.

3.3 Standing Membership

3.3.1 The CTO, the administrator of Communication Services, the administrator of Instructional Technology, the administrator of Administrative Computing, and a representative from Finance Office shall serve as ex-officio members to advise the committee on infrastructure, budgets, and long-term needs of the college.

3.4 Duties of the Representatives

3.4.1 It shall be the responsibility of each Technical Committee Representative to regularly attend Committee meetings or arrange a proxy. If a Representative is absent from more than two regularly scheduled meetings per year without a proxy, the Representative shall be automatically dismissed from the Technology Committee. In such cases, the dismissed Representative's department or area will be notified of the dismissal, and asked to provide another Representative.

3.4.2 A member of the Technology Committee who is unable to attend a regularly scheduled meeting should designate a proxy for that meeting. The absent Representative must inform an officer of the Technology Committee in person, by phone or in writing, when a proxy is being designated. Designated proxies shall have all rights and duties of appointed Representatives.

3.4.3 Representatives shall be expected to keep their constituents informed of Technology Committee proceedings.

3.4.4 In questions of voting, it is the responsibility of each Representative to act in the best interests of the overall needs of the Community College of Southern Nevada.

IV. MEETINGS

4.1 Scheduling

Meetings shall be called as necessary, by the Committee Chairperson. There shall be a minimum of two meetings each semester.

4.2 Operating Rules

All meetings shall be conducted under Robert's Rules of Order.

4.3 Quorum

Meetings will be called to order if, and only if, a voting quorum is present. A voting quorum will be defined as a simple majority of voting Representatives.

V. OFFICERS OF THE TECHNOLOGY COMMITTEE

The officers of the Technology Committee shall consist of a Chairperson, Chairperson-Elect and Secretary.

5.1 Chairperson

The Chairperson shall be the chief executive officer of the Technology Committee. The Chairperson shall serve a one-year term commencing on September 1. Must be academic faculty.

5.2 Chairperson-Elect

The Chairperson-Elect shall assume the duties of the Chairperson in the case of absence or incapacity of the Chairperson. The Chairperson-Elect shall be elected by a majority of votes cast by Committee Representatives with voting privileges at the first meeting of the academic year. The Chairperson-Elect shall serve a two-year term (one year as Chairperson-elect and one year as Chairperson) commencing on the first meeting of the academic year. Must be academic faculty.

5.3 Secretary

The Secretary shall maintain minutes of the activities of the Technology Committee and distribute Committee meeting minutes to the Committee membership within fourteen days following the meeting. The Secretary shall be elected from among the Representatives at the first meeting of the Committee after July 1 each year and shall serve a one-year term at the pleasure of the Technology Committee.

5.4 Vacancies

In the event any officer position becomes vacant, Technology Committee Representatives shall conduct, within 30 days, an election to replace that office. Election winners will be determined by a simple majority of voting Representatives.

VI. SUB-COMMITTEES

6.1 Appointment

6.1.1 Members of all Technology Sub-Committees shall be appointed from among the current general Committee membership. An attempt shall be made to provide representation from each campus. Sub-Committee members will represent diversified interests.

6.1.2 At the request of the Technology Committee, Sub-Committees may include ad hoc members such as administrators (recommended / appointed by the College President), students (recommended / appointed by Student Government), and/or classified staff (recommended / appointed by Classified Council). These ad hoc members shall be voting

members of the Sub-Committee to which appointed but non-voting members of the Technology Committee.

6.2 Ad Hoc Sub-Committees

Ad Hoc Sub-Committees may be established by the Technology Committee as required. An attempt shall be made to provide representation from each campus. Committee members will represent diversified interests.

6.3 Sub-Committee Chairpersons

The Chairperson of each Technology Sub-Committee shall be appointed from the Committee's membership by the Technology Committee Chairperson, subject to Committee confirmation, unless otherwise specified in these Bylaws.

VII. BYLAWS

7.1 Amendment

7.1.1 An amendment to these Bylaws may be proposed by any member of the Technology Committee. The following procedures shall be followed in amending these Bylaws.

7.1.2 A written copy of the proposed Amendment shall be submitted to the Technology Committee as a discussion item no later than one week prior to a regularly scheduled Committee meeting. The proposed amendment shall become an "action" item at the next Committee meeting.

7.1.3 Upon a two-thirds majority vote of voting members in attendance at the next Technology Committee meeting, the proposed amendment shall be submitted to the college President for approval within 30 days.

7.1.4 The proposed amendment shall be incorporated into these Bylaws upon approval of the College President.

7.2 Approval of these Bylaws shall be in effect upon a vote for approval by a simple majority of voting Technology Committee Representatives, and approval of the College President. On approval, these Bylaws shall replace any previous Bylaws of the CCSN Technology Committee.

Approved by Technology Committee
Approved by CCSN President

September 20, 2002
September 23, 2002