MINUTES OF THE MEETING OF THE BOARD OF HIGHER EDUCATION OF THE CITY OF NEW YORK

HELD

JANUARY 30, 1978

AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80 STREET - BOROUGH OF MANHATTAN

The Chairperson called the meeting to order at 5:30 P.M.

There were present:

Harold M. Jacobs, Chairperson
Patricia Carry Stewart, Vice Chairperson

Loretta A. Conway
Walter H. Crowley
Armand D’Angelo
Edith B. Everett

Ronald T. Gault
Gurston D. Goldin
Albert V. Maniscalco
Jack John Olivero
Emanuel R. Piore

David Valinsky, ex officio

Edward A. Roberts, ex officio

Richard M. Catalano, Secretary of the Board
Mary P. Bass, General Counsel and Vice Chancellor for Legal Affairs

Chancellor Robert J. Kibbee
President Milton G. Bassin
President Roscoe C. Brown, Jr.
Acting President Peter J. Caffrey
President John W. Kneller
President Leonard Lief
President Gerald W. Lynch
President Harold M. Proshansky
Acting President Anthony Santiago

President Kurt R. Schmeller
President Joel Segall
President Joseph Shenker
Acting President Nathaniel H. Siegel
Acting President Joshua L. Smith
President Richard D. Trant
President Edmond Volpe
Deputy Chancellor Egon Brenner
Vice Chancellor Julius C.C. Edelstein
Vice Chancellor J. Joseph Meng

The absence of Ms. Maynard, Mr. Rivera and Dr. Robinson was excused.
A. EDWARD A. ROBERTS - COMMENDATION: The Chairperson reported that Mr. Roberts had been reelected as chairperson of the University Student Senate and had been presented with a plaque by the Senate commending him for his unselfish services to the City University. On behalf of the Board, Mr. Jacobs congratulated Mr. Roberts on his reelection and his continuance as an ex officio member of the Board.

Upon motions duly made, seconded and carried, the following resolutions were adopted or action was taken as noted: (Calendar Nos. 1 through 8)

NO. 1. UNIVERSITY REPORT: RESOLVED, That the University Report for January 30, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The University Report consists of annual instructional appointments at a salary of $15,000 and above and other resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

NO. 2. CHANCELLOR’S REPORT: RESOLVED, That the Chancellor’s Report for January 30, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item A1.9.1. Lehman College: 40 credit concentration in Professional Writing, B.A., and 40 credit concentration in Creative Writing, B.A. - withdrawn.

(b) Item A1.5.1. Queens College: Proposed Major in Translation German and Scandinavian - withdrawn.

(c) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The Chancellor’s Report consists of standard resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the Board of Higher Education meeting of December 19, 1977 be approved as circulated.

NO. 4. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT: RESOLVED, That the following item be adopted:

A. CITY COLLEGE - RESTORATION OF EXTERIOR MASONRY AT SHEPARD HALL:

RESOLVED, That the Board of Higher Education approve the contract documents, specifications, and expenditure and authorize The City College to advertise for, receive and open bids, and award contract to the lowest responsible bidder for furnishing all labor and materials, tools and equipment required for the restoration of all exterior masonry of Shepard Hall at an estimated cost of $215,000.00, chargeable to Capital Project HN 203, subject to financial ability, and be it further

RESOLVED, That the New York City Budget Director be requested to approve and authorize the expenditure of $215,000.00 for the proposed contract.

EXPLANATION: It is imperative that the Restoration of Exterior Masonry which dates back to 1907 be done at this time to prevent continuous interior damage due to inclement weather. Implementation of this requirement has been recommended and approved by the Administrative Superintendent of Buildings and Grounds and The Director of Campus Planning.
Minutes of Proceedings, January 30, 1978

NO. 5. COMMITTEE ON ACADEMIC AFFAIRS: RESOLVED, That the following item be adopted:

A. CITY COLLEGE - B.A. IN COMMUNICATIONS, MASS MEDIA, AND PUBLIC POLICY:

RESOLVED, That the program in Communications, Mass Media, and Public Policy leading to the B.A. Degree, to be offered at The City College, be approved effective September, 1978, subject to financial ability.

EXPLANATION: The program will attempt to give students a solid grounding in the Humanities, language skills, and professional training. The program's approach requires that students be educated in the relationships between mass communications and Society through the study of the social sciences, particularly as they relate to the making of public policy. The Communications major will be geared towards employment in journalism, advertising, public relations, editing, radio and television and trade and technical publishing. The specialization in either Print and Electronic Journalism or Broadcasting will include a one year work-study internship program in the student's final year. The College expects to finance the program through its present tax-levy budget.

NO. 6. COMMITTEE ON CENTRAL ADMINISTRATION: RESOLVED, That the following item be adopted:

A. CREDIT AND SEMESTER HOUR DEFINITION:

RESOLVED, That the policy adopted by the Board, December 21, 1942 regarding credit and semester hour definitions be rescinded and that the following definition be adopted:

"Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours of 50 minutes each of instruction and at least 30 hours of supplementary assignments. A semester hour of credit may be granted by an institution for fewer hours of instruction and study only when approved by the Commissioner as part of a registered program of study. As an alternative to this exception the college may, with approval of the Commissioner, maintain a statement of academic standards that defines the considerations which establish the equivalency. This basic measure must be adjusted proportionately to translate the value of other academic calendars and formats of study during the two semesters that comprise an academic year."

EXPLANATION: The Regulations of the Commissioner of Education, State of New York, regarding the definition of credit and semester hours were amended June 24, 1977, to be effective July 20, 1977. It has always been the policy of CUNY to use the definition of a credit or semester reflected in the Regulations of the State Education Department.

The Chancellor in consultation with the college presidents will continue to develop guidelines for determining credits for instruction in other than organized classes.

NO. 7. COMMITTEE ON FISCAL AFFAIRS: RESOLVED, That the following items be approved or action taken as noted:

A. REQUIREMENT CONTRACT FOR THE PURCHASE OF MULTIPLEXORS:

RESOLVED, That the Board of Higher Education approve the contract documents and authorize the University Computer Center, on behalf of the University, to advertise for, receive and open bids, and award a contract to the lowest responsible bidder for a requirement contract for the purchase of multiplexors during the period January 1, 1978 through December 31, 1978. The total of all orders issued against this contract will not exceed $300,000, the expenditures to be charged to the expense budgets of the ordering colleges or to Capital Projects HN-191 or HN-192; and be it further
RESOLVED, That the Department of Audit and Control of the State of New York and the Comptroller of the City of New York be requested to allow the senior and community colleges of the University to issue open market purchase orders against this contract without further need for public advertising or contract registration.

EXPLANATION: This resolution is identical to a resolution submitted to the August 1, 1977 Board Meeting (Cal. No.8). Bids for the equipment specified in the August 1, 1977 resolution were advertised for and received but were rejected. The technical specifications in the invitation to bid did not include an equipment upgrade requirement which is essential for future growth and expansion.

The multiplexor is a device which uses several communication channels at the same time, transmits and receives messages and controls communication lines. As such, it is an essential element in the operation of a large time-sharing computing system, providing numerous users with remote access to the central CPU in an orderly and efficient manner. The consequent result is an increased capability at significantly reduced cost since a single external communication line will thus be able to process several internally generated streams of information at once.

This University-wide contract, initiated by and to be negotiated and coordinated by the University Computer Center, will provide the University with several direct advantages: a. A fixed discounted price guaranteed for the term of the contract; b. No commitment necessary on the University's part to hold to the estimated expenditures; c. Dispensing with the redundancy and duplication of effort (for the same product) in the purchasing functions at each of the colleges; d. A united, and therefore, stronger bargaining position with vendors for better delivery, services, and discounts. (The period of the contract allows for a full calendar year's guaranteed price, with no expenditure commitment from the University in either Fiscal Year 1977-78 or 1978-79.)

The Center will administer this contract centrally and intends that Open Market Orders issued against it for the colleges be made in the same manner and spirit as those against existing city and state contracts. The Center will coordinate and record all purchases against the contract.

In order to maximize the savings such a contract will provide the University during the current fiscal year, it is essential that it be initiated as soon as possible. Prompt initiation will ensure its availability for purchases needed in preparation for the upcoming academic year. Otherwise, the long delivery lead time will necessitate individual purchasing agreements and thus could significantly erode the financial and administrative advantages provided by a University-wide contract.

The New York State Department of Audit and Control has approved this procedure for the senior colleges and Central Office. The City's Office of Management and Budget is being asked to approve it for the community colleges.

This resolution has the approval of the University Dean for Computer Systems.

B. SALE OF IBM COMPUTER EQUIPMENT AND ACQUISITION OF REPLACEMENT EQUIPMENT:

RESOLVED, That the Board of Higher Education authorize the University Computer Center to advertise for, receive, open bids, and award a contract subject to financial ability, to the lowest responsible bidder for the acquisition of a computer system which is compatible with the Center's IBM 370/168 and which provides at least 40% additional CPU capacity. This acquisition would be an exchange for one of the Center's IBM 370/168 computers (Serial No. 60063).

EXPLANATION: Rapidly increasing instructional and administrative processing workloads such as those associated with the new central accounting and budget systems have caused the University Computer Center's computers to reach the limit of their capacity. If the Center is to continue to meet administrative as well as instructional and research computing needs, it is imperative that available resources be increased. New advances in computer technology have produced machines which are significantly more cost effective than the equipment presently in use at the Computer Center.

It is anticipated that new equipment could be acquired in exchange for one of the 370/168 systems which would provide in excess of a 40% increase in capacity.

Dr. Piore abstained.
C. CUMBIN TELEVISION MICROWAVE BROADCAST SYSTEM: Tabled.

At this point Mr. D'Angelo, on behalf of the Board, asked that the record show the Board's commendation of the Chancellor and his staff for their outstanding work on the preparation and presentation of the University's 1978-79 budget.

NO. 8. HONORARY DEGREES:

RESOLVED, That following honorary degrees, approved by the Faculty Committee of Hunter College, Executive Committee of the Council of Presidents and recommended by the Chancellor, be presented at the Hunter College Convocation on February 14, 1978:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hon. A. David Benjamin</td>
<td>Doctor of Laws</td>
</tr>
<tr>
<td>Hon. Alice Brophy</td>
<td>Doctor of Humanities</td>
</tr>
<tr>
<td>Hon. Arthur S. Fleming</td>
<td>Doctor of Humanities</td>
</tr>
<tr>
<td>Mr. Henry Schwartz</td>
<td>Doctor of Laws</td>
</tr>
<tr>
<td>Dr. Rosalyn Yalow</td>
<td>Doctor of Humane Letters</td>
</tr>
</tbody>
</table>

Upon motions duly made, seconded and carried, the meeting was adjourned at 5:44 P.M.

RICHARD M. CATALANO
Secretary of the Board
MINUTES OF THE MEETING OF THE BOARD OF HIGHER EDUCATION OF THE CITY OF NEW YORK

HELD

FEBRUARY 27, 1978

AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80 STREET - BOROUGH OF MANHATTAN

In the absence of the Chairperson, the Vice-Chairperson called the meeting to order at 5:30 P.M.

There were present:

Patricia Carry Stewart, Vice-Chairperson
Loretta A. Conway
Edith B. Everett
Ronald T. Gault
Gurston D. Goldin
Albert V. Maniscalco

Joan B. Maynard
Emanuel R. Piore
Joaquin Rivera
David Z. Robinson

David Valinsky, ex officio
Edward A. Roberts, ex officio

Richard M. Catalano, Secretary of the Board

Chancellor Robert J. Kibbee
President Roscoe C. Brown, Jr.
Acting President Peter J. Caffrey
President Leon M. Goldstein
President John W. Kneller
President Leonard Lief
President Gerald W. Lynch
President Robert E. Marshak
Acting President Anthony Santiago

President Kurt R. Schmeller
President Joseph Shenker
Acting President Nathaniel H. Siegel
Acting President Joshua L. Smith
President Richard D. Trent
President Edmond Volpe
President Jacqueline G. Wexler
Deputy Chancellor Egon Brenner
Vice Chancellor J. Joseph Meng

The absence of Mr. Jacobs, Mr. Crowley, Mr. D'Angelo and Mr. Olivero was excused.
A. NEW BOARD MEMBER: The Vice-Chairperson introduced and welcomed Mr. Joaquin Rivera, former Counsel to the President of the Democratic Conference in the State Assembly, as the recently appointed designee of the Mayor as a member of the Board of Higher Education.

NO. 1. UNIVERSITY REPORT: RESOLVED, That the University Report for February 27, 1978 (including Addendum Items) be approved, as amended as follows:
(a) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.
EXPLANATION: The University Report consists of annual instructional appointments at a salary of $15,000 and above and other resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

NO. 2. CHANCELLOR'S REPORT: RESOLVED, That the Chancellor's Report for February 27, 1978 (including Addendum Items) be approved, as amended as follows:
(a) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the Board of Higher Education meeting of January 30, 1978 be approved as circulated.

NO. 4. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT: RESOLVED, That the following item be adopted:

A. BARUCH COLLEGE STUDENT CENTER - BURNER REPLACEMENT AND BOILER CONTROLS:

RESOLVED, That the Board of Higher Education approve the contract documents as prepared by the Office of Facilities Planning and Management, and authorize said office to advertise for, receive and open bids and award the contract to the lowest responsible bidder for Burner Replacement and Boiler Controls for Heating Plant at the Baruch College Student Center Building at 137 East 22 Street, New York City, at an estimated cost of $120,580, chargeable to Capital Project No. HN-203; and be it further

RESOLVED, That the Director of Management and Budget be requested to approve said documents and authorize said expenditure for the proposed contract.

EXPLANATION: The boiler plant located in the Student Center was operated by the Department of Public Works and served to heat the Student Center, the existing Baruch building at 17 Lexington Avenue and the newly acquired former Family Court Building. The college was required to take over operation of the plant when the Family Court Building was acquired early in 1977.

On June 8, 1977 Baruch College received a violation notice from the New York City Department of Air Resources for operating its boiler heating plant without a “Certificate of Operation.” The Department of Public Works did not file the plant with Air Resources and did not have the plant approved under the new code effective in 1973. The three boilers were converted from coal to oil burning by the Department of Public Works in 1938 and the burners and controls are almost 40 years old. These burners and boiler controls do not meet Department of Air Resources requirements and must be updated before a Certificate of Operation can be obtained.
Minutes of Proceedings, February 27, 1978

NO. 5. COMMITTEE ON CENTRAL ADMINISTRATION: RESOLVED, That the following action be noted:

A. FUNDING OF THE UNIVERSITY STUDENT SENATE: Item withdrawn.

NO. 6. COMMITTEE ON FISCAL AFFAIRS: RESOLVED, That the following items be adopted:

A. RENEWAL OF NDSL/NSL BILLING SERVICE CONTRACTS AND COLLECTION SERVICE CONTRACTS:

RESOLVED, That the Board of Higher Education authorize the Central Office to exercise its option to renew its Contract for National Defense/Direct Student Loan billing services with Academic Financial Services (AFSA) originally approved December 15, 1975 (Calendar Item 2.A.) and renewed for one year March 28, 1977 (Calendar Item CIV 1.4.). This Contract renewal is for the period April 1, 1978 to March 31, 1979 at an estimated cost of $290,000.00.

EXPLANATION: The United States Government (Department of H.E.W.) has made it mandatory for all participating Colleges to make a bona fide attempt to bill and collect repayments of the National Defense Direct Student Loan and Nursing Student Loan Programs. Continuation of the University-wide systemized Billing Service is essential for the orderly repayments of Student Loans. Funds for the Billing Service Contract will be provided by the Federal Government reimbursement of administrative expenses to the University. The estimated cost of $290,000.00 represents a $30,000.00 increase over the first year contract renewal and covers an annual 2.5% increase in the rate negotiated in the contract and a small safety margin. Services performed by Academic Financial Services have been most satisfactory.

B. UNITED COMPURED COLLECTIONS CONTRACT RENEWAL:

RESOLVED, That the Board of Higher Education authorize the Central Office to exercise the second of two options to renew at the originally established contract rate its contract with United Compucred Collections, Inc. for follow up letter writing on delinquent National Defense/Direct Student Loan accounts for the period April 1, 1978 to March 31, 1979. This contract was originally approved on December 15, 1975 (Calendar Item 2.A.) and was renewed for one year on March 28, 1977, Cal. No. 1, Item CIV 1.3.

EXPLANATION: The United States Government (Department of H.E.W.) has made it mandatory for all participating Colleges to make a bona fide attempt to bill and collect repayments of the National Defense/Direct Student Loan and Nursing Student Loan Programs. The letter writing procedure is designed to remind neglectful National Defense Direct Student Loan borrowers of their oversight in fulfilling their obligations to the University. The cost per account is $3.89 which may cover up to six letters over a three month period. Funds for the letter writing service are permitted to be charged against NDSL collected funds. Services performed by United Compucred have been most satisfactory. Collections for the last prior fiscal year were approximately $260,000 at a cost to the University of $9,900. It must be pointed out that great care is exercised by the University to maintain student privacy and that no student personnel, grade, or record history is submitted to United Compucred Collections as part of the collection effort.

C. 1978-79 SECURITY CONTRACTS:

1. QUEENS COLLEGE:

RESOLVED, That the Board of Higher Education approve the contract documents and specifications and authorize Queens College to advertise for, receive and open bids and award contract to the lowest responsible bidder for Uniformed Guard Service as required by Queens College for the period July 1, 1978 to June 30, 1979 at an estimated cost of $320,000. Chargeable to Code 7004-2-186-01-430 and/or such other funds as may be available, subject to financial ability. (See also B.H.E. Cal. No. 2(b), 4/20/64).
EXPLANATION: This request is to permit continuation of College guard service. The guards are utilized to prevent entrance of unauthorized vehicles; to patrol the campus and rented property; to protect against theft, vandalism, illegal parking and other illegal or improper deportment.

2. BARUCH COLLEGE:

RESOLVED, That the Board of Higher Education approve contract documents and authorize the Bernard M. Baruch College to advertise for, receive and open bids; and award a contract to the lowest responsible bidder for furnishing uniformed guard service for the period from July 1, 1978 to June 30, 1979, at an estimated cost of $168,480 chargeable to code 7005-176-7901-806-2-21770-14-40 and/or such other funds as may be available subject to financial ability; and be it further

RESOLVED, That Baruch College be authorized to include a clause in the contract giving it the option to renew the contract for a maximum of five additional years, subject to appropriate escalation terms and conditions.

EXPLANATION: The continuance of proper guard service is essential to the security of the College.

3. THE GRADUATE SCHOOL (includes Cleaning and Maintenance):

RESOLVED, That the Board of Higher Education approve contract documents and expenditures and authorize The Graduate School and University Center to advertise for, receive and open bids; and award a contract to the lowest responsible bidder for full cleaning, maintenance, and uniformed guard service, for the period July 1, 1978 to June 30, 1979, renewable for three consecutive one year periods, at an estimated amount of $903,721 subject to financial ability, chargeable as follows: $597,300 to code 7009-176-7901-806-2-23480-34-00, and $306,421 to code 7009-176-7901-806-2-23480-34-00.

EXPLANATION: Cost of contract reflects Union negotiated wage increases approved by the Realty Advisory Board.

4. MEDGAR EVERS COLLEGE:

RESOLVED, That the Board of Higher Education approve and authorize the Business Manager of Medgar Evers College to advertise for, receive and open bids; and award a contract to the lowest responsible bidder for the Security Guard Service at Medgar Evers College for the period July 1, 1978 through June 30, 1979 with the option to renew for three (3) consecutive years at an estimated cost of $261,328.00 chargeable to code 2-348-01-430 and/or such other funds as may be available.

EXPLANATION: Medgar Evers College utilizes one (1) owned facility and two (2) leased facilities in the Crown Heights area of Central Brooklyn. The location and physical characteristics of these buildings makes Security Guard Service essential for the protection of personnel, facilities, equipment and supplies.

5. NEW YORK CITY COMMUNITY COLLEGE:

RESOLVED, That the Board of Higher Education approve the contract document and specifications and authorize New York City Community College to advertise for, receive and open bids and award contract to the lowest responsible bidder for furnishing Uniformed Guard Service at New York City Community College for the period July 1, 1978 through June 30, 1979 with the option to renew under the same terms and conditions for two (2) additional years, chargeable to Code 2-348-01-400, Contractual Services General. (See also Cal. No. 2(b)4, 4/20/64.)
EXPLANATION: Uniformed Guard Service is essential to the College to provide protection and security of personnel, facilities, equipment and supplies.

6. BOROUGH OF MANHATTAN COMMUNITY COLLEGE:

RESOLVED, That the Board of Higher Education approve the contract documents and specifications and authorize the Borough of Manhattan Community College to advertise for, receive and open bids and award contract to the lowest responsible bidder for furnishing Guard Service for the period July 1, 1978 through June 30, 1979 at an estimated cost of $128,000 per year, chargeable to code 2-121-01-430, Office Services, and/or such other funds as may be available. The College shall have the option to renew the contract for one (1) additional year as specified in the contract documents.

EXPLANATION: The present Guard Service Contract expires June 30, 1978 and continued service is essential.

D. CUMBIN TELEVISION MICROWAVE BROADCAST SYSTEM:

RESOLVED, That in the interest of efficiency and economy, the Board of Higher Education approve contract documents and authorize City University Mutual Benefit Instructional Network to enter into an agreement with the Metropolitan Regional Council, Inc., for the lease and/or lease purchase of a microwave television broadcast system at an annual cost of $90,000, chargeable to 855-2-22200-14-00.

EXPLANATION: CUMBIN now rents from the New York Telephone Company, 4 video lines and 16 audio lines for transmission of audio-video signals to studio classrooms at Brooklyn, Queens, City and Hunter Colleges. Entering into a contract with the Metropolitan Regional Council, Inc., a non-profit organization, will permit CUMBIN to provide this service for $10,000 less than with New York Telephone. Furthermore, such a contract offers the following advantages:

1. Present costs are steadily increasing as New York Telephone Company rates increase. A contract with Metropolitan Regional Council, Inc., will permit the establishment of a mutually negotiated fixed price.

2. The broadcast signal is omni-directional for a 45-mile radius, not hardwired to specific campuses. Consequently, it has the capability of reaching all City University campuses at relatively minor increase in expense.

Metropolitan Regional Council, Inc., holds the only available open frequencies in this area for such purposes and is therefore, a sole vendor of this service.

Mr. Maniscalco voted NO.

Upon motions duly made, seconded and carried, the meeting was adjourned at 5:40 P.M.

RICHARD M. CATALANO
Secretary of the Board
The Chairperson called the meeting to order at 5:30 P.M.

There were present:

Harold M. Jacobs, Chairperson

Loretta A. Conway
Walter H. Crowley
Armand D’Angelo
Edith B. Everett
Ronald T. Gault
Albert V. Maniscalco

David Valinsky, ex officio
Edward A. Roberts, ex officio

Richard M. Catalano, Secretary of the Board
Mary P. Bass, General Counsel and Vice Chancellor for Legal Affairs

Chancellor Robert J. Kibbee
President Milton G. Bassin
President Roscoe C. Brown, Jr.
Acting President Peter J. Caffrey
President John W. Kneller
President Leonard Lief
President Gerald W. Lynch
President Harold M. Proshansky
Acting President Anthony Santiago
President Kurt R. Schmeller

President Joel Segall
President Joseph Shenker
Acting President Nathaniel H. Siegel
Acting President Joshua L. Smith
President Edmond Volpe
President Jacqueline G. Wexler
Deputy Chancellor Egon Brenner
Vice Chancellor Julius C.C. Edelstein
Vice Chancellor J. Joseph Meng
Vice Chancellor Jerald Posman

The absence of Mrs. Stewart, Dr. Goldin and Mr. Olivero was excused.
A. CONFIRMATION OF STUART SCHEFTEL: The Chairperson announced that Mr. Stuart Scheftel has been confirmed by the New York State Senate and is now a voting member of the Board of Higher Education.

B. RESIGNATION OF JACK JOHN OLIVERO: The Chairperson announced with regret the resignation of Mr. Jack John Olivero from the Board of Higher Education, effective March 31, 1978, because of a variety of new assignments undertaken by Mr. Olivero which have placed an undue demand on his time.

Upon motions duly made, seconded and carried, the following resolutions were adopted or action was taken as noted: (Calendar Nos. 1 through 5)

NO. 1. UNIVERSITY REPORT: RESOLVED, That the University Report for March 27, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item D.9 (Baruch College - Appointments with Tenure and Administrative Designations): Withdrawn.

(b) PART D - ADDENDUM: Add the following item:

D.12 (Hunter College - Disciplinary Charges): RESOLVED, That in the matter of charges against Associate Professor Morris Green at Hunter College, the Board hereby appoints as an impartial hearing committee Professor Barry Cherkas of Hunter College designated by the College Personnel and Budget Committee, Professor Jack Collier of Brooklyn College designated by the University Faculty Senate Executive Committee, and Professor Jerome Stolnitz of Lehman College, who shall be Chairperson, selected by the two aforesaid appointees.

EXPLANATION: This appointment of a hearing panel is made pursuant to Section 21.4 of the collective negotiating agreement between the Board and the Professional Staff Congress.

(c) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The University Report consists of annual instructional appointments at a salary of $15,000 and above and other resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

Mr. Gault abstained on Item D.7.

NO. 2. CHANCELLOR'S REPORT: RESOLVED, That the Chancellor's Report for March 27, 1978 (including Addendum Items) be approved, as amended as follows:

(a) PART A (City College - Academic Affairs): The entire section is withdrawn with the exception of AII.2.2 (New Biomedical Courses).

(b) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The Chancellor's Report consists of standard resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the Board of Higher Education meeting of February 27, 1978 be approved as circulated.
NO. 4. COMMITTEE ON CENTRAL ADMINISTRATION: RESOLVED, That the following items be adopted or action taken as noted:

A. FUNDING OF THE UNIVERSITY STUDENT SENATE:

The resolution was moved and seconded.

At this point the Board heard Mr. Daniel Lipsman, who spoke in opposition to certain uses of University Student Senate funds.

The following resolution was adopted:

RESOLVED, That the Board authorize the establishment of a University Student Government Activity Fee for the purpose of funding the administrative activities of the University Student Senate, and be it further

RESOLVED, That the Chancellor, through the College Presidents, poll the current approved student governments for approval of the establishment of a University Student Government Activity Fee, and be it further

RESOLVED, That upon approval by two-thirds (2/3) of the approved student governments, the fee resolution be presented to the Board for approval effective September 1, 1978, and be it further

RESOLVED, That the fee be established as a per capita fee, and be it further

RESOLVED, That the amount of the fee be established at a rate to be determined by the Chancellor in consultation with the University Student Senate and consistent with prior years funding of the University Student Senate, and be it further

RESOLVED, That the Board shall consider repeal of the University Student Government Activity Fee upon request of two-thirds (2/3) of the approved student governments.

EXPLANATION: In prior years the University Student Senate was provided administrative and staff support from the University tax-levy budget. The State has determined that method of funding to be inappropriate and barred the use of tax-levy funds to support the Senate effective July 1, 1978. The establishment of a University Student Government Activity Fee approved by the established student governments is consistent with the principles embodied in Article 15 of the Board's bylaws and will permit the Senate to continue functioning with adequate financial support. The management of the fee funds will be governed by Article 15 of the Board's bylaws with the Chancellor assuming the responsibility delegated in the bylaws to the College Presidents. Upon approval by two-thirds (2/3) of the approved student governments a fee resolution will be presented to the Board for the establishment of the fee.

B. BYLAW AMENDMENT: Notice was served of the introduction of an amendment to Article VI of the Bylaws to include Higher Education Intern. The amendment will be considered by the Board at its April meeting.

NO. 5. COMMITTEE ON EXPANDED EDUCATIONAL OPPORTUNITY: RESOLVED, That the following item be adopted:

A. REVISION OF SEEK GUIDELINES

In moving the resolution, Mrs. Everett read the following statement for the record, thanking all those involved in the development of the new Guidelines and summarizing the broad purpose and thrust of the Guidelines:
Today, we have arrived at the end of a long road, and the beginning of an even longer one, for the strengthening of the SEEK Program, one of the University's major programs and major problems.

On behalf of the Committee I recommend the approval and promulgation of these Guidelines, although I do not pretend, nor does the Chancellor, that these Guidelines represent absolute wisdom, total assurance, nor complete perfection.

The action being recommended to the Board today is the result of more prolonged and intensive effort than has been devoted to any single program or problem of the City University of which I am aware, since I became a member of this Board.

By this action today, the Board of Higher Education is setting forth the means whereby, through a newly-defined structure, programmatic planning, reporting, monitoring, research and evaluation, the SEEK Program can be improved in its academic qualities and educational results, be made more accountable through its monitoring and reporting mechanisms, and be greatly enriched as an educational experience for the students in the Program.

We must recognize that conflicting views, attitudes, and interests are involved in and aroused by the SEEK Program. Honest minds, equally devoted to the concept of the SEEK Program, can honestly differ, and can have strongly conflicting perceptions of what is best for the future of SEEK and the welfare of SEEK students. So it would be impossible to develop a set of Guidelines on which everyone would agree, in every part and every detail.

However, these Guidelines do represent, as the Chancellor can tell you in greater detail, a tremendous accommodation of viewpoints, interests, and concerns on the part of SEEK and non-SEEK administrators and faculty, the Faculty Senate, the Professional Staff Congress, the Student Senate, individual faculty and students, and interested legislators. All have had their say and their input. The Guidelines before you are the result of all these inputs and, of course, of the Chancellor's best judgment, and that of the EEO Committee.

The Committee has been deeply involved both in the process of these consultations and in the process of developing the Guidelines themselves. Members of the EEO Committee have originated many of the changes which appear in the pending draft; so have legislators, students, faculty members, SEEK Directors, staff experts, Presidents.

Individual members of the Committee might well retain particular doubts on particular details of these Guidelines. Indeed these Guidelines contain too many details, but they are necessary to achieve the desired effect. The Guidelines, in their present form and detail, represent the end product of all the interactions which have taken place. They reflect a rather delicate balance among the contending approaches to basic operating policy on this Program.

As a Committee we agree completely on the purposes and principles of these Guidelines and on the major means selected to achieve those purposes.

As Chairperson, I must remark on the time and effort devoted by the EEO Committee, and its individual members, first under the able chairmanship of Nicholas Figueroa, and more recently during my service. More than a year has passed since we first began to pursue our inquiries into the problems of this Program - the external attacks and criticisms of it, and the internal weaknesses of it.

I can assure the Board that every single provision in these Guidelines, indeed every single line, has been gone over, over and over again. Every provision has been subjected to criticism. Almost all the provisions of the original draft circulated by the Chancellor last September have undergone some change and development in the course of the process.

What we have here is the best we know how to write, at this point in the process of considering the strengthening of the SEEK Program.
The submission to the Board of this set of Guidelines represents the endpoint of the first phase of our efforts. The second, much harder and even more important phase, will consist of the implementation of these Guidelines. That must be considered the real test of our efforts.

The implementation of the Guidelines will require the intensive and sustained oversight of the Chancellor, of his newly designated Vice Chancellor for Student Affairs and Special Programs, and of the EEO Committee, and, in the last analysis, of this entire Board.

Thus our concern with the SEEK Program does not end with the Board’s approval of these Guidelines. It has only gotten a long start, in securing a vantage point from which we can observe and keep watch on the progress of the Program and of the SEEK students in the Program, in response to the special educational aids and supports which are and still will be built into the Program, under the terms of these Guidelines.

By the enactment of these Guidelines, the Board will be recognizing the SEEK Program as an intrinsic part of the mission of the senior colleges. It is no longer to be considered a marginal or an experimental Program. It is a central demonstration Program, for which the Board, the Chancellor, and the Presidents, and the faculties of the senior colleges, as well as the SEEK Department, are assigned a share of the responsibility, with the ultimate responsibility resting on the Presidents and the Chancellor. The Board will hold them responsible for the educational outcomes, just as the Governor and the Mayor and the other publicly elected officials can hold the Board responsible.

The Board of Higher Education, and the Chancellor and the City University are firmly committed to the SEEK Program. We believe that SEEK is a fundamental manifestation of one of the basic missions of the City University.

On October 24, 1977, the Board of Higher Education approved a policy resolution to this effect. And now in the Statement of Purposes and Objectives in the projected new Guidelines, we restate this policy, in clear and unmistakable terms.

Let me emphasize that the purpose of these Guidelines is to strengthen SEEK, to improve it, to make it a more successful experience for the students, and finally to make it less vulnerable to external attack. Make no mistake about this. This Program has been and is under attack. It has been and is still in danger. It is our belief and purpose that the proposed Guidelines should improve the operation and quality of the Program - and it certainly needs improvement - and at the same time strengthen its defense against external attack.

The overall design of these Guidelines is to increase the focus of the SEEK Program on learning and education, enhancing student prospects for academic benefit and success.

The heart of these Guidelines lies in the provision for college plans - for an Academic Plan and a Fiscal Accountability Plan, on each campus.

The SEEK Program is more than just a remedial and compensatory Program; it is a comprehensive Program of five years and two summer sessions, as individually required, with the end being not just the junior year, but graduation and a full college education as good as any that this University can provide. Provision is made in these Guidelines for comprehensive monitoring, reporting and review of the educational progress of the students - and to insure that all funds appropriated for the SEEK Program are spent for the SEEK Program, and for the benefit of SEEK students.

Experimentation, demonstration, innovation and research are highlighted and are to be positively encouraged.
An entirely new position has been established in the Central Office, a Vice Chancellor for Student Affairs and Special Programs. The responsibilities of this new Vice Chancellor, as broadly defined in these Guidelines, are, under the direction of the Chancellor, to coordinate, monitor, and advocate the interests and concerns of the SEEK Program and SEEK students.

A special point is made in these Guidelines that tutoring is to be strengthened as a Program component throughout the educational careers of the SEEK students, and that a tutoring service shall be made available on each campus in an organized and accountable way.

This draft contains a statement of students' rights and responsibilities. These special rights, such as the right to tutoring, are to be assured, and the special responsibilities such as class attendance are required to be observed.

These are a few of the primary themes and principles running through these Guidelines.

The intended major emphasis in these Guidelines, repeated again and again, is on the educational process, and on the enrichment of the educational experience for SEEK students, through all the devices known to us at this time: remediation, counseling, tutoring, developmental and compensatory courses and compulsory attendance in basic skills courses.

We believe that this Program can and will be a great source of pride and achievement to the colleges and to the University and, of course, the fulfillment of promise for thousands of students in the future.

The resolution was seconded.

The Chancellor read the following statement for the record, detailing the purposes of the revised Guidelines and proposed plans for implementation:

The anticipated action of the Board in approving the new set of Guidelines marks the beginning of a new thrust in the conduct of the SEEK Program. In these Guidelines we recognize the permanence of the Program, while broadening participation in it to include non-SEEK faculty and administrators, placing the major responsibility for shaping and operating the Program on the Presidents and on their total faculties, including the SEEK Directors and SEEK faculty.

We propose, through these Guidelines, and their implementation, to make SEEK a showcase Program, in the use of special funds for the repair of past lack of or damage to pre-college preparation. If we can show SEEK to be viable statistically as well as by individual cases, we will have established a new benchmark for educating the educationally disadvantaged.

I think we can do this. These Guidelines are designed to make such a step forward possible, based upon our experiences, good and bad, with this Program in the past. SEEK must be considered a demonstration Program for our mission of dealing with underprepared and disadvantaged students. It can and must be a bold thrust forward in the field of compensatory and catch-up education.

There have been many individual examples of SEEK students making it to the top of the vocations, professions, and in private and public life.

Now, in these Guidelines we have a new set of ground rules which should permit this Program to achieve its promise for even greater numbers of students.
These Guidelines contain scores of important provisions, affecting every aspect of the SEEK Program. A staff-written summary of the Guidelines has been distributed listing 15 major aspects of the Guidelines. There are many aspects not covered by this summary. A comprehensive summary would be almost as long as the Guidelines. But still I would like to list a few highlights which should be of particular interest to members of the Board. These Guidelines are designed to achieve the following four effects, among others:

a. Mobilize the curricular development and teaching skills of the faculties of the pertinent academic departments, along with those of the SEEK faculty, for the purpose of improving the educational quality and impact of the Program;

b. Tighten up and improve Program management, both academically and in terms of fiscal accountability;

c. Introduce the criterion of college potential among the criteria for selection of SEEK students, based on indicators of motivation and non-academic achievement;

d. Make attendance compulsory in remedial and developmental classes to which SEEK students have been assigned.

At the same time, we propose in these Guidelines to firm up and strengthen the structure of SEEK Departments on each campus and redefine their functions to include:

a. Instruction and remediation in basic skills in reading, writing and speech;

b. Helping to plan the entire SEEK Program, in conjunction with non-SEEK faculty and administrators, and in particular, helping to plan and develop new approaches to remedial instruction and to overcoming educational disadvantage;

c. Counseling and serving as advocate for SEEK students, as a group and as individuals, in all their educational and financial concerns, from time of admission through to graduation;

d. Recruiting, screening and orienting new SEEK students;

e. Monitoring the entire SEEK Program, for all SEEK students throughout the College, under the direction of the President.

Even though reduced in number by State Budget fiat, we expect the SEEK counselors, under this structure, to play the major supportive role envisioned for them in the original models of the SEEK Program, serving SEEK students from the time of their admission to their graduation.

I and my staff accept the responsibility for these Guidelines, although they do represent the collective wisdom and the concerns and apprehensions of all the many groups represented in the University community - the Presidents, the Faculty Senate, the Student Senate, the SEEK Directors, the SEEK counselors and many individuals, faculty and non-faculty, SEEK and non-SEEK, including legislators. These Guidelines are also responsive to the strongly expressed concerns of the State Budget Bureau, the State Department of Education, the State Regents, the State Controller, the City Controller, the Legislative Commission on Expenditures Review, individual legislators and legislative groups, City and State...the Citizens Advisory Committee on SEEK, and many more.

All of these many concerns, some or many of which manifested themselves in conflicting recommendations, have been reflected, accommodated, or at least seriously considered in the formulation of the set of Guidelines before you.
These Guidelines bear the imprint, above all, of the EEO Committee, to whose labors I will pay my respects in a moment, but I must make reference to their imprint now, lest the wrong impression be given. All the groups I have named have had their impact, as sifted through the Central staff and myself, but finally, above all, through the EEO Committee.

This has been a wide open and consultative process, conducted over a period of many, many months. Never have I been party to a process with a wider range of inputs, with more consultation, with a greater impact from those consultations.

There have been audits, and legislative reports, and reports by the State Department of Education, seemingly by the score, criticizing one of another aspect or this Program.

In the autumn of 1977 the SEEK Directors and SEEK staff developed a comprehensive report making sweeping recommendations for changes in the Program, pointed mainly in the direction of giving enlarged authority and responsibility to SEEK Directors and to SEEK Departments for instruction, appointments of faculty, curriculum development and budget control.

I gave particular consideration to this approach, and to the subsequent recommendations which were pressed by the SEEK Directors, SEEK personnel and SEEK students. The Guidelines reflect many of those recommendations.

The affirmative approach I have recommended to the University community and to the EEO Committee will give increased responsibility to the Presidents and to their entire faculties and staffs, in concert with the SEEK Departments, rather than in distinction to them. As I see it, the principal new idea underlining these Guidelines will be the larger scope of each SEEK Program’s campus involvement - not only in innovative curriculum developments, but in sustained student development.

This is the approach reflected in these Guidelines.

At this point, it is certainly appropriate for me to pay my tribute to the membership and leadership of the EEO Committee, past and present, for their assumption of a herculean responsibility, for their constant concern and understanding of the importance of the task, and for a dedication beyond the call of duty.

I certainly want to pay a special tribute to Edith Everett, Chairperson of the EEO Committee, who, even before she assumed the chair, was one of the driving forces on the Committee and on this Board in seeing to it that this work was undertaken, pursued and completed. Her interest never flagged. Her patience never seemed to give out. Her concern for, and insights into the basic educational thrust of the SEEK Program helped to sustain the entire process.

As a matter of fact, I must pay tribute to the participation of all the elements of the University community in this long and arduous undertaking in which so many conflicts of interest were accommodated, toward the achievement of the overall purposes described at the beginning of the Guidelines. These purposes, incidentally, never came under attack.

I want to express special thanks, too, to President Leonard Lief who, following his difficult service as Chairman of the SEEK Task Force almost three years ago, continued to serve as a special consultant to me and to the EEO Committee throughout the long process of the development and consideration of these Guidelines.

As Mrs. Everett has said, I do not claim, nor can any one claim, that this complex set of Guidelines is all wisdom, and guaranteed to produce the desirable improvements we seek, in every respect. We do not now have enough wisdom, enough knowledge nor enough data to write such a set of Guidelines. So we did the next best thing. We have provided for initiative, innovation, observation, evaluation and monitoring. So we will know, in good time, where we have slipped, and where we stood on solid ground in these Guidelines. And we will be able to amend these Guidelines accordingly.
But much more important than these Guidelines will be their implementation, and the monitoring and evaluation of that implementation, and what we do in consequence.

I propose to mobilize and to encourage the dedication of whatever resources are needed to make this process work.

I propose to devote as much of my own time as is necessary for this purpose, and that of my staff, and to encourage the same devotion of time and resources in the colleges, to make this process work.

As you know, there has been created a new vice chancellorship, the Vice Chancellor for Student Affairs and Special Programs. The person whom I have recommended for this position will assume her responsibilities at the end of this academic year. The person occupying this position will have the major responsibility in the Central Office, other than my own, for the implementation of these Guidelines. My chief point of perspective in selecting the person whom I did select was to name someone with the capability of overseeing, under my direction, the implementation process. I believe that I have, indeed, selected a person with that capability. All of us at the Central Office and all the senior college Presidents, and their staffs and faculty structures, will share in the responsibility for the implementation of these Guidelines, and that, more than anything else, will determine their effectiveness.

Implementation is the name of the game, and I will have more to say about that in the course of the next week or two. The success or failure of these Guidelines will depend not on the narrow words which are used, but on the spirit in which those words are implemented; to that I propose that my office, and this Board, give their concentrated attention in the weeks ahead.

At this point the Board heard the following:

Senator Carl McCall, representing the Black and Puerto Rican Legislative Caucus, who spoke in opposition to certain aspects of the Guidelines and to the appointment of the Vice-Chancellor for Student Affairs and Special Programs, and who requested that action on these items be deferred pending a meeting between the Board and the Black and Puerto Rican Legislative Caucus.

Mr. Daniel Lipsman, who spoke in opposition to the SEEK Program.

Mr. McKen Carrington, student representative on the EEO Committee, who spoke in opposition to certain aspects of the Guidelines.

A motion was made by Mr. Gault and seconded by Mr. Crowley to table the resolution. The motion was lost, with Mr. D'Angelo, Mrs. Everett, Mr. Jacobs, Mr. Maniscalco, Dr. Plore, Dr. Robinson, and Mr. Scheftel voting in the negative.

The following resolution was adopted, with Mr. Gault and Ms. Maynard abstaining:

RESOLVED, That new Guidelines for the structure and operation of the SEEK Program (Search for Education, Elevation and Knowledge) be approved:

EXPLANATION: The first Board Guidelines for SEEK adopted in 1969 were designed to give the Board's sanction to SEEK as a continuing senior college program and to provide a temporary department-type setting within which SEEK personnel, primarily counselors, could be considered for promotion and other personnel processes. A five-year trial period was provided in those original Guidelines for a departmental structure with the SEEK Director automatically designated as chairman, with the implicit understanding that the expiration of the period would be the occasion for a major review and reexamination of the structure, of the Guidelines and of the Program.
The new Guidelines are the result of almost four years of comprehensive reexamination of the Program, first by a Task Force headed by President Leonard Lief, and more recently by a complex process of review directed by the Chancellor, in close collaboration with the Board Committee on Expanded Educational Opportunity, involving prolonged and repeated consultations with all affected elements of the University community.

The major intent and purpose of the new Guidelines are to affirm SEEK as a permanent and basic CUNY Program on each senior college campus, and to require the colleges—through the Presidents, general faculty and administration—to assume a major share of the responsibility for the operation of the Program and for the educational support of the students, not only through the remediation phase, but also in the transition phase to the mainstream, and in the mainstream. Emphasis is given to non-SEEK participation in curriculum development, team teaching, etc. The SEEK Departments are given permanent status and greater responsibility for remediation, on the one hand, and monitoring the entire Program, on the other.

The major points of architecture and substance of the Guidelines are as follows:

1. Statement of Purposes and Objectives.

2. Requirement for two major college plans, from each college, annually, detailing a precise and specific academic plan to be followed in each college, from admission to graduation; and a fiscal accountability plan, spelling out the projected use of SEEK funds, by purpose and by personnel, and the college plan for accounting for these expenditures.

3. Comprehensive arrangements for regular and periodic monitoring, evaluating and reporting on the progress of the Program on each campus, and on the progress of SEEK students; and for reporting on the preceding to the Central Office and to the Board.

4. Encouragement for innovation and research in the processes of the Program.

5. Structure of the Program on the campuses, and at the Central Office, including the SEEK-related functions of a new university officer, a Vice Chancellor for Student Affairs and Special Programs.

GUIDELINES FOR THE STRUCTURE AND OPERATION OF THE SEEK PROGRAM OF THE CITY UNIVERSITY OF NEW YORK

I. PURPOSES AND OBJECTIVES OF THE SEEK PROGRAM

The overall mission of the SEEK Program (Search for Education, Elevation and Knowledge), which is basic to the central mission of the City University, is to assist in providing equality of higher educational opportunity to students who otherwise would not have such access, so as to increase the level of education, social health, and vocational capability in our City and State.

In fulfilling this general mission, the SEEK Program has the following specific purposes and objectives:

1. To provide on each senior college campus a permanent and structured program of special assistance to selected students who require and can utilize such assistance to overcome educational, economic and social disadvantage to achieve a quality college education and expand their social and career capabilities.

2. To provide, with special funding, a range of intensive supportive services, as provided for under the Higher Education Opportunity Act and as specified in these Guidelines, to aid each SEEK student to bridge as successfully and expeditiously as possible the gap between special remedial and compensatory courses and programs and the regular college curriculum.
3. To explore, develop, and demonstrate innovative educational techniques and processes for providing intensive remediation in basic skills and other supportive educational services aimed at enabling fundamentally capable students to overcome severe handicaps of educational under-preparation and other relevant disadvantages with the goal of achieving regular college status and obtaining a baccalaureate education. (Applicable experimentation and demonstration - and implementation of findings - shall be facilitated by the leadership of the SEEK Program and by the University's top educational leadership.)

4. To provide the appropriate supports of the SEEK Program to those College Discovery students who move forward into the senior colleges following the completion of associate degree programs.

5. To encourage the faculty and administration of each senior college to accept the purposes set forth in these Guidelines as being among the central missions of the college.

II. DEFINITIONS

A. THE SEEK PROGRAM

The SEEK Program is to be considered and is hereby defined as one of the major programs of the City University and of each of its senior colleges. The "SEEK Program" is hereby defined as the totality of the University's activities and involvement with those students admitted as SEEK students, including the process of recruitment, selection, admission, orientation, remediation, guidance, counseling, financial aid, developmental and compensatory instruction, and regular instruction - from admission to graduation. With final responsibility vested in the Chancellor and the Presidents, subject to the terms and provisions of these Guidelines, the college administrations and faculties, the campus SEEK departments, the Central Office of the University, and the Central Administration of the SEEK Program, shall each, as appropriate, be considered responsible and accountable for the operation and administration of the Program.

The special aspects and components of the SEEK Program shall consist of the following:

1. Special testing, counseling, and guidance services in the course of screening potential students.

2. Special diagnostic testing, tutoring, counseling, and guidance services for enrolled students.

3. Intensive remediation in basic skills, developmental and compensatory courses, and summer classes for such students.

4. Necessary supplementary financial assistance, including the cost of books and necessary maintenance in accordance with criteria and guidelines promulgated by the University and approved by appropriate external authorities.

5. Central Office services for the Program including administration, accounting, research, monitoring and evaluation.

B. THE SEEK DEPARTMENT

The SEEK Department is the academic and administrative unit on each senior college campus responsible for the operation and conduct of particular components of the SEEK Program, as specified in these Guidelines, and for monitoring the entire Program, as provided herein, in a manner to be specifically described in the Academic and Fiscal Accountability plans of each college.
C. THE SEEK BUDGET

The SEEK Budget is that portion of the CUNY budget which consists of special funds provided under the terms of the State's Higher Education Opportunity Program Act, and other externally provided funds earmarked for the special functions and purposes described in that Act and in other relevant local legislation.

D. FULL-TIME STATUS OF SEEK STUDENTS

SEEK students are and must be full-time students, with full-time status defined as a minimum course load of at least twelve (12) credit/contact hours, or their equivalent. The combination of credit/contact hours must include at least six (6) degree credits per semester including remedial, developmental and/or compensatory instruction, except that students who are in their first semester of study shall be permitted a minimum of three (3) degree credits.

E. DEVELOPMENTAL EDUCATION: BASIC SKILLS REMEDIATION AND COLLEGE DEVELOPMENTAL COURSES

The Developmental Education component of the SEEK Program shall be defined as those instructional activities designed to facilitate the development of that combination of basic skills and basic academic knowledge and disciplines required to build a bridge between pre-college capability and successful performance in college level academic course work. Remediation is to be defined as the phase focused on the acquisition of the basic skills in reading, writing, mathematics and speech. In developmental courses, primary emphasis shall be given to the development of comprehensive basic verbal, reading, writing and mathematical skills. Developmental Education may include, but need not be limited to, structured courses, workshops, seminars, and study labs, among other pedagogic approaches. Academic credit shall be given only to the extent that college level material is integrated into the courses, seminars, workshops, etc.

The total number of credits toward graduation to be awarded to any student for any number or combination of the above-defined courses shall not exceed twelve (12) credits.

F. COMPENSATORY COURSES

Compensatory courses shall be defined as college level courses with provision for additional instruction either in the form of additional contact hours or through small class size or with tutoring or a combination of the preceding compensatory devices. The academic content of these courses shall be at least at a level with regular freshman college courses. The credit value of a particular compensatory course shall be the same as that granted to the corresponding regular course.

G. TUTORING

Tutoring is the provision of supplementary instruction at all levels and in all types of courses for students requiring such assistance. Tutoring shall be provided on a regular basis to students with deficiencies in skills or substantial lack of appropriate academic background for essential course work. Tutoring shall be provided by qualified tutors upon the recommendation of the regular teachers of the pertinent subject matter.

A tutor, to be considered qualified and eligible to participate in this Program, is defined as one with sensitivity to the special needs of disadvantaged students and certified by the chairperson of the appropriate department or by his/her designee(s) as qualified to tutor in the subject matter.

H. COUNSELING

Counseling is the provision by professionally trained personnel of counseling and guidance support in academic, personal, financial and other matters. Counseling shall be concentrated on the maximization of the academic possibilities, prospects and progress of the SEEK student.
I. FINANCIAL AID

Student financial assistance is the provision of necessary financial support, to the extent possible, to enable the economically disadvantaged student to attend college full-time. The primary responsibility for the packaging and awarding of financial aid to SEEK students shall be vested in the college Financial Aid Office. The SEEK Department shall perform liaison, SEEK student advocacy, and coordinating functions with regard to the financial needs of individual students, the interpretation of policy, and the administration of State funds provided under the Higher Education Opportunity Act.

III. COLLEGE PLANS

Each senior college President shall annually submit to the Chancellor two college plans covering the SEEK Program for the ensuing year: a college Academic Plan and a college Fiscal Accountability Plan.

Among the major objects of these required college plans are: to ensure that the common purposes of the Program are served and the achievements of each individual plan are rendered susceptible of reasonable monitoring; to encourage innovative educational approaches to the problems of educational disadvantage; and to permit, within the framework of relevant law and these Guidelines, justified diversity and flexibility in organization and structure arising from the differences among the different colleges.

The plans shall contain a precise description of both administrative and academic management for the Program, in budgetary, personnel and management terms.

These college plans shall be in a form and contain such detailed elements as shall be outlined by the Chancellor.

The preparation of these college plans shall be the direct responsibility of the President.

The first set of such plans shall be for the academic year 1978-79 and shall be submitted to the Chancellor for his review no later than June 1, 1978. The Academic Plan may include provision for the summer session offerings of the summer 1978. Each year thereafter, the President shall submit such a set of college plans to the Chancellor no later than February 1st.

The two plans are to cover the following subjects:

1. The college Academic Plan shall cover the provision of all components of the SEEK Program as defined in these Guidelines, along with both regular and special instruction (including summer sessions), and shall reflect the provisions of the HEOP Act, State Budget requirements, and the requirements of these Guidelines.

2. The college Fiscal Accountability Plan shall describe the projected system at the college for receiving, disbursing, and reporting on the use of SEEK funds in accordance with legal requirements, State Budget and audit requirements, and the requirements of these Guidelines.

The Chancellor may accept, or require modifications in each of these college plans, based on legal requirements, the requirements of external authorities, or the requirements of these Guidelines.

Copies of each of these college plans, upon approval by the Chancellor, shall be reported to the Expanded Educational Opportunity (EEO) Committee of the Board of Higher Education.
IV. THE ACADEMIC PLAN

Beginning with the academic year 1978-79, each senior college President shall submit to the Chancellor an Academic Plan containing such elements, in addition to those outlined in these Guidelines, and in a form, as prescribed by the Chancellor. The Academic Plan shall include provision for the summer session offerings referred to in these Guidelines.

Since the prime objective of the new Guidelines is to promote the improvement of the educational outcomes for SEEK students, it is required that each Academic Plan approved by the Chancellor shall contain a description not only of the special courses to be offered, but also a statement of their articulation with relevant college regular course offerings, and a specification of all programmatic services defined in these Guidelines, such as compensatory education and tutoring, and the mode of their offering and availability.

In summary, the Plan shall: (1) detail the specific academic goals of the particular SEEK Program at the college, and the means to be used to achieve these goals; (2) outline the overall curricular approach or approaches to be utilized; (3) describe the educational content of the Program; (4) contain provision for a sufficient number of quantifiable indicators of student achievement to facilitate reasonable evaluation.

The Plan shall cover a five year program, plus two summer sessions for each student as individually required, with the first year focused on intensive remediation in basic skills, subject to modification in individual cases based on progress achieved in acquiring the necessary basic skills, as determined by testing or otherwise.

A description of the special summer school offerings in basic skills, and in developmental and compensatory courses and programs shall be included in the Plan.

Joint task forces, representing the SEEK Department and the relevant academic departments, shall be organized to develop those sections of the Academic Plan providing for developmental and compensatory course offerings to consider: (a) the college level course content of such courses, in relation to the special learning patterns of SEEK students; and (b) the matching of the exit levels of such courses with the required entry levels into the regular and sequential course offerings of the academic departments. The Academic Plan may provide for the periodic functioning of such joint task forces as special curriculum committees.

The Plan shall contain reference to the process to be undertaken by the college for the involvement of non-SEEK faculty in the planning and execution of relevant aspects of the SEEK Program. The establishment of a SEEK-non-SEEK committee on curriculum revision and innovation is an example of such involvement.

The Plan shall provide for the availability of tutoring and counseling into the third, fourth and fifth years.

The Plan shall include provisions for the encouragement and monitoring of compulsory attendance by SEEK students at SEEK-funded courses and classes, as required by these Guidelines.

The Plan may include proposals for experimentally-structured deviations from these Guidelines. Any such proposed deviations shall be clearly identified, described in detail, and defined as experimental in nature, with the length of the experimental period specified. Each such proposal shall also contain provision for suitable evaluation mechanism and an adequate description of the results of the experimental deviation or program innovation in question.

The Plan shall identify a set of indicators of improvement in the academic capabilities and achievements of students to be used for the interim evaluation of programmatic success on each campus for the academic year 1978-79, pending the development of a definitive and comprehensive set of academic progress indicators for SEEK students which shall be issued by the Chancellor to the colleges (and reported to the Board) reflecting the experience with the interim indicators identified in the individual college plans.
The Plan shall contain provision for monitoring the academic aspects of the Program by the SEEK Director, as appropriate, as well as by pertinent academic and administrative authorities.

The Plan shall be subject to review and approval, and subsequent monitoring and evaluation, by the Chancellor, through the Offices of the Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Affairs and Special Programs.

V. FISCAL ACCOUNTABILITY PLAN

Beginning with the academic year 1978-79, each senior college President shall submit to the Chancellor a Fiscal Accountability Plan containing such elements, in addition to those outlined in these Guidelines, and in a form, as prescribed by the Chancellor.

The Fiscal Accountability Plan shall describe the projected pattern of expenditures for the college SEEK Program, including the projected percentage of SEEK funds to be allocated to each of the support services, and the projected means of tracking such expenditures. The projected pattern of expenditures shall cover:

- Academic credit instructional costs
- Other instructional costs
- Remediation
- Counseling
- Supplemental financial assistance
- Evaluation
- Administrative costs

If it is proposed that SEEK and other college program activities be combined in particular courses or programs, the Plan shall specify the exact extent, for funding purposes, of the participation of SEEK students in the combined activities.

The Plan shall include information on projected exchanges of funds of services.

The Plan shall be applicable to a five year program plus two summer sessions.

If remedial instruction is provided by the SEEK Department to non-SEEK students, a proportionate reimbursement of funding or an equivalent exchange of services shall be furnished to the SEEK Department.

The Plan shall contain provision for monitoring the fiscal aspects of the Program by the SEEK Director, as appropriate, as well as by pertinent fiscal and administrative authorities.

The Plan shall be subject to review and approval, and subsequent monitoring and evaluation, by the Chancellor through the Office of the Vice Chancellor for Budget and the Vice Chancellor for Student Affairs and Special Programs.

VI. MONITORING, REPORTING AND EVALUATION

It shall be the President's responsibility in each college to monitor the implementation, application, and enforcement of these Guidelines, and of that college's approved Academic Plan and Fiscal Accountability Plan. He shall take whatever steps are necessary to fulfill this responsibility, including such delegations of responsibility he deems necessary and submit reports on same to the Chancellor and to the EEO Committee, as part of the periodic reports referred to below.

The SEEK Director shall be generally responsible for monitoring and reporting to the President, from the perspective of the SEEK Department, on the implementation of these Guidelines, and specifically on the academic progress of all SEEK students and their receipt of all SEEK-funded services for which they are eligible. The Academic Plan, along with the Fiscal Accountability Plan, shall specify the means whereby these monitoring responsibilities are to be discharged.
The results of such monitoring shall be reported to the Chancellor who shall periodically forward such reports to the EEO Committee. It shall be the responsibility of the Vice Chancellor for Student Affairs and Special Programs, at the direction of the Chancellor, to see that the necessary reporting and monitoring is carried out on each campus.

These reports shall focus on the implementation of the Academic Plan and the Fiscal Accountability Plan. They may also include data required for inclusion in the State mandated annual Final Report, including, but not limited to: (a) credit accumulation; (b) grade point averages; (c) rate of movement of SEEK students into the second, third, and fourth years of their program; and (d) rate of disbursement of SEEK funds in the various functional categories.

The President shall include in his covering statement his own description and evaluation of progress being made toward the realization of the purposes and objectives of the Program and of his college's Academic Plan, and the fulfillment of the requirements of these Guidelines, including the extent and nature of the involvement of non-SEEK faculty in the achievement of the objectives of the SEEK Program.

VII. STRUCTURE AND ADMINISTRATION AT THE CAMPUS LEVEL

A. COMPONENTS OF THE PROGRAM

There shall be a SEEK Program at each of the senior colleges. The Program, which shall be the overall responsibility of the President and faculty of the college, shall include the following components as authorized under the Higher Education Opportunity Program Act:

1. Intensive remediation and preparation for college level work through remedial, developmental and compensatory courses and through summer classes.

2. Special tutoring, counseling and guidance services.

3. Financial Aid in accordance with criteria and guidelines promulgated by the University, subject to approval by the appropriate external authorities.

4. Program Administration.

5. Program Research and Evaluation.

With respect to the instructional component of the Program, it is the intent of these Guidelines that each involved college provide a clearly defined, specifically described, integrated, sequential curriculum designed to develop the basic skills of SEEK students and progressively initiate these students in and prepare them for successful regular college level academic work. Intensive remedial and developmental instruction shall constitute the essence of such an integrated curriculum, and is to be accorded the highest priority. The college shall place major emphasis on accelerating the movement of newly enrolled SEEK students to begin and pursue study in the regular college curriculum. Compulsory attendance is mandated for SEEK students in all remedial, developmental and compensatory courses, for which they are registered.

B. SEEK DEPARTMENT - RESPONSIBILITIES

As part of the Program, each senior college shall establish a SEEK Department which shall be responsible for providing the following academic and supportive services:

1. Remedial and developmental instruction in reading, writing, speech and English. (Remedial and developmental instruction in mathematics shall be provided by the mathematics department.)
2. Comprehensive tutoring as part of and synchronized with intensive remedial and developmental instruction.

3. Academic and financial counseling and personal guidance.

4. Liaison and coordination with the college Financial Aid Office regarding financial aid services for SEEK students, and individual student representation with the college Financial Aid Office.

As part of the college Academic Plan, the President may propose departures from the above assignments of responsibilities, permitting specified remedial and developmental courses in reading, writing, speech, and English to be provided by regular academic departments, and in the case of mathematics, by the SEEK Department, or jointly by two or more departments including the SEEK Department. Any such proposal shall describe in detail the extent, nature and purpose of the proposed departure from the above assignments, and shall include provision for testing and/or demonstrating the efficacy thereof. All remedial and developmental courses included in such proposal shall be developed by special joint curricular committees drawn from both the SEEK Department and the relevant department(s).

C. SEEK DEPARTMENT - PERSONNEL AND ORGANIZATION

The SEEK Department shall be a department of the college. All persons appointed as SEEK counselors or for teaching courses offered by the SEEK Department shall be appointed upon the recommendation of this department, in accordance with established procedures of the college.

The Personnel and Budget Committee of the department shall be elected in accordance with the governance plan of the college; however, all those persons who hold faculty rank or status shall be eligible to vote. The majority of the P & B Committee shall be persons who hold tenure or certificates of continuous employment. The chairperson of the department shall be the chairperson of the Committee.

In cases where the SEEK Department contains either ten or more full-time SEEK teaching faculty or ten or more full-time counselors, the departmental P & B Committee shall establish separate subcommittees of such individuals for personnel recommendations in those categories. These recommendations shall be subject to the approval of the departmental P & B Committee. The recommendations of the departmental P & B Committee for promotion, tenure or certificates of continuous employment shall be forwarded to the President through the same process binding on all other faculty departments.

With respect to appointment, reappointment, promotion, or tenure and certificate of continuous employment, instructional and counseling staff of the SEEK Department, like all other University personnel, continue to be subject to University provisions for classroom observation (where appropriate), student evaluation and annual evaluation.

D. SEEK DIRECTOR

The Director of the SEEK Program in each senior college shall also be the chairperson of the SEEK Department (or of whatever departmental configuration of which the SEEK Department, as defined in these Guidelines, is a part). He or she shall be recommended for appointment by the President to a professorial-level title, subject to the bylaws of the Board and in accordance with the procedures of the EEO Committee. Such functions which the President may assign to the SEEK Director, in addition to those primary functions specified in these Guidelines, shall be germane and related to these primary functions and shall be covered in the Academic Plan as well as, from a fiscal viewpoint, in the Fiscal Accountability Plan. In addition to the responsibility for administering the functions and services vested in the SEEK Department, the Director shall also be responsible, under the President, in accordance with the Academic Plan, for monitoring all SEEK funding, the support program provided by other departments, and for the advocacy and representation of SEEK students from admission to graduation.
In recommending the appointment of a SEEK Director to the Board for its approval, the President shall utilize the services of a screening committee, appointed by him, at least two-thirds of whose members shall be from the SEEK Department, including students, to submit a minimum of three names for his consideration.

E. COUNSELORS AND COUNSELING

Counselors shall be appointed and employed in the SEEK Department. At such ratio of counselors to students as shall be stipulated in the Fiscal Accountability Plan, the counselors shall provide professional counseling and guidance in academic, financial, vocational and personal matters, with the major objective of furthering the student's academic possibilities, prospects and progress. Counselors shall conduct and maintain liaison with classroom instructors in and out of the SEEK Department and shall be responsible for monitoring both student progress and class attendance, and for maintaining the records thereof. A precise register is to be maintained in the SEEK Department of contacts between students and counselors. The Academic Plan may provide the same or similar encouragement—and sanctions—for student participation in counseling sessions as for class attendance.

F. COMPENSATORY COURSES IN ACADEMIC DEPARTMENTS

As part of the SEEK Program on each senior college campus, compensatory courses for SEEK students shall be offered by the regular academic departments of the college. All persons hired for the purposes of teaching such courses or assigned to teach such courses shall be hired and/or assigned by the appropriate academic department, in consultation with the Director of the SEEK Program, and shall be employed in the appropriate academic departments. Special capability for teaching disadvantaged students shall be one of the criteria for such hiring or assignment. In connection with such compensatory instruction, special tutors shall be hired by the SEEK Department, upon the certification of the pertinent academic departments.

The regular academic departments are to be required to offer the compensatory courses described in the college Academic Plan, utilizing SEEK funds for this purpose.

G. FACULTY DESIGNATIONS AND APPOINTMENTS: GUIDELINE EXCEPTIONS

In colleges in which remedial courses are proposed to be taught by faculty employed and appointed in the academic departments in accordance with approved Academic Plans which depart from Guideline assignments of responsibilities, the designation of faculty to teach such courses, and the appointment and reappointment of such faculty, shall be made in consultation with the SEEK Director. If, after consultation, the SEEK Director elects to enter a formal objection to a particular designation or appointment or reappointment, the designation, or the personnel action in question shall be reviewed by the President who shall have before him the relevant documentation. In cases in which faculty employed and appointed in the SEEK Department are designated to teach courses which depart from the Guideline assignments of responsibilities, the chairpersons of the pertinent academic departments shall be analogously consulted in regard to such designations or personnel actions, with the same entitlement to file with the President a formal objection to such designation or personnel action.

H. FACULTY EVALUATION AND REVIEW

Faculty designated to teach developmental courses and employed in the SEEK Department shall be evaluated by the SEEK Department, but also reviewed, separately, by the pertinent academic department, with the academic department report being submitted both to the SEEK Department and to the Dean of Faculty; faculty who are so designated, or appointed and employed in an academic department shall be evaluated by the appropriate academic department, but also reviewed, separately, by the SEEK Department, with the SEEK Department report being submitted both to the appropriate academic department and to the Dean of Faculty. Mathematics faculty designated to teach remedial courses and faculty assigned to teach compensatory courses shall be evaluated and reviewed in accordance with the same process.
The reviews by the SEEK Department shall include reference to teaching effectiveness and sensitivity to the learning patterns of disadvantaged students. The reviews by the academic departments shall include reference to the academic content and substance taught.

I. TRANSFER OF PERSONNEL

Each member of the SEEK classroom teaching faculty whose position is transferred to an academic department or each member of an academic department faculty whose position is transferred to the SEEK Department, under the terms of or as a result of these Guidelines, or any other teaching faculty transfer effected under the terms of or as a result of these Guidelines shall be transferred in the same rank and tenure or CCE status as held in the previous department. Participation in the governance of the department to which the individual is transferred shall be on the same basis as the members of that department. Any other personnel transferred from the SEEK Department to another department or to any analogous division under the terms of or as a result of these Guidelines shall be similarly protected in present rank and standing.

All transfers must be effective July 1, 1978.

J. FACULTY QUALIFICATIONS

All newly appointed faculty in the SEEK Program shall have, minimally, a Master’s Degree or achievement deemed equivalent. Present faculty who do not have this qualification shall be encouraged to enroll in a program of study leading to an advanced degree and to show progress toward the degree.

K. TUTORING

Provision for an organized and sufficient tutoring program shall be a key element of every campus SEEK Program and a detailed description thereof, including provision for orientation and training, shall be part of each college Academic Plan.

As specified in these Guidelines, a tutor must be certified as a qualified tutor by the chairperson of the appropriate department, or his/her designee(s), based on the tutor’s knowledge of the subject-matter and sensitivity to the special academic needs of disadvantaged students.

With respect to remedial and developmental instruction, tutors shall be hired, supervised and monitored by the SEEK Department. Precise records shall be maintained by the SEEK Department of the tutoring services provided and periodic evaluations of the results of such services shall be conducted.

With respect to the compensatory instruction and regular college courses, tutors shall be hired by the SEEK Department upon recommendation and certification of the pertinent academic department. Tutors shall be supervised and monitored by the academic departments, in consultation with the SEEK Department, and precise records shall be maintained of the tutoring services provided. Periodic evaluations of the results of such services shall be conducted.

L. RESEARCH AND DATA COLLECTION

Each campus SEEK Program shall establish a research and data unit, housed in the SEEK Department, which, under the SEEK Director, shall, among its assigned functions, be available to serve the data and research requirements of the analogous unit at the Central Office, and of the Central Office of Institutional Research, as well as those of the institutional research unit or facility serving the rest of the college.
VIII. STRUCTURE AND ADMINISTRATION AT THE UNIVERSITY LEVEL

A. BHE AND EEO COMMITTEE

The Board of Higher Education is ultimately responsible for the policies, programs, personnel, and funding allocations of the SEEK Program, subject to: (a) State and local law; (b) the regulations and requirements of the Regents and the State Department of Education; and (c) the requirements of State and City Budget Offices.

The Board Committee on Expanded Educational Opportunity is responsible, at the Board’s direction, for considering and making recommendations to the Board on operational, administrative and personnel policy matters for the SEEK Program, under the terms of these Guidelines and the bylaws, resolutions, and policy statements of the Board.

B. THE CHANCELLOR

The Chancellor is responsible for the administration and operation of the SEEK Program through the Presidents and faculties of the colleges, and in particular, for the central coordination of the Program, including the allocation and monitoring of SEEK funding, through the Central Office, including particularly the Office of the Vice Chancellor for Student Affairs and Special Programs and the Central office of the SEEK Program.

C. VICE CHANCELLOR FOR STUDENT AFFAIRS AND SPECIAL PROGRAMS

The Vice Chancellor for Student Affairs and Special Programs shall be responsible, under the direction of the Chancellor, for the central coordination of the SEEK Program, and for the discharge of such responsibilities of the Central Office for the SEEK Program as are specified in these Guidelines and assigned to him/her by the Chancellor.

In general, central coordination of the Program shall be effected: in academic and personnel matters, through the Office of the Vice Chancellor for Academic Affairs; in budget matters, through the Office of the Vice Chancellor for Budget Affairs; in non-academic personnel matters through the Office of the Vice Chancellor for Staff Relations - all to be performed in coordination and collaboration with the Office of the Vice Chancellor for Student Affairs and Special Programs, and through his office, with the Central SEEK director, as directed by the Chancellor.

D. CENTRAL SEEK DIRECTOR

The Central SEEK Director, under the oversight and direction of the Vice Chancellor for Student Affairs and Special Programs, shall be responsible for the functioning of the SEEK Central Office and for the discharge of such functions as are vested in the SEEK Central Office by these Guidelines or by the direction of the Chancellor and/or the Vice Chancellor for Student Affairs and Special Programs. 

E. RESPONSIBILITIES OF THE SEEK CENTRAL OFFICE

The SEEK Central Office shall be part of the Office of the Vice Chancellor for Student Affairs and Special Programs and report to the Chancellor through him. The SEEK Central Office, under a Director, shall be responsible for:

1. The coordination, compilation, and preparation of the SEEK General Plan, the SEEK Final Report, and such other reports as are required by the Chancellor, the Board, and by external authorities;
2. The coordination of the monitoring, reporting and evaluation process set forth in these Guidelines;
3. The initiation and conduct of research and evaluation of the SEEK Program directed at programmatic improvements; the coordination of campus research and data collection units, in consultation and coordination with the Central Office of Institutional Research, under the direction of the Chancellor; and, the promotion of the exchange of information on demonstration and research activities with and among the individual campuses;

4. The provision of assistance in program planning and development as a continuous effort aimed at enhancing program quality;

5. The promotion and conduct of University-wide training for SEEK administrators and faculties;

6. Other functions, duties, responsibilities and activities as may be assigned to it by the Chancellor and/or the Vice Chancellor for Student Affairs and Special Programs.

F. THE SEEK BUDGET

The SEEK Budget, as prepared for submission to funding authorities, shall be developed by the Chancellor through the Central Office, in consultation with the Presidents, and through them, with the campus SEEK Directors. Thereafter, any reallocations, modifications or retrenchments of funds based on short-falls from the requested budget shall be worked out by the Chancellor with the individual campuses. Such allocations, modifications or retrenchments shall be in conformity with the purposes and criteria set forth in these Guidelines and in consideration of the Fiscal Accountability Plan for the College in question.

G. RESEARCH AND DEVELOPMENT

Leadership in research and demonstration in basic skills and compensatory education for underprepared and socially disadvantaged students shall constitute a major responsibility of the Chancellor’s Office and of the leadership of the SEEK Program, both in the Central Office and on the campuses. To this end, a professionally-staffed research and evaluation staff shall be maintained as part of SEEK Central - along with a high-level Chancellor’s Advisory Group to help define and review research objectives and results - to assemble and analyze campus-collected and centrally-collected data, to conduct special studies, and to help develop criteria of student progress which shall be sensitive to the complex backgrounds and needs of SEEK students, but based on “hard” data, capable of utilization as progress indicators for SEEK and other disadvantaged students, applicable to such students individually and in the aggregate.

IX. ADMISSIONS: STUDENT SELECTION PROCESS AND ELIGIBILITY CRITERIA

A. ADMISSIONS

Applications for admission into the SEEK Program, either directly by individuals or on recommendation of community organizations, shall be received by the Office of Admissions Services. All applicants for admission into the Program shall be screened by the Office of Admissions Services for eligibility on the basis of their applications.

B. INVOLVEMENT OF EXTERNAL ORGANIZATIONS

The involvement of the SEEK Advisory Council and its constituent organizations, of community organizations, parents’ organizations, and alumni organizations - with individual SEEK students, as well as with programmatic and fiscal aspects of the Program - is to be actively encouraged and supported.
C. ELIGIBILITY

1. Eligibility requirements for admission into the SEEK Program must comply with the requirements of State law, and of regulations issued by the State Department of Education as approved by the Regents, spelling out the concepts of economic and educational disadvantage.

2. A new look at criteria for admission of SEEK students, aimed at introducing a modified system of selection based in part on student potential and motivation, in place of the current system of automatic eligibility and random selection, is clearly called for and must be undertaken. A Task Force, with both inside and outside membership, to be appointed by the Chancellor with the approval of the EEO Committee, shall be organized. It shall make recommendations to the Chancellor for criteria and mechanisms for effectuating this new concept of admissions, including, to the extent possible, success profile indicators. The Task Force shall be instructed to submit recommendations for admissions requirements which are in accord with the Goals and Purposes set forth in these Guidelines, and with the spirit and general thrust thereof.

3. So that the new eligibility criteria and selection process may be in place for the admission and selection of the freshman class of 1979, the report of this Task Force shall be submitted no later than June 15, 1978 and the Chancellor shall submit to the Board his recommendations based on this report no later than August 1.

4. The University Applications Processing Center shall continue, in whatever new system is adopted, to provide the basic pool from which student selections and distributions among campus Programs shall be made.

5. (A percentage) of the total number of SEEK freshmen spaces to be allocated to each campus shall be available for recruitment of students by the campus for special and highly competitive programs, with such special eligibility requirements for the particular campus program as may be approved by the Chancellor and made part of the SEEK General Plan, and thereafter approved by the State Department of Education. This provision may be implemented for the incoming class of September 1978 if the necessary external approvals can be secured.

6. Until a new system is in place, the present system shall remain in force and effect, with special emphasis on screening out ineligibles.

7. Upon admission, all SEEK students must meet the economic eligibility criteria as established in Section 145-2.1 of the regulations of the Commissioner of Education. No first semester SEEK students may be permitted to register prior to the verification of his/her economic eligibility. The established economic criteria will apply to students at the time of admission into the SEEK Program; if the student's economic status improves in subsequent years, an appropriate adjustment in the amount of SEEK stipend shall be made to reflect the change in the student's need but his/her entitlement to receive other supportive services offered by the Program shall not be affected.

8. State law requires that in order to receive SEEK stipend funds and be eligible for other supportive services provided by the SEEK Program, all SEEK students must file for a federal Basic Education Opportunity Grant (BEOG) and apply to the State Tuition Assistance Program (TAP). The College Financial Aid Office shall be responsible for ensuring that all SEEK students file for these aids in accordance with the guidelines established by the University and approved by the State Division of the Budget.

9. In order to be eligible for SEEK financial aid and other supportive services, all SEEK students must be full-time students. Full-time status shall be defined as a minimum course load of at least twelve (12) credit/contact hours, or its equivalent. Each student must register for and is expected to maintain a minimum course load of twelve (12) credits or equated credits per semester including remedial, developmental and compensatory courses. However, a student may be granted permission during the semester to drop a course(s) with no change in his/her stipend level provided that such a "drop" is deemed advisable by his/her counselor with proper authorization on file and the number of credits or its equivalent is not reduced below nine (9) credit/contact hours. A student in his/her semester of projected graduation, whose degree requirements would be met with less than the minimum course load, may be permitted to register for only those courses and number of credits that are required for graduation.
X. RETENTION STANDARDS

Students in the SEEK Program shall be subject to the effective University retention standards. SEEK Program students who will enter in Fall 1978, and thereafter, may be supported up to ten (10) semesters in addition to two (2) special summer sessions for completion of the baccalaureate degree.

For transition purposes, students who entered prior to Fall 1978 and who fail to meet the required standards as specified in the University retention guidelines shall be granted a maximum of two semesters to meet these standards before being placed on probation.

The standard probationary period for all SEEK Program students other than those mentioned above shall be a maximum of two semesters. Students who fail to achieve the required standards after the probationary period shall be dropped from the Program. The regular academic appeals procedure of each college shall continue to consider individual cases and, taking into account the recommendation of the SEEK Director, to grant exceptions as warranted.

The maximum length of time for leave of absence shall not exceed three (3) consecutive semesters. Where special circumstances warrant, requests for exceptions, along with appropriate justification, shall be transmitted by the SEEK Director to the SEEK Central Office for approval.

XI. STUDENT ATTENDANCE

Attendance by SEEK students in remedial, developmental and compensatory SEEK-funded courses is to be considered compulsory for those students assigned to or admitted into such courses. The individual colleges shall adopt reasonable regulations for the encouragement of such attendance and the discouragement, by appropriate sanctions, of non-attendance.

XII. SEEK STUDENT RIGHTS AND RESPONSIBILITIES

Students in the SEEK Program are recognized as matriculated, full and equal members of the student body of the college at which they are enrolled and entitled to all the rights and privileges, as well as subject to all the obligations, of students at the college; and as SEEK students, to special services and also special obligations.

Subject to the provisions of these Guidelines, the additional entitlements and responsibilities of SEEK students may be listed (but are not limited) as follows:

1. Access to SEEK counseling and other support services throughout career as a SEEK student;
2. Access to SEEK-funded academic tutoring, on an as-needed basis, in relation to all of the student’s non-SEEK academic course work at the college whether lower division or upper division;
3. Access to financial support, including State special funding, on an individual as-needed basis;
4. Compulsory full-time attendance in all basic skills, developmental, and compensatory courses to which assigned or admitted.
XIII. FINANCIAL AID

The principal objective of student financial assistance is to provide the necessary financial support, to the extent possible, to enable the economically disadvantaged student to attend college full-time. The responsibility for and the supervision of all financial aid to SEEK students shall be vested in the college Financial Aid Office.

Appointments of SEEK Financial Aid Officers, to work on the packaging and documentation of financial aid awards for SEEK students, shall be made by the SEEK Director, upon approval by the Financial Aid Director; for personnel purposes, Financial Aid Officers shall be considered members of the SEEK Department. SEEK Financial Aid Officers shall report to and work under the direction of the college Financial Aid Director. They shall work in such place or places as may be assigned by the Financial Aid Director; their priority duty shall be to work on financial aid awards for SEEK students.

Each SEEK Director shall designate at least one financial aid counselor whose function shall be to provide liaison with the college Financial Aid Office and to assist individual SEEK students with their financial problems; he/she shall serve as advocate for individual students, on an as-needed basis, with the Financial Aid Office, and with other available sources of financial support.

Financial aid counselors assigned to such duties shall be responsible to the SEEK Director. They shall be trained by the SEEK Central Office and the University Student Financial Aid Office to enable them to assist in locating support funds, through either public or private programs, which could help particularly needy SEEK students continue to attend college full-time.

The College Financial Aid Director shall be responsible for the packaging and awarding of financial aid to SEEK students in accordance with the guidelines and criteria established by the University and the funding authorities. The Financial Aid Director shall also be responsible for verifying SEEK student economic eligibility for the purpose of making financial aid awards, and for admission into the SEEK Program.

An evaluation of the Financial Aid Director, and his office, from the perspective of the service provided to SEEK students, shall be made annually by the SEEK Director in collaboration with the financial aid personnel of the SEEK Department, and filed with the Financial Aid Director, the President, and the SEEK Central Office.

XIV. ANNUAL GENERAL PLAN AND ANNUAL FINAL REPORT

As required by the Higher Education Opportunity Act and the regulations of the Board of Regents, the University shall develop and submit to the State authorities an annual General Plan and an annual Final Report covering the organization, development, coordination, and operation of the SEEK Program. The General Plan and the Final Report shall include such information and data as may be required.

The SEEK Central Office shall be responsible for the coordination, compilation and final preparation of the annual SEEK General Plan and the annual Final Report for submission to the State authorities, subject to approval by the Chancellor and the Board of Higher Education.

It shall be each President’s responsibility to insure the timely submission of campus information and data required for the General Plan and Final Report.

It was agreed that a meeting should be arranged as early as possible between the members of the Board of Higher Education and the members of the Black and Puerto Rican Legislative Caucus.

The Board expressed its thanks to Mrs. Everett, Chairperson of the EEO Committee, for her outstanding efforts and leadership in connection with the development of the new Guidelines.

Upon motions duly made, seconded and carried, the meeting was adjourned at 6:54 P.M.

RICHARD M. CATALANO
Secretary of the Board.
MINUTES OF THE MEETING OF THE BOARD OF HIGHER EDUCATION OF THE CITY OF NEW YORK

HELD

APRIL 24, 1978

AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80 STREET—BOROUGH OF MANHATTAN

The Chairperson called the meeting to order at 5:50 P.M.

There were present:

Harold M. Jacobs, Chairperson
Patricia Carry Stewart, Vice Chairperson

Loretta A. Conway
Walter H. Crowley
Armand D’Angelo
Edith B. Everett
Ronald T. Gault
Gurston D. Goldin

Albert V. Maniscalco
Joan B. Maynard
Joaquin Rivera
David Z. Robinson
Stuart Scheftel

David Valinsky, ex officio
Edward A. Roberts, ex officio

Richard M. Catalano, Secretary of the Board
Mary P. Bass, General Counsel and Vice Chancellor for Legal Affairs

Chancellor Robert J. Kibbee
President Milton G. Bassin
President Roscoe C. Brown, Jr.
Acting President Peter J. Caffrey
President Leon M. Goldstein
President Leonard Lief
President Gerald W. Lynch
President Robert E. Marshak
President Harold M. Proshansky
Acting President Anthony Santiago
President Kurt R. Schmeller

President Joel Segall
President Joseph Shenker
Acting President Nathaniel H. Siegel
Acting President Joshua L. Smith
President Richard D. Trent
President Edmond Volpe

President Jacqueline G. Wexler
Vice Chancellor Kenneth M. King
Vice Chancellor J. Joseph Meng
Vice Chancellor Jerald Posman

The absence of Dr. Piore was excused.
Upon motions duly made, seconded and carried, the following resolutions were adopted or action was taken as noted: (Calendar Nos. 1 through 9)

**NO. 1 UNIVERSITY REPORT:** RESOLVED, That the University Report for April 24, 1978 (including Addendum Items) be approved, as amended as follows:

(a) **Item B1.10.7 (Baruch College):** The promotion from Assistant to Associate Professor of Harrison E. Tucker is to be withdrawn.

(b) **Items listed in PART E - ERRATA,** to be withdrawn or changed, as indicated.

EXPLANATION: The University Report consists of annual instructional appointments at a salary of $15,000 and above and other resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

**NO. 2. CHANCELLOR'S REPORT:** RESOLVED, That the Chancellor's Report for April 24, 1978 (including Addendum Items) be approved, as amended as follows:

(a) **Section CIII - Trusts and Gifts (Bronx Community College):** The wording of the first grant is to be amended to read as follows:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Donor</th>
<th>Purpose, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18,775</td>
<td>The University of the State of New York, The State Education Department</td>
<td>This grant will assist all students in the Engineering Technologies curriculum in their introductory math and physics courses; a series of comprehensive bilingual study guides will be prepared for this purpose, under the direction of Dr. Jack Prince, Physics Dept. Period: 2/1/78-9/30/78</td>
</tr>
</tbody>
</table>

(b) **Item CIII.9.1 - Trusts and Gifts - Hugh L. Patrick Donation (Lehman College):** Withdrawn

(c) **Item D.I. City College - Waiver of Tuition:** Withdrawn

(d) **Items listed in PART E - ERRATA,** to be withdrawn or changed, as indicated.

EXPLANATION: The Chancellor's Report consists of standard resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

**NO. 3. APPROVAL OF MINUTES:** RESOLVED, That the minutes of the Board of Higher Education meeting of March 27, 1978 be approved as circulated.

**NO. 4. JACK JOHN OLIVERO - APPRECIATION OF SERVICES:** WHEREAS, Jack John Olivero was appointed to the Board of Higher Education by Governor Hugh L. Carey on July 6, 1976 and has served on several Standing Committees of the Board and with particular distinction as the Chairperson of the Bronx Community College Presidential Search Committee; and

WHEREAS, Mr. Olivero has resigned from the Board of Higher Education, effective March 31, 1978, because of a variety of other responsibilities; therefore be it

RESOLVED, That the members of the Board note his resignation with regret and express their appreciation for his services.
NO. 5. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT: RESOLVED, That the following items be adopted:

A. COMMUNITY COLLEGES - REMOVAL OF ARCHITECTURAL BARRIERS TO HANDICAPPED:

RESOLVED, That the Board of Higher Education approve the contract documents as prepared by the Office of Facilities Planning and Management, and authorize the Office of Facilities Planning and Management to bid and award the contract to the lowest responsible bidder for the removal of architectural barriers for the handicapped at various community college campuses at an estimated cost of $200,000, chargeable to Third Year Funds of the Federal Government's Community Development Act in the amount of $100,000 and to a matching amount from funds appropriated in the New York State Capital Budget; and be it further

RESOLVED, That the Director of Management and Budget be requested to approve said documents and authorize said expenditure for the proposed contract.

EXPLANATION: Alterations and Site Work are required at seven community colleges to remove various barriers for the handicapped. These alterations include ramps, door modifications and toilet alterations.

The City of New York has allocated $100,000 of Third Year Funds of the federally funded Community Development Act for use by CUNY community colleges and the State has appropriated in its 1977-78 capital budget a matching amount.

B. BARUCH COLLEGE - WINDOW REPLACEMENT:

RESOLVED, That the approval of the Board of Higher Education of January 24, 1977, Cal. No. 4D, for labor and materials necessary and required for the rehabilitation of windows at Baruch College at 17 Lexington Avenue, Manhattan, at an estimated cost of $350,000, chargeable to Capital Project HN-203, be amended to authorize an estimated cost of $412,000 (including the low bid amount of $392,240 together with a 5% contingency allowance).

EXPLANATION: This resolution is required in order to award the contract to the lowest responsible bidder. The next lowest bid was $869,200. The bids reflect the complexity of the work and cost escalation since the date of the earlier cost estimate approved by the Board on January 24, 1977. The Office of Facilities Planning and Management believes that rebidding would not result in a lower bid and recommends award of the contract to the lowest bidder. The Office of Management and Budget has approved the increase in funding necessary to award this contract (Certificate 13166, dated March 11, 1978).

C. BROOKLYN AND CITY COLLEGES - COMPUTERIZED ENERGY MANAGEMENT SYSTEM:

RESOLVED, That the Board of Higher Education approve the contract documents as prepared by the Office of Facilities Planning and Management and authorize The City University to enter into an agreement with the International Business Machines Corp. for modifications and additions to an existing IBM System 7 computer and all attendant installation and wiring costs for the purpose of reducing energy consumption at the City College Science and Physical Education Building and four (4) buildings at Brooklyn College at an estimated cost of $140,000 chargeable to Capital Project HN-203; and be it further

RESOLVED, That the Director of Management and Budget be requested to approve said documents and authorize said expenditure for the proposed contract.

EXPLANATION: It is proposed to centrally locate the computer at the University Computer Center on West 57th St., Manhattan, to manage the energy systems at the Science and Physical Education Building of the City College and at James Hall, the Plaza Building, Roosevelt Hall Extension and Ingersoll Hall Extension at Brooklyn College. While the computer is to be centrally located at the Computer Center, each college will have control of its own system through the use of local terminals. Programs would be applied to achieve a reduction in electricity and fuel consumption as well as electrical demand by turning off selected motor loads for short periods and by holding down peak electric usage. The computer has the capacity for controlling additional buildings at other campuses in the future.

It is estimated that the capital cost of installation at the three (3) locations will be $140,000, including contingency and escalation to the contract date. Anticipated annual savings through the reduced use of electricity and fuel will be $115,000. An annual cost of $15,000 will be required to operate the energy management systems. Net operating savings would be $100,000 annually.
The Board had previously approved a resolution at its March 28, 1977 meeting (Calendar No. 5A) to accomplish these savings by competitively bidding an entire system including a new computer. The Office of Management and Budget, however, rejected this and recommended that an existing IBM System 7 computer, presently located at Brooklyn College and not fully utilized, be used.

NO. 6. COMMITTEE ON ACADEMIC AFFAIRS: RESOLVED, That the following items be adopted:

A. LAGUARDIA COMMUNITY COLLEGE - A.S. IN DIETETIC TECHNICIAN EDUCATION:

RESOLVED, That the program in Dietetic Technician Education leading to an Associate in Science (A.S.) degree, to be offered at LaGuardia Community College, effective September 1978, be approved subject to financial ability.

EXPLANATION: The program is a career oriented program which conforms to the educational and professional standards of the American Dietetic Association. This program prepares graduates for middle management positions that presently exist in the food service industry. The cost of the program is currently supported by grant monies. The program will be articulated with the City University’s senior college programs.

B. DESIGNATION OF DISTINGUISHED PROFESSORS:

RESOLVED, That the following be designated Distinguished Professors for the period 9/1/78-8/31/79 in the colleges and specialties indicated, with compensation at the rate of $5,000 per annum in addition to their regular academic salary, subject to financial ability:

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Specialty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooklyn Graduate School</td>
<td>Pearstein, Philip</td>
<td>Art</td>
</tr>
<tr>
<td></td>
<td>Himmelfarb, Gertrude</td>
<td>History</td>
</tr>
</tbody>
</table>

EXPLANATION: Professor Pearstein is one of the most distinguished artists in the United States who is internationally recognized as a leading figurative painter. As a major leader of the contemporary school known as “The New Realism,” he has influenced a generation of younger artists. He is the recipient of prestigious awards and prizes.

Professor Himmelfarb is an academic and an intellectual who has achieved an international reputation in her field. She is counted among the top rank of British intellectual historians. Her record of publication is impressive as is the list of prestigious awards and fellowships she has won.

NO. 7. COMMITTEE ON CENTRAL ADMINISTRATION: RESOLVED, That the following item be adopted:

A. BYLAW AMENDMENT:

RESOLVED, That section 6.5 of the Bylaws be amended to read as follows:

Section 6.5 APPOINTMENTS WITHOUT TENURE. Nothing contained in this article shall be construed as conferring or permitting tenure, or service credit toward the achievement of tenure in the positions of chancellor, deputy chancellor, vice-chancellor, university administrator, university associate administrator, university assistant administrator, president, vice-president, assistant vice-president, university dean, university associate dean, university assistant dean, dean, associate dean, assistant dean, administrator, associate administrator, assistant administrator, director of campus schools, department chairperson, chief librarian, principal, supervisor, distinguished professor, visiting professor, visiting associate professor, visiting assistant professor, adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct lecturers, higher
education officer, higher education associate, higher education assistant, assistant to higher education officer, higher education intern, research associate, research assistant, clinical assistant, lecturer (full-time), lecturer (part-time), instructor appointed after October 1, 1968; business manager, assistant business manager, assistant to business manager, all positions in the early childhood centers programs, or any other instructional positions not included on the permanent instructional staff, except that prior service as a full-time lecturer or lecturer (full-time) may be considered toward the award of tenure to persons in a title on the permanent instructional staff. Appointment to any such non-tenure-bearing position, or removal therefrom, however, shall not deprive the person so appointed or removed of tenure in the highest position on the staff held with tenure prior to his/her appointment to such office, or conjointly with such office, nor shall such appointment or removal deprive any person of service credit toward the achievement of tenure under the provisions of this article. All persons appointed chancellor, deputy chancellor, president, vice-chancellor, vice-president, university dean, university associate dean, university assistant dean, dean, associate dean, assistant dean, director of campus schools, or principal; if not already appointed to a position on the permanent instructional staff, may be appointed to an instructional position.

EXPLANATION: The title higher education intern was inadvertently omitted from section 6.5 of the bylaws. The amendment corrects this clerical error.

Note: Matter underlined is new.

NO. 8. COMMITTEE ON FISCAL AFFAIRS RESOLVED, That the following items be adopted:

A. HUNTER COLLEGE - 1978-79 UNIFORMED GUARD SERVICE:

RESOLVED, That the Board of Higher Education approve the contract documents and authorize the Business Manager of Hunter College to advertise for, receive and open bids, and award a contract to the lowest responsible bidder for furnishing Uniformed Guard Service for Hunter College at an estimated cost of $475,000 chargeable to State Budget Code 7003-176-7901-806-2-34801-430 in the amount of $400,000 and City Budget (Campus Schools) 042-400-430-01-79 in the amount of $75,000 for the period July 1, 1978 to June 30, 1979 with a one year option to renew, subject to financial ability.

EXPLANATION: To provide Uniformed Guard Service to safeguard the faculty, staff, students and property of the College.

B. NEW YORK CITY COMMUNITY COLLEGE - USE OF VOORHEES INCOME:

RESOLVED, That the Board of Higher Education authorize the expenditure of a sum, not to exceed $300,000 of income from the Voorhees Endowment Fund, for the purchase of educational supplies and/or equipment, to support the Technical and Industrial educational programs of the New York City Community College during the fiscal year 1978-79.

EXPLANATION: As a result of the prior years budgetary reductions, additionally compounded by the expected 1978-79 budgetary reductions, the New York City Community College deems it imperative to supplement the Other Than Personal Service cost for the Technical programs taught at the college. Under the terms of the court order, which transferred the assets of the Voorhees Technical Institute to the Board of Higher Education, . . . "Income from the Endowment Fund, . . . shall be used by the Board of Higher Education to support the Technical and Industrial educational programs in such areas as Library Resources, Educational Equipment, Supplies and Materials, Student Financial Aid, Facilities Renovation and other items that will improve Technical and Educational programs."
C. BROOKLYN COLLEGE - LEASE PURCHASE OF CORE MEMORY AND DISK MEMORY:

RESOLVED, That the Board of Higher Education authorize Brooklyn College to advertise and award a contract to the lowest responsible bidder, a five year lease/purchase of additional core memory and disk memory equipment at an estimated total cost of $150,000, and an estimated annual rate not to exceed $30,000 per year, chargeable to code 7001-176-7801-806-2-22120-14-62 and/or equivalent codes in subsequent years for which the contract will be in effect.

EXPLANATION: Brooklyn College has an ongoing requirement to support a variety of projects which require "on-line" computing resources. The current resources are not capable of providing services to more than one administrative department in a timely and accurate fashion. The College recognizes the need for additional equipment and proposes to acquire the following:

  a) Disk memory - Currently, one or two major applications are available to the administrative departments at one time. Additional disk memory will provide greater availability to more departments for "on-line" computing. In turn, this will eliminate or reduce the delays currently experienced.

  b) Internal memory - Currently, the operating system of the Brooklyn College computer utilizes 512K bytes. The greater number of applications currently needed cannot be handled by the existing internal memory size. Studies by internal and IBM consultants have established that additional memory will minimize the conflict for simultaneous use of the internal memory. Studies have suggested an increase in the throughput capacity of approximately 50% by the addition of 512K bytes of internal memory.

D. 1978-79 STATE SUPPLEMENTAL BUDGET REQUEST:

(1) SENIOR COLLEGES:

RESOLVED, That the supplemental budget request for the senior colleges of $16.5 million be adopted.

EXPLANATION: The $311.1 million senior college budget recommended by the Governor and adopted by the Legislature is deficient in a number of areas. This supplemental budget request attempts to correct some of these deficiencies. The $16 million request is made up of the following components:

   - Individual college needs                        $7.7 million
   - Funding of Unemployment Insurance               $2.8 million
   - Revision of senior college share of costs of:
     University Management and the College of Staten Island $2.5 million
   - Establishment of fund for building repairs       $2.0 million
   - Additional rental requirements                   $ .7 million
   - Implementation of freshmen skills assessment testing $ .3 million
   - Reduction of student-counselor ratio in the SEEK Program to 75 to 1 $ .5 million

(2) COMMUNITY COLLEGES:

RESOLVED, That the supplemental budget request for the community colleges of $3.5 million be adopted.

EXPLANATION: The $61.4 million of State Aid to the CUNY community colleges appropriated by the Legislature provides full funding for a projected 64,743 FTE students in 1978-79. The funding formula upon which State Aid is based has also been changed to increase the State share of rental costs and to provide a bonus amount of $75 for students enrolled in Business programs. The formula, however, still has not been revised to account for the impact of inflation. Therefore, the University is requesting that the base aid per student be raised from $705 to $750 - an increase of 6 percent - and the funding for disadvantaged students be increased from $180 to $210 to reflect the extremely high costs of remediation.
At this point the Board considered an added item, and upon motions duly made, seconded and carried, the following resolution was adopted:

**NO. 8X. HAYES V. CITY UNIVERSITY OF NEW YORK:** RESOLVED, That in an action entitled Hayes et al v. City University of New York, et al in the United States District Court for the Southern District of New York (77 Civ. 5476) challenging, inter alia, the propriety of certain reductions in public assistance grants by the New York City Department of Social Services on account of amounts received by SEEK and CD stipend recipients who are also recipients of public assistance grants, the Board wishes to assert the position that the Human Resources Administration is unauthorized by law to reduce public assistance grants by any portion of a SEEK or CD stipend (provided such SEEK or CD stipend has been calculated on the basis of fully disclosed income, including any public assistance grants).

EXPLANATION: City University and the New York City Human Resources Administration are co-defendants in Hayes et al v. City University of New York, et al. HRA will assert in its defense the propriety of its independent determination as to what portions of the SEEK or CD stipend represent necessary expenses, and of taking federally administered grants and loans into account in determining the amount received for educational expenses. This position is in conflict, in the opinion of the Board, with Section 6452(4)(a) of the education law, permitting the Board to determine the amount of necessary supplemental financial assistance including the costs of books and necessary maintenance pursuant to criteria promulgated by the University and approved by the Regents and the State Director of the Budget; with Section 507 of the Higher Education Amendments of 1968 (Pub. Law 90-575) and Section 8NYCRR 352.16 prohibiting any grant or loan to an undergraduate for educational purposes made or insured under any program administered by the United States Commissioner of Education from being considered as income or resources in determining need or amount of assistance. The Corporation Counsel has requested the Board’s position be memorialized by resolution so that a conflict of interest may be declared between the Board and HRA.

Mr. D’Angelo requested that the record show that the resolution was adopted on the advice of Counsel.

**NO. 9. QUEENS COLLEGE PRESIDENCY:** Chancellor Kibbee presented a resolution designating Dr. Saul B. Cohen as President of Queens College. The resolution was moved and seconded.

Mr. D’Angelo moved that the resolution be tabled. Mr. Crowley seconded the motion. The motion was lost. Mr. D’Angelo and Mr. Crowley voted Yes; Ms. Conway, Mrs. Everett, Mr. Gault, Dr. Goldin, Mr. Jacobs, Mr. Maniscalco, Ms. Maynard, Mr. Rivera, Dr. Robinson, Mr. Scheftel and Mrs. Stewart voted NO.

At this point, the Board heard the following who spoke in opposition to the resolution:

Mr. Joseph Bigman, Queens College student member of the Presidential Search Committee
Mr. Brian Kanzaki, Legislative Director, University Student Senate
Mr. Bob Citelli, Queens College Student Association President

Following discussion, the Board recessed for five minutes. Upon its return, the following resolution was adopted:

RESOLVED, That Dr. Saul B. Cohen be designated President of Queens College and Professor with tenure, effective July 1, 1978, with compensation at the rate of $13,000 per annum, in addition to his academic salary, subject to financial ability.

Ms. Conway, Mrs. Everett, Mr. Gault, Dr. Goldin, Mr. Jacobs, Mr. Maniscalco, Ms. Maynard, Dr. Robinson, Mr. Scheftel and Mrs. Stewart voted YES; Mr. Crowley, Mr. D’Angelo and Mr. Rivera voted NO.

Upon motions duly made, seconded and carried, the meeting was adjourned at 6:53 P.M.

RICHARD M. CATALANO
Secretary of the Board
MINUTES OF THE MEETING OF THE BOARD OF HIGHER EDUCATION OF THE CITY OF NEW YORK
HELD
MAY 22, 1978
AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80 STREET—BOROUGH OF MANHATTAN

The Chairperson called the meeting to order at 5:45 P.M.

There were present:

Harold M. Jacobs, Chairperson

Loretta A. Conway
Walter H. Crowley
Armand D’Angelo
Edith B. Everett
Ronald T. Gault
Gurston D. Goldin

Professor David Valinsky, ex officio

Edward A. Roberts, ex officio

Richard M. Catalano, Secretary of the Board
Mary P. Bass, General Counsel and Vice Chancellor for Legal Affairs

Chancellor Robert J. Kibbee
President Milton G. Bassin
President Roscoe C. Brown, Jr.
Acting President Peter J. Caffrey
President Leon M. Goldstein
President John W. Kneller
President Leonard Lief
President Gerald W. Lynch
President Harold M. Proshansky
Acting President Anthony Santiago
President Kurt R. Schmeller

President Joel Segall
President Joseph Shenker
Acting President Nathaniel H. Siegel
Acting President Joshua L. Smith
President Richard D. Trent
President Edmond Volpe
President Jacqueline G. Wexler
Vice Chancellor Julius C.C. Edelstein
Vice Chancellor Kenneth M. King
Vice Chancellor J. Joseph Meng
Vice Chancellor Jerald Posman

The absence of Ms. Patricia Carry Stewart was excused.
Upon motions duly made, seconded and carried, the following resolutions were adopted: (Calendar Nos. 1 through 10)

NO. 1. UNIVERSITY REPORT: RESOLVED, That the University Report for May 22, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item AA.1. Appointments (Annual Salary Basis) Requiring Bylaw Waivers: The appointment of Anthony Manfredonia (Queensborough Community College) is withdrawn.

(b) Item D.6. Central Office - Personnel Action: Deferred to the June meeting of the Board.

(c) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The University Report consists of annual instructional appointments at a salary of $15,000 and above and other resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

NO. 2. CHANCELLOR’S REPORT: RESOLVED, That the Chancellor’s Report for May 22, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item BI.15.4 Reappointment - Annual Salary Basis (Borough of Manhattan Community College): Delete reference to Joyce Brown Hargadon.

(b) Item D.4. Lehman College - Waiver of Tuition: The last sentence in the resolution is to be amended to read: “Instructional costs for this program will be paid under the contract with the Board of Education.”

(c) Item D.5. The College of Staten Island - Waiver of Tuition: Withdrawn.

(d) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The Chancellor’s Report consists of standard resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the Board of Higher Education meeting of April 24, 1978 be approved as circulated.

NO. 4. DAVID VALINSKY - APPRECIATION OF SERVICES: WHEREAS, Professor David Valinsky, as chairperson of the University Faculty Senate has served as an ex officio member of the Board of Higher Education since July, 1976; and

WHEREAS, His insight, unstinting energy, commitment, and long experience and knowledge of the University and its processes have contributed greatly to the deliberations of the Board; and

WHEREAS, Professor Valinsky is completing his term as chairperson of the University Faculty Senate and is not eligible for reelection; now therefore be it

RESOLVED, That the members of the Board of Higher Education express their regret at the loss of Professor Valinsky’s presence at Board meetings and their appreciation for the many contributions he has made to the Board and The City University of New York.

On behalf of the Board, the Chairperson presented Dr. Valinsky with a gift for his services on the Board and wished him success in his future endeavors.

At this point Mr. Gault joined the meeting.
NO. 5. BOARD MEETING DATES FOR 1978-79 ACADEMIC YEAR: RESOLVED, That the following schedule of meeting dates be approved for the academic year 1978-79:

- September 25, 1978
- October 25, 1978 (Wednesday)
- November 20, 1978 (Third Monday)
- December 18, 1978 (Third Monday)
- January 29, 1979 (Fifth Monday)
- February 26, 1979
- March 26, 1979
- April 23, 1979
- May 28, 1979
- June 25, 1979

and be it further

RESOLVED, That the Bylaws of the Board be waived to permit the approval of the above schedule, in view of the fact that four of the above dates do not fall on the fourth Monday of the month as specified in the Bylaws.

NO. 6. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT: RESOLVED, That the following items be adopted:

A. QUEENS COLLEGE - MASONRY REPAIR TO KLAPPER LIBRARY AND POWDERMAKER HALL:

RESOLVED, That the Board of Higher Education approve the Contract Documents as prepared by the Office of Facilities Planning and Management and authorize said office to advertise, bid and award the contract to the lowest responsible bidder for the Masonry Repairs to Klapper Library and Powdermaker Hall at Queens College at a cost estimate of $120,000, chargeable to Capital Project HN-203; and be it further

RESOLVED, That the Director of Management and Budget be requested to approve said documents and authorize said expenditure for the proposed contract.

EXPLANATION: The freezing and thawing action of water penetrating the masonry parapet walls is causing spalling of brickwork and shifting of the walls and threatening to cause further deterioration of the building.

There is also the possibility that failure of the exterior face brick might present a danger to pedestrians.

This corrective work is necessary for safety, to prevent further water penetration and avoid further and more extensive damage to the buildings.

This project has been recommended and approved by the Campus Facilities Officer.

The estimate of $120,000 includes construction contingencies and cost escalation to bid date.

B. HUNTER COLLEGE - REHABILITATION OF HEATING AND VENTILATING SYSTEM:

RESOLVED, That the approval by the Board of Higher Education, at its meeting of September 22, 1975, Cal. No. 3 III B, of final contract documents for labor and materials necessary and required for the rehabilitation of heating and ventilating system of Hunter College at 695 Park Avenue, Manhattan, at an estimated cost of $217,255 be amended to provide for an increased estimated cost of $280,000 (which includes the aggregate low bid amount of $266,600 together with a 5% contingency allowance).

EXPLANATION: This resolution is required in order to award contracts to the lowest responsible bidders, Daniel J. Rice, Inc. for the heating and ventilating work ($69,939) and Five Star Electric Corporation for the electrical work ($196,700). This project was bid previously on September 31, 1976 and the aggregate low bid of $324,592 was rejected. The pending aggregate low bid, though greater than the earlier estimate, reflects both the complexity of the work and cost escalation since the date of the earlier cost estimate approved by the Board in September 1975. The Office of Facilities Planning and Management believes that rebidding would not result in lower bids and recommends award of the contracts to the lowest bidders. The Office of Management and Budget has approved the increase in funding necessary to award these contracts under Certificate CP-13196 dated April 4, 1978.
NO. 7. SALK SCHOLARSHIPS: RESOLVED, That the Board approve the award of the Jonas E. Salk Scholarships to the following graduates who have been recommended by the Chancellor:

WITH STIPEND

Gail Brenner - City College
Solomon Bryski - Brooklyn College
Rise Maura Chait - Queens College
Mike Delgado - City College
Ivan Hand - Hunter College
Kathleen Halton - Lehman College
Ian Lustbader - City College
Leo Stemp - Brooklyn College

HONORARY (in order selected)

Paul Sachs - Queens College
Larry Greenberg - City College
Owen G. Peller - Brooklyn College
Gary Gelbfish - Brooklyn College
Ira Roth - Queens College
Diane Lombardy - Hunter College
Charis Wilson - Hunter College
Robert Sipzner - Queens College

NO. 8. HONORARY DEGREES: RESOLVED, That the following honorary degrees, approved by the appropriate faculty bodies and recommended by the Chancellor, be presented at the commencement exercises as specified:

<table>
<thead>
<tr>
<th>RECIPIENT</th>
<th>INSTITUTION</th>
<th>DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Eli Mason</td>
<td>Baruch College</td>
<td>Doc. Humane Letters</td>
</tr>
<tr>
<td>Hon. Edward D. Re</td>
<td>Brooklyn College</td>
<td>Doc. of Laws</td>
</tr>
<tr>
<td>Mr. Irwin Shaw</td>
<td>Brooklyn College</td>
<td>Doc. of Literature</td>
</tr>
<tr>
<td>'Miss Ellen Stewart</td>
<td>Brooklyn College</td>
<td>Doc. Humane Letters</td>
</tr>
<tr>
<td>Mr. Roy Wilkins</td>
<td>Queens College</td>
<td>Doc. of Letters</td>
</tr>
<tr>
<td>Ms. Gwendolyn Brooks</td>
<td>City College</td>
<td>Doc. of Science</td>
</tr>
<tr>
<td>Dr. Tsung-Dao Lee</td>
<td>City College</td>
<td>Doc. of Letters</td>
</tr>
<tr>
<td>Hon. Justine Wise Polier</td>
<td>City College</td>
<td>Doc. Humane Letters</td>
</tr>
<tr>
<td>Dr. Clifton R. Wharton, Jr.</td>
<td>City College</td>
<td>Doc. of Laws</td>
</tr>
<tr>
<td>Hon. Simon Hirsch Rifkind</td>
<td>City College</td>
<td>Doc. of Science</td>
</tr>
<tr>
<td>Mr. Rupert Charles Barneby</td>
<td>Grad. School</td>
<td>Doc. of Science</td>
</tr>
<tr>
<td>Dr. Seymour Benzer</td>
<td>Grad. School</td>
<td>Doc. of Letters</td>
</tr>
<tr>
<td>Dr. Joseph Duffy</td>
<td>Grad. School</td>
<td>Doc. Humane Letters</td>
</tr>
<tr>
<td>Dr. Sheldon Glueck</td>
<td>John Jay College</td>
<td>Doc. of Laws</td>
</tr>
<tr>
<td>Prof. Yale Kamisar</td>
<td>John Jay College</td>
<td>Doc. of Laws</td>
</tr>
<tr>
<td>Dr. Karl Menninger</td>
<td>John Jay College</td>
<td>Doc. of Laws</td>
</tr>
<tr>
<td>Dr. Marvin Eugene Wolfgang</td>
<td>John Jay College</td>
<td>Doc. of Law</td>
</tr>
<tr>
<td>Dr. J. W. Black</td>
<td>Mt. Sinai School of Medicine</td>
<td>Doc. of Science</td>
</tr>
<tr>
<td>Dr. Donald S. Fredrickson</td>
<td>Mt. Sinai School of Medicine</td>
<td>Doc. of Science</td>
</tr>
<tr>
<td>Dr. Dorothy Hodgkin</td>
<td>Mt. Sinai School of Medicine</td>
<td>Doc. of Science</td>
</tr>
</tbody>
</table>

NO. 9. CITY COLLEGE AND THE BOARD OF EDUCATION - CAMPUS HIGH SCHOOL:
RESOLVED, That the Board approve an agreement with the Board of Education whereby City College and the Board of Education will cooperate in the planning and operation of a Campus High School in the building currently known as the Fiorello H. LaGuardia High School of Music and the Arts, or elsewhere until such building is available, to be funded by the Board of Education, such school to receive students in Sept. 1979 or as soon thereafter as possible, and the President of City College is hereby authorized to execute such agreement.
EXPLANATION: The Board has been deeply and continually concerned with the need for closer cooperation between CUNY colleges and the high schools of New York City and shares with the Board of Education the most impelling concerns for educational improvements in the city. City College and the Board of Education have been exploring over a period of several years the possibilities and means of a joint effort to meet the needs of the inner-city population for quality secondary education and to close the gap that has often separated the urban public school system from colleges preparing teachers and supervisory personnel.

The Board of Education, its Chancellor and his associates, the President of City College, and the Dean and faculty of its School of Education have agreed that the establishment of a Campus High School, directly affiliated with City College in both planning and operational phases, could make a major contribution to educational innovation and practice. It is now possible for the Board of Education to initiate plans to move the Music and Arts High School to the Lincoln Center area, freeing its present building on the City College campus for the projected Campus High School. Pending such move, the Campus High School may be housed elsewhere.

The Campus High School is conceived as an experimental comprehensive secondary school serving a student body representative of a cross section of the community and consistent with admission policies of other New York City high schools. The School is conceived as providing unusual opportunities for utilizing resources of City College in such areas as: (1) development of innovative programs, methods, and materials, (2) research designed to ascertain the validity of goals and objectives and the degree to which they are achieved, (3) improvement of basic academic skills, (4) expansion of the educational horizons of students through access to College facilities, programs, and faculty, and (5) teacher training, in-service for the School's staff as well as pre-service for the College's students. Clearly, dissemination of results for possible replication elsewhere is a major factor in the plans.

Unlike the relatively unstructured relationships that exist in other situations, the Campus High School will provide for direct responsibility and authority for City College in its planning and operation. This is more specifically reflected in the statement of agreement which will form the basic for more detailed joint planning between City College and Board of Education representatives over the next 15 months. The opening of the School is projected for September, 1979 or as soon thereafter as possible.

The Board heard Professor Irwin Polishook, President of the Professional Staff Congress, who spoke in support of the resolution.

The following resolution was adopted:

RESOLVED, That The College of Staten Island be organized as a four-year institution with a division of baccalaureate studies and a division of associate studies; and be it further.

RESOLVED, That admission to the division of baccalaureate studies be open to students meeting the established criteria for admission to senior colleges and that admission to the division of associate studies be open to students meeting the established criteria for admission to a community college; and be it further.

RESOLVED, That the Chancellor is directed to negotiate with the appropriate state and city officials, a funding arrangement reflective for the college's organization, programs and enrollment.
EXPLANATION: In April 1976, the Board adopted the following resolution:

"RESOLVED, That effective September 1, 1976, Staten Island Community College and Richmond College be joined to form a single, federated institution operating distinct junior division programs funded as a community college and senior division programs funded as a senior college under a single administration; and be it further

RESOLVED, That the Chancellor be directed to initiate plans for consolidating the operations for this institution at the physical facilities now occupied by Staten Island Community College." (BHE Cal. 1, 4/5/76)

The 1976 resolution was intended to consolidate the operations of the two institutions on Staten Island while at the same time preserving the distinct characteristics of the then existing institutions. Since the time of the federation, the administration of the institutions has been consolidated while the separate registration of the academic programs of the upper and the lower divisions has been preserved. Consolidation of the institution at the Sunnyside Campus has been hampered by lack of funds necessary for the construction involved. It is anticipated that the consolidation at Sunnyside Campus will be addressed in the University’s physical facilities Master Plan. The operation of the institution with distinct upper and lower divisions funded on different bases has created severe programmatic and administrative difficulties. The necessity of segregating expenses and attributing various administrative costs to one or the other division has resulted in major administrative problems and has substantially hampered the institution's ability to efficiently utilize available resources. The foregoing resolution is designed to recognize the federated institution as a four-year college offering both baccalaureate and associate programs under a more efficient funding arrangement to be negotiated with the city and state. The funding of The College of Staten Island as a state-related institution will not substantially alter the dollar amounts now provided by the city and state. It will place the budget determination responsibility with the state rather than with two governmental bodies as is now the case; it will allow the institution to make better use of its resources and at the same time reduce the administrative difficulties resulting from the current treatment of the institution, for funding purposes, as both a four-year institution and a community college.

On behalf of the Board, the Chairperson commended President Kurt R. Schmeller and President Leonard Lief on the favorable Middle States Association reports on Queensborough Community College and Lehman College, respectively.

Upon motions duly made, seconded and carried, the meeting was adjourned at 6:02 P.M.

RICHARD M. CATALANO
Secretary of the Board
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF HIGHER EDUCATION OF THE CITY OF NEW YORK

HELD

MAY 29, 1978

AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80 STREET - BOROUGH OF MANHATTAN

The Chairperson called the meeting to order at 5:40 P.M.

There were present:

Harold M. Jacobs, Chairperson
Patricia Carry Stewart, Vice Chairperson

Walter H. Crowley
Armand D’Angelo
Edith B. Everett
Ronald T. Gault

Ann M. Burton, ex officio

Richard M. Catalano, Secretary of the Board
Mary P. Bass, General Counsel and Vice Chancellor for Legal Affairs

Gurston D. Goldin
Emanuel R. Piore
David Z. Robinson
Stuart Scheftel

Edward A. Roberts, ex officio

Chancellor Robert J. Kibbee
President Milton G. Bassin
President Roscoe C. Brown, Jr.
Acting President Peter J. Caffrey
Acting President Anthony Santiago
President Joseph Shenker

Acting President Joshua L. Smith
President Edmond Volpe
President Jacqueline G. Wexler
Vice Chancellor Julius C.C. Edelstein
Vice Chancellor J. Joseph Meng

The absence of Ms. Conway, Mr. Maniscalco, Ms. Maynard and Mr. Rivera was excused.
A. WELCOME TO PROFESSOR BURTON: The Chairperson introduced Professor Ann M. Burton, the new chairperson of the University Faculty Senate, and welcomed her as an ex officio member of the Board.

Upon motions duly made, seconded and carried, the following resolutions were adopted:

NO. 1. COMMITTEE ON LONG-RANGE PLANNING: RESOLVED, That the following item be adopted:

A. PROPOSAL FOR FACILITIES NEEDED AT THE CITY UNIVERSITY OF NEW YORK THROUGH 1990: RESOLVED, That the recommendations for remedying the University's need for improved physical facilities, as contained in the Proposal for Facilities Needed at The City University of New York through 1990, be adopted as follows:

RECOMMENDATIONS CONTAINED IN PROPOSAL FOR FACILITIES NEEDED AT THE CITY UNIVERSITY OF NEW YORK THROUGH 1990

A. At Hunter College, the University should resume, as soon as possible, the suspended construction of the two buildings at the main campus to provide adequate facilities for the college as well as to permit the abandonment of the several leased spaces. Additionally, it should plan a scaled down program for the subsequent renovation and upgrading of facilities in the main building at a cost of approximately $19 million to be expended over a several year period. The total projected cost will be $103 million, a reduction of $37 million from the approved master plan.

B. The University should proceed as soon as possible to complete the construction of the $83 million permanent campus for Borough of Manhattan Community College to provide an adequate educational facility for the college as well as to eliminate an enormous rental obligation. The deplorable conditions of the College are fully described in the Proposal.

C. The University must proceed immediately with the $3 million renovation of the acquired office building at Hostos Community College, thereby providing the college with an adequate interim facility and permitting the abandonment of two smaller leased facilities. Development of a permanent campus should be considered as part of the comprehensive plan for South Bronx redevelopment.

D. At Bronx Community College, the University should indefinitely defer any building additions with the exception of the new selective energy plant which, together with a related site utility distribution system, must be begun as soon as possible. Immediate priority should also be given to the planned alteration of Silver Hall and Tech II buildings to permit the college to abandon the existing badly deteriorated science facilities, as well as other obsolete spaces. The cost of these projects is approximately $18 million. Plans should also be begun for a $12 million program of campus rehabilitation work to be advanced over the next several years. This represents a savings from the master plan of $34 million.

E. The University should go forward with the construction of a campus for York College at the Jamaica site as soon as possible - hopefully within six (6) months. The campus should accommodate an enrollment of 4,000 to 4,500, and the previous design for construction should be accordingly adjusted. There will be a cooperative education curriculum focused on business and health sciences as well as programs in the liberal arts. It is estimated that such a facility will cost $80 million in 1978 dollars. This represents a $60 million savings from the previously approved master plan.
F. At Queens College, the University should proceed to construct the already designed $33 million science building. Further, it should initiate planning for additional facilities for the Music and Art Departments as well as for a new library and instructional facility. A scaled-down plan for renovation work and plant rehabilitation should be advanced, representing a master plan reduction of $194 million. Completion of a recommended $110 million in construction work will permit the college to abandon a number of its temporary and obsolete buildings.

G. The University should acquire and renovate a five year old building located directly across the street from the main building at LaGuardia Community College to provide approximately 100,000 net assignable square feet of space. The college already leases 49,000 square feet in the building. Acquisition and alteration of the facility (tentatively estimated at approximately $6 million) would permit the college to abandon 31,000 square feet of other leased space and to provide for approximately 20,000 square feet of expansion. The two-building complex would provide for the college's needs for the immediate future.

H. The University should postpone indefinitely the implementation of $55 million master plan at the New York City Community College. It should proceed to plan for consolidating the college on its Brooklyn Campus, closing the Voorhees Campus and abandoning the leased facilities. Involved will be a renovation program to accommodate programs currently housed at Voorhees at a tentatively estimated cost of $5.0 million.

I. The University should abandon plans to construct a new Science/Academic Building at Lehman College and defer indefinitely construction of the new gymnasium and subsequent alterations of the old gym. The conversion of the existing library to accommodate the Art Department now housed in an off-campus leased facility should be planned. A reduced program of renovation and upgrading of existing facilities should be provided. The cost of all of the foregoing will be approximately $5.0 million (1978 dollars) rather than the $61 million expenditure described in the master plan.

J. At Medgar Evers College, the University should advance plans to provide for abandonment of the leased facility (47,000 net sq. ft.) and for a modest increase in classroom and office space. This would call for construction of a new facility to provide 75,000 net square feet at a tentatively estimated cost of $11.0 million.

K. The University should abandon the plan to construct a South Academic Center at City College, which will save $54 million. It should proceed to plan for the renovation of the Cohen Library and the Administration Building to provide for new purposes including relocation of the School of Architecture now housed in an off-campus rented location. Additionally, it should provide funding for about one-third of the recommended master plan program for renovation of the older north campus buildings and for demolition of the obsolete south campus structures. Implementation of this program will require the expenditure of approximately $18 million over the next several years and will save $89 million from the approved master plan.

L. The University should indefinitely defer any new construction at Brooklyn College for a savings of $47 million. However, in recognition of the need to adequately maintain the present facilities and to meet the educational program requirements of the college, the University should permit one-third of the planned renovation/alteration work ($6.0 million) to be advanced. Use of four existing temporary buildings and a small leased building should be discontinued.

M. Proceed to plan and construct a new campus for Baruch College to better meet the educational program requirements of the college and thereby permit abandonment and sale of the existing owned facilities and termination of the present costly rental obligations. The estimated cost is $121 million.

N. At The College of Staten Island, the University should abandon plans to construct a new campus at South Beach and initiate efforts to dispose of the 113 acre site reserved for the construction of the former Richmond College.

The University should initiate plans to construct or acquire new facilities at or nearer to the Sunnyside campus. Plans were completed and approved prior to 1975 to construct an additional 322,000 square feet of space at what was formerly the Staten Island Community College campus. These plans should be reexamined to determine their
suitability for the new combined college and for their impact upon the community. Since existing facilities, although undesirably separated, are available at the present time, this phase of the master plan is planned for implementation between 1985 and 1990.

When suitable facilities have been constructed or acquired in the general vicinity of the Sunnyside Campus, the University should vacate and dispose of its St. George facilities.

The total estimated cost of the proposed construction in 1978 dollars is $100 million, approximately one quarter of which is in renovation and site work.

O. No plan is projected to expand the Graduate School and University Center beyond its present space accommodation.

P. The two facilities acquired in 1973 for John Jay College should continue to adequately provide for the needs of the college. No additional construction program is presently contemplated.

Q. The University should defer indefinitely any further campus development at Kingsborough Community College.

R. The University should defer indefinitely construction of any additional facilities at Queensborough Community College.

Following are the priorities for implementing the recommendations set forth above:

Priority A (Immediate)

- Hunter College - Complete two towers
- Borough of Manhattan Community College - Complete campus
- Hostos Community College - Renovate 500 Grand Concourse
- Bronx Community College - General repairs and renovations
  - Selective energy plant
  - Silver Hall renovations
  - Tech II renovations

Priority B (1979-1982)

- Queens College - New Science building
- York College - New campus
- LaGuardia Community College - Purchase and renovate building
- New York City Community College - Renovate Brooklyn facilities
- Lehman College - Alter old library building
- Bronx Community College - Renovate other existing buildings
- Medgar Evers College - Build library and classroom facility
- City College - Renovate Cohen Library and Administration Bldg.
- Brooklyn College - Renovate existing buildings
- Queens College - Construction and renovation for music and art programs
Priority C (1983-1990)

    Hunter College - Renovate Park Avenue building
    Lehman College - Modernize existing buildings
    Bronx Community College - Phase II Alterations of existing buildings
    Baruch College - New campus
    Queens College - Energy plant, utilities, renovate existing buildings
    Brooklyn College - Alter existing buildings
    City College - Renovate existing buildings

1. Hunter College - Alter existing buildings
2. Queens College - New library and academic facilities
3. College of Staten Island - New buildings and renovations
4. City College - Alter existing buildings

(A copy of the Proposal is on file in the Office of the Secretary of the Board.)

EXPLANATION: Over the past one and a half years the Committee on Long Range Planning has undertaken a careful and systematic analysis of both external and internal factors that might impinge upon the future size, scope, configuration and program of the University. One major aspect of this process of self-evaluation has been a consideration of the needs of the University for new facilities which are now rented or which are in extremely poor condition. Also identified were badly needed renovations of existing facilities either to bring them to a reasonable standard of quality or to make them more useful in carrying out the educational missions of the several colleges of the University.

The University is now in critical need of adequate physical facilities at many of its campuses in order to continue its educational program. At present, space provided per student is markedly lower at The City University of New York than at other sectors of higher education in New York as well as nationally.

The Proposal sets out needs which the Board believes to be both real and realistic and which should be met during the decade of the 1980's. In arriving at the recommendations set forth in the Proposal, the Board has been guided by understandings gleaned from its review of the demography of the City and of the University, of the current state of the University's facilities, and of the mission of the University and of its several colleges. These in turn have been tempered by recognition of the severe fiscal constraints of the City of New York which, under existing law, must bear half of the amortization costs of the capital debt.

The Proposal recommends construction costs approximately half of that originally approved by City and State authorities within the last decade when facilities master plans had been developed for most of the campuses of the University. The cost of completing these previously approved master plans would have been $1.5 billion in 1978 dollars. The Proposal recommends construction totaling $680 million in 1978 dollars. It calls for reductions in virtually all of the master plans for colleges of the University which had previously approved master plans, and modest construction at those few campuses which had not drawn master plans.

Central to any consideration of the need for facilities is the anticipated enrollments they will be designed to accommodate. The Proposal is based on two sets of enrollment projections: the one considered most likely and a more conservative series. The projections are based on the assumption that all senior colleges will accept only students who have attained a college admissions average of 80 or are above the 66th percentile. The sole exception will be John Jay College of Criminal Justice where the special focus of the curriculum for the uniformed services makes it more appropriate for the College's admissions average to be 75 or the 46th percentile. The projections also assume a limit on the number of freshmen assigned to every college each year. These maxima will serve to prevent major fluctuations in enrollment levels and will serve more to differentiate colleges.

The Proposal calls for the construction of 2.8 million net assignable square feet, of which 70 percent will replace facilities which are now rented or are of a temporary nature or are in poor condition.

The Proposal also sets forth priorities which phase the costs of amortization of its debt obligation.

The Proposal is made from an awareness of the City's continuing financial crisis but also from a sense of the need for the Board of Higher Education to plan for appropriate physical accommodation of its colleges.
Mrs. Everett and Mrs. Stewart abstained and made the following statement:

We believe our responsibility as members of this Board is to provide the best education possible to all students and prospective students of this City, and to apply the limited financial resources available to us in a manner which can best achieve that objective.

We feel that the plan just voted on would achieve this with one exception. It was apparent from discussions with our colleagues on the Board that any effort made to amend the item would be defeated. Therefore, we felt obliged to abstain from voting on the proposal and are using this opportunity to explain why.

We cannot, in good conscience, recommend that priority be given to allocating funds for a new $80 million campus at York College as spelled out in this plan.

While we wish to take notice here of the many fine programs offered by York College; while we wish to note, too, the sincere expressions of concern by faculty, administration, students, and community in support of this proposal, we are no less sincere in our belief.

Given the data which we have reviewed very carefully, particularly with respect to future declining University enrollment and projections of total University space, when weighed against our limited resources, we could not honestly support this proposal.

Mr. Crowley asked that the record show that the Proposal be amended to reflect the wording of Recommendations B and E above.

Upon motions duly made, seconded and carried, the meeting was adjourned at 5:50 P.M.

RICHARD M. CATALANO
Secretary of the Board
MINUTES OF THE MEETING OF THE BOARD OF HIGHER EDUCATION OF THE CITY OF NEW YORK

HELD

JUNE 26, 1978

AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80 STREET—BOROUGH OF MANHATTAN

The Chairperson called the meeting to order at 5:50 p.m.

There were present:

Harold M. Jacobs, Chairperson

Armand D’Angelo
Ronald T. Gault
Gurston D. Goldin
Albert V. Maniscalco

Joan B. Maynard
Joaquin Rivera
David Z. Robinson
Stuart Scheftel

Ann M. Burton, ex officio
Edward A. Roberts, ex officio

Richard M. Catalano, Secretary of the Board
Mary P. Bass, General Counsel and Vice Chancellor for Legal Affairs

Chancellor Robert J. Kibbee
President Milton G. Bassin
President Roscoe C. Brown, Jr.
Acting President Peter J. Caffrey
President Leon M. Goldstein
President John W. Kneller
President Gerald W. Lynch
President Robert E. Marshak
President Harold M. Proshansky
Acting President Anthony Santiago
President Kurt R. Schmeller

President Joel Segall
President Joseph Shenker
President Joshua L. Smith
President Richard D. Trent
President Edmond Volpe
President Jacqueline G. Wexler
Vice Chancellor Julius C.C. Edelstein
Vice Chancellor Kenneth M. King
Vice Chancellor J. Joseph Meng
Vice Chancellor Jerald Posman

The absence of Ms. Stewart, Ms. Conway, Mr. Crowley, Mrs. Everett, and Dr. Piore was excused.
A. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON OF THE BOARD AND MEMBERS OF THE LONG-RANGE PLANNING COMMITTEE: The Chairperson recognized Mr. D'Angelo, who made the following statement:

I should like to propose to the members of the Board that in view of the fact that this Board is scheduled to go out of existence legislatively as of June 30, 1979, the current officers of the Board, as well as the current elected members of the Board’s Committee on Long-Range Planning be re-elected for an additional year.

I would like to mention that this Board is functioning well under your leadership and that of Mrs. Stewart and that it is working cohesively and effectively, and it is for that reason that I make this proposal.

I would like, therefore, to make a motion to set aside that portion of the bylaws which requires balloting for the election of officers.

The motion was seconded and unanimously adopted.

Dr. Robinson then moved the nomination of Harold M. Jacobs as Chairperson of the Board, Patricia Carry Stewart as Vice-Chairperson of the Board, and the following to serve as members of the Committee on Long-Range Planning: Armand D'Angelo, Edith B. Everett, Ronald T. Gault, Gurston D. Goldin, and Emanuel R. Piore.

The motion was seconded and unanimously adopted by voice vote.

Mr. Jacobs expressed his sincere thanks to the Board on behalf of Mrs. Stewart and himself and stated that his role was greatly facilitated by the effort, commitment, and sense of responsibility of all the members of the Board. He stated that he was looking forward to a productive year ahead.

Upon motions duly made, seconded and carried, the following resolutions were adopted or action was taken as noted: (Calendar Nos. 1 through 9)

NO. 1. UNIVERSITY REPORT: A motion was made and seconded to approve the University Report.

The Chancellor called the Board’s attention to the fact that the Report includes two appointments which will complete the Central Administration executive staff, that of Leonard O. Roellig as Vice Chancellor for Academic Affairs and of Richard M. Catalano as Vice Chancellor for Faculty and Staff Relations.

Dr. Goldin made the following statement for the record:

The University Report on the Calendar today records the appointment of Dr. Leonard Roellig to the position of Vice Chancellor for Academic Affairs of the University.

In my personal judgment, the Chancellor is to be commended for making an outstanding appointment to this pivotal position in the central administration of the University.

I anticipate that Vice Chancellor Roellig will make an impressive contribution to the long-range educational planning process that we have been compelled to initiate in response to fiscal exigencies and consideration of sound educational management. This ongoing planning process seeks to develop a comprehensive educational policy relating to the nature and mission of the University, and setting forth educational goals and priorities for its component institutions.
At this time I wish, for the record, to express my appreciation to Dean James McGrath for his dedicated and able service to the University. He has provided stability and continuity to the activities of the Office of Academic Affairs at a time of turbulence and painful readjustment. He has earned our respect and gratitude for his conscientious and constructive efforts. I know we wish him well as he embarks on his new responsibilities as president of William Rainey Harper College in Illinois.

Mr. Gault then made the following statement:

I served as a member of the Vice Chancellor for Academic Affairs Search Committee with voice but no vote, and I had the opportunity to interview a number of candidates. Dr. Roellig was an outstanding candidate, and I believe will make a substantial contribution to the University. I applaud the Chancellor for his decision, and I wish Dr. Roellig the best of good fortune.

The following resolution was adopted:

RESOLVED, That the University Report for June 26, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The University Report consists of annual instructional appointments at a salary of $15,000 and above and other resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

NO. 2. CHANCELLOR'S REPORT: RESOLVED, That the Chancellor's Report for June 26, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item D.4. Student Activity Fee (Queensborough Community College): The resolution is amended to indicate that the $2.00 fee increase to support the activities of the New York Public Interest Research Group applies to the Day Session Student Activity Fee.

(b) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The Chancellor's Report consists of standard resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the Board of Higher Education meeting of May 22, 1978 and of the special meeting of the Board of Higher Education of May 29, 1978 be approved as circulated.

NO. 4. PRESIDENT - BOROUGH OF MANHATTAN COMMUNITY COLLEGE: RESOLVED, That Dr. Joshua L. Smith be designated President of Borough of Manhattan Community College, effective July 1, 1978, with compensation at the rate of $11,000 per annum in addition to his academic salary, subject to financial ability.
NO. 5. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT: RESOLVED, That the following items be adopted:

A. HUNTER COLLEGE - REHABILITATION OF ROOF:

RESOLVED, That the Board of Higher Education approve the final contract documents as prepared by the Office of Facilities Planning and Management and authorize said office to advertise, receive and open bids, and award the contract to the lowest responsible bidder for the rehabilitation of the roof of the Hunter College building at 930 Lexington Avenue, Manhattan, at an estimated cost of $150,000 chargeable to Capital Project HN-203; and be it further

RESOLVED, That the Director of Management and Budget be requested to approve said documents and authorize said expenditure for the proposed contract.

EXPLANATION: This project provides for the rehabilitation of the roofing, flashing, skylights and gutters at the various roof levels and towers at the building at 930 Lexington Avenue.

This project is necessary to correct hazardous conditions, reduce the maintenance costs, and prevent further deterioration of the facility.

The estimate of $150,000 includes 5% construction contingencies and cost escalation to bid date.

B. UNIVERSITY ACCOUNTING OFFICE - RENTAL OF SPACE:

RESOLVED, That the Board approve the five-year rental of approximately 18,087 square feet of space on the 15th floor of 555 West 57th Street, New York, N.Y., at an annual cost not to exceed $150,000, for use by the University Accounting Office; and be it further

RESOLVED, That, subject to approval of the form of agreement by the General Counsel, the Secretary of the Board be authorized to execute a lease on behalf of the Board of Higher Education.

EXPLANATION: A lease is currently under negotiation for the subject premises for a five-year period commencing from date of occupancy at an annual rental cost not to exceed $150,000 ($58.2/s.f.). The lease will provide that the landlord shall at its own cost and expense make all necessary alterations and improvements in accordance with plans and specifications approved by the Administrator of the Office of Facilities Planning and Management.

The lease will further provide that the landlord will service and maintain the building heating, ventilating and air conditioning systems and the elevators in the building and will make exterior and structural repairs as necessary.

The landlord agrees to furnish heat, office cleaning, hot and cold water, air conditioning and ventilating, elevator service and window cleaning.

The tenant will pay for its electrical consumption and its proportionate share of any escalation in real estate taxes and maintenance above the base year.

NO. 5X. PRESIDENT - NEW YORK CITY COMMUNITY COLLEGE: Mr. Schefel presented a report on behalf of the New York City Community College Presidential Search Committee.

The Chancellor stated that the search process had been a long and arduous one, that the process might be improved in the future, but that it had produced a candidate whom he recommends enthusiastically as an individual whose experience, qualities of mind and spirit, and outstanding educational attainments make him eminently qualified for the important position of President of New York City Community College.
Upon motions duly made, seconded and carried, the following resolution was adopted:

RESOLVED, That Dr. Herman Sulsona be appointed President of New York City Community College and Professor of Engineering Technology, with tenure, effective July 1, 1978, with compensation at the rate of $11,000 per annum in addition to his academic salary, subject to financial ability.

Ms. Maynard abstained.

NO. 6. COMMITTEE ON ACADEMIC AFFAIRS: RESOLVED, That the following items be adopted:

A. DESIGNATION OF DISTINGUISHED PROFESSOR: RESOLVED, That Sir Leon Radzinowicz be designated Distinguished Professor of Criminal Justice at John Jay College of Criminal Justice for the period 9/1/78-8/31/79, with compensation at the rate of $5,000 per annum in addition to his academic salary, subject to financial ability.

B. QUEENSBOROUGH COMMUNITY COLLEGE - CERTIFICATE PROGRAM IN PHOTOGRAPHY:

RESOLVED, That the program in Photography leading to a Certificate, to be offered at Queensborough Community College, effective September 1978, be approved subject to financial ability.

EXPLANATION: The program is a career oriented course of study designed not only provide individual students with some of the technical aspects of photography but it provides some of the tools necessary for those students who must work while continuing their college studies to do so on a competitive basis in the marketplace. The program will not only provide the student with the technological expertise involved in the field of photography but will also provide the student with an articulated course of study towards an associate or baccalaureate degree in the University.

C. BROOKLYN COLLEGE - BA/MA IN PSYCHOLOGY:

RESOLVED, That the program in Psychology leading to a BA/MA degree, to be offered at Brooklyn College, effective September 1978, be approved subject to financial ability.

EXPLANATION: The program is an accelerated degree program which is designed to help the College and the University attract and serve the needs of the academically exceptional student. Because of the small size of this program the College expects no increased costs and the program can therefore be absorbed within the College's present budget.

D. BROOKLYN COLLEGE - MA IN COMMUNITY HEALTH:

RESOLVED, That the program in Community Health leading to a Master of Arts degree, to be offered at Brooklyn College, effective September 1978, be approved subject to financial ability.

EXPLANATION: The program will attempt to meet the needs of a large number of prospective students now working in areas of community health services in which there is a present and projected shortage of qualified personnel. The multidisciplinary degree program will provide health services workers with the educational background necessary for better job efficiency and upward mobility.
E. CITY COLLEGE - THE PHYSICIAN'S ASSISTANT PROGRAM LEADING TO BACHELOR OF SCIENCE DEGREE:

RESOLVED, That the Physician's Assistant program leading to the Bachelor of Science Degree, to be offered at The City College, effective September 1978, be approved subject to funding by grant monies from the U.S. Department of Health, Education and Welfare.

EXPLANATION: This program will be sponsored by The City College Sophie Davis Center for Biomedical Education and financed with a five year training grant from the Department of H.E.W. Harlem Hospital will serve as the performance site for the program. The program will combine courses in the behavioral and natural sciences such as Psychology, Sociology, Anatomy and Physiology, Organic Biochemistry and Microbiology with the clinical practicums in the five major areas of Medicine (Internal Medicine, Surgery, Pediatrics, Obstetrics and Psychiatry). The Physician's Assistant program will provide a broad background in medical education that will enable graduates to accept employment in various health care settings.

NO. 7. COMMITTEE ON FISCAL AFFAIRS: RESOLVED, That the following items be adopted:

A. UNIVERSITY COMPUTER CENTER - MAINTENANCE OF AMDAHL V/6 CENTRAL PROCESSOR:

RESOLVED, That the Board of Higher Education approve contract documents and authorize the University Computer Center to enter into a contract with Amdahl for the maintenance of an Amdahl V/6 Model 2 computer for the period July 1, 1978 through June 30, 1979 at an estimated cost of $116,400 chargeable to code 890-2-29100-14-00.

EXPLANATION: This expenditure is for the maintenance of the new Amdahl computer and will provide the Center with a full twenty-four hour coverage, thus ensuring that the system will be continuously operable.

This expenditure has the approval of the Vice Chancellor for University Systems.

Mr. D'Angelo abstained.

B. LAGUARDIA COMMUNITY COLLEGE - 1978–79 UNIFORMED GUARD SERVICE CONTRACT:

RESOLVED, That the Board of Higher Education approve contract documents and specifications and authorize F.H. LaGuardia Community College to advertise for, receive and open bids and award a contract to the lowest responsible bidder for supplying Uniformed Guard Service as required by the College for the period of July 1, 1978 to June 30, 1979 with option to renew for two additional years in the estimated amount of $212,160.00 chargeable to 2-348-01-400.

EXPLANATION: Uniformed Guard Service is essential to the College to provide protection and security of personnel, facilities, equipment and supplies. At its meeting on February 27, 1978, Calendar number D.8, the Board authorized the college to renew its existing contract with Guards Unlimited for the 1978-79 fiscal year at an annual cost of $194,480. After reviewing all aspects of the current year's security service under its existing contract, the college has decided it would be in the best interest of the college to rebid the contract.

C. COLLEGE OF STATEN ISLAND - RENTAL OF IBM 370/138 SYSTEM:

RESOLVED, That the Board of Higher Education authorize the College of Staten Island to enter into an agreement with International Business Machines Corp. (IBM) in accordance with the terms of the Open Market Pricing Agreement between the City of New York and IBM, for the rental of an IBM 370/138 system at an annual estimated cost of $110,000 chargeable to code 2-215-01-462.
EXPLANATION: This equipment will allow the College to install the proper Software to serve as the basis of supporting all of the institution's administrative system's needs. This service includes, developing and maintaining efficient student academic and financial data bases and reporting systems, and will also provide the necessary data communication facility for the administrative and special usage which are located at two remote campuses. This equipment will also increase the efficiency of the existing Remote Job Entry Facility and provide better response in the student laboratory.

This resolution has the approval of the Vice Chancellor for University Systems.

D. CENTRAL OFFICE - KEYPUNCHING CONTRACT:

RESOLVED, That the Board of Higher Education approve a contract for keypunching, keytaping and verification of data processing documents for Central Office for the period July 1, 1978 to June 30, 1979, for a total estimated amount of $170,000 chargeable to Code 7000-1, 22150 14 30, Office Services.

EXPLANATION: Funds are used to provide keypunching and keytaping services to all Central Office units. A dramatic increase in the expenditure is a result of state mandated requirements for overall integrated financial management systems. Increases over last year's contract are also related to the new student financial aid system.

E. UNIVERSITY COMPUTER CENTER - SALE OF IBM COMPUTER AND ACQUISITION OF REPLACEMENT EQUIPMENT:

RESOLVED, That the Board of Higher Education authorize the University Computer Center to advertise for, receive, open bids, and award a contract, subject to financial ability, to the lowest responsible bidder for the acquisition of a computer system which is compatible with the Center's existing system, and which provides approximately 80% additional CPU capacity above that of an IBM 370/168. This acquisition would be in exchange for the Center's IBM 370/168 computer (Serial No. 60312); and be it further

RESOLVED, That the University Computer Center be authorized to fund the difference between the sale of the IBM 168 computer and its replacement on a time-installment basis, subject to financial ability.

EXPLANATION: In a five year plan for computing at the University presented to the Board in March, 1978, it was proposed that the University Computer Center replace its existing IBM 370/168 computer (Serial 60312) with an IBM 3033, or equivalent system in January 1979, and possibly acquire a second IBM 3033 or equivalent in January 1980. One IBM 3033 would provide the University with approximately 70-80% more processor power over the IBM 370/168 system and would add between 50-100% more input/output capacity.

New advances in computer technology have produced equipment which is significantly more powerful and cost effective than the 168. Also, the resale value of the 168 continues to rapidly decline as a result of the recent new release by IBM of a 3032. In terms of speed and capacity, the 3032 is functionally equivalent to a 168, yet costs only $1.832 million, while a new IBM 370/168 today costs $3.762 million. Given the accelerating rate at which the 168 is declining in value, it is important that the 168's replacement be acquired while the potential value of the 168 is still high enough to ensure the transaction.

Instructional computing at the University is expected to continue to grow. At present course enrollment levels, this means that about twice as many students as are currently served per year should have access to computing. CUNY's researchers are now being supported at levels more than 70 times lower than levels at major research-oriented institutions. This should be improved. There has been an almost four-fold growth in administrative computing at CUNY since early 1975. This demand is projected to continue at current rates for several years, given the development of new student financial aid and other student information systems and a personnel system. Overall, the growth of computing requirements is expected to continue well into the 1980's unless constrained by resource limitations. The acquisition of the IBM 3033 or equivalent system in January 1979 is crucial to meeting these requirements.

This resolution has the approval of the Vice Chancellor for University Systems.
F. COLLEGE SCHOLARSHIP SERVICE CONTRACT:

RESOLVED, That the College Scholarship Service, an activity of the College Entrance Examination Board and a membership assembly in which the City University and its respective colleges hold membership, be engaged in contract to provide: (1) automated need analysis processing for all 1978-79 Financial Aid Forms (FAFs) submitted for traditional campus-based aid programs for which demonstrated need is a basic criterion, and (2) services supplemental to those normal to the process, in accordance with CUNY/CEEB contract specifications.

EXPLANATION: By approval of the Board of Higher Education, as well as the Councils of Presidents, Deans and Financial Aid Officers, the University has contracted for Services of CSS for four continuous contract periods, the most recent period ending with the close of the Spring 1977 processing cycle. During these periods the University has been most satisfied with the general services of CSS and has also benefitted from special services which interface with CUNY's Financial Aid System, thereby lessening the workload on the campuses while providing automated input based on University-wide policies.

Maximum cost to the University for all CSS services, including the processing of the FAF application should not exceed $450,000. We estimate the cost to be:

\[
\begin{align*}
80,000 \text{ FAFs} \times \$4.50 &= \$360,000 \\
\text{Special Services} &= \$68,000 \\
\text{Total Cost} &= \$428,000
\end{align*}
\]

NO. 8. NAMING OF BUILDING - THE COLLEGE OF STATEN ISLAND: RESOLVED, That the large theatre on the Sunnyside Campus of The College of Staten Island be named Clara and Arleigh B. Williamson Theatre.

EXPLANATION: Clara and Arleigh B. Williamson have been for many years devoted friends of higher education in the City of New York and, more particularly, on Staten Island. As a former member of the Board of Higher Education, Arleigh Williamson helped to persuade City and State authorities to agree to the establishment of Staten Island Community College. A decade later his efforts resulted similarly in the establishment of Richmond College. Professor Williamson headed the Speech Department at New York University until his retirement in 1954 when he was named Professor Emeritus. Clara Williamson, a scholar in classic and modern languages, is also a former college professor. Both Clara and Arleigh Williamson have demonstrated over the years their interest and support in the programs and activities of The College of Staten Island, including the establishment of scholarships at the two campuses.

In recognition of Clara and Arleigh Williamson's exceptional contributions to The College of Staten Island, the College wishes to name this theatre in their honor. The President of The College of Staten Island and the Chancellor of the City University have approved this recommendation.

NO. 9. COMMITTEE ON CENTRAL ADMINISTRATION: RESOLVED, That the following items be adopted or action taken as noted:

A. ESTABLISHMENT OF THE SOPHIE DAVIS SCHOOL OF BIOMEDICAL EDUCATION - CITY COLLEGE:

RESOLVED, That the Sophie Davis Center for Biomedical Education be renamed the Sophie Davis School of Biomedical Education effective September 1, 1978, and an appropriate school administrative structure be developed; and be it further

RESOLVED, That the Chancellor develop for approval by the Board of Higher Education appropriate bylaw provisions consistent with the existing school structure at City College.

EXPLANATION: The Biomedical Program was established by the Board in 1972 and administratively structured as a Center. The Program was provisionally approved by the Regents in October 1975 and fully approved in January 1977. As a permanent recognized program, the School structure would now be more appropriate and would permit accreditation by the Liaison Committee on Medical Education. Accreditation would make available substantial federal program support funds and student aid.
B. RENTAL PAYMENTS - PRESIDENTIAL HOUSING:

RESOLVED, That the Chancellor be directed to establish an appropriate rental payment schedule for the payment of rent by the College Presidents who occupy housing provided by the University; and be it further

RESOLVED, That the Chancellor establish procedures for use of the rental income for equipment and repairs to University-owned or rented housing facilities.

EXPLANATION: Since 1968, the University has followed a practice of providing housing for the presidents of the senior colleges on a rent-free basis. With the move of the budget-making process for the senior colleges from the City to the State, the University has been requested to conform its practices to those followed by the State University. The adopted appropriation bill for 1978-79 specifically directs the University to establish a rental fee schedule for the presidential housing.

C. BROOKLYN COLLEGE - PERSONNEL ACTION:

Dr. Robinson made the following statement:

In order to permit members of the Board greater opportunity to study and review the voluminous record on this matter, I move that this item be deferred at this time for consideration by the Board at its next public meeting on August 7.

The motion was seconded and adopted.

Upon motions duly made, seconded and carried, the meeting was adjourned at 6:24 P.M.

RICHARD M. CATALANO
Secretary of the Board
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF HIGHER EDUCATION OF THE CITY OF NEW YORK

HELD

AUGUST 7, 1978

AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80 STREET—BOROUGH OF MANHATTAN

The Chairperson called the meeting to order at 6:10 P.M.

There were present:

Harold M. Jacobs, Chairperson
Patricia Carry Stewart, Vice Chairperson

Walter H. Crowley
Edith B. Everett
Gurston D. Goldin
Albert V. Maniscalco
Joan B. Maynard

Emanuel R. Piore
Joaquin Rivera
David Z. Robinson
Stuart Scheftel

Etta G. Grass, Acting Secretary of the Board
Mary P. Bass, General Counsel and Vice Chancellor for Legal Affairs

Chancellor Robert J. Kibbee
President Roscoe C. Brown, Jr.
Acting President Peter J. Caffrey
President Saul B. Cohen
President Leon M. Goldstein
President John W. Kneller
President Gerald W. Lynch
Acting President Anthony Santiago
President Joel Segall

President Joseph Shenker
President Joshua L. Smith
President Edmond Volpe
President Jacqueline G. Wexler
Deputy Chancellor Egon Brenner
Vice Chancellor Richard M. Catalano
Vice Chancellor Dolores Cross
Vice Chancellor Julius C.C. Edelstein

The absence of Ms. Conway, Mr. D'Angelo and Mr. Gault was excused.
Upon motions duly made, seconded and carried, the following resolutions were adopted: (Calendar Nos. 1 through 10)

NO. 1. UNIVERSITY REPORT: RESOLVED, That the University Report for Summer 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item Bl.5.6. Appointment (Queens College): Change title of Bert Nelson, Accounting & Information Systems Department, from Instructor to Lecturer.

(b) Item D.9. City College: Appointment of Cyril D. Tyson is as Assistant Vice-President, effective 7/17/78.

(c) PART D - ADDENDUM: Add the following item:

D.14. RESCISSION OF APPOINTMENT: RESOLVED, That Calendar No. 5X, June 26, 1978, appointment of Dr. Herman Sulsona as President of New York City Community College and Professor of Engineering Technology, with tenure, be rescinded.

(d) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The University Report consists of annual instructional appointments at a salary of $15,000 and above and other resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

NO. 2. CHANCELLOR'S REPORT: A motion was made and seconded to approve the Chancellor's Report.

At this point the Board heard the following who spoke in opposition to Item BIV - Queens College Student Union fee increase:

Mr. Robert Levi, member of the Queens College Academic Senate and chairperson of the Student Union Finance and Budget Committee; and

Mr. McKen Carrington, who read the following statement for Mr. Edward A. Roberts, chairperson of the University Student Senate and ex officio member of the Board:

Due to my attendance at the National Student Association/National Student Lobby Conference in Boulder, Colorado I am unable to attend this meeting of the Board of Higher Education. I, however, would still like to express my concern about the methods used to raise the Student Union Fees at Queens College.

From all appearances, it seems that this increase violates the duly established method for the increase of Student Fees as set forth by this Board.

While I do not believe that a referendum is the only means of increasing a Student Fee, those who seek to raise a fee must allow for the widest student participation possible. However, this attempted increase by the Queens College Administration is not one that sought to include students in the decision-making process as widely as possible.

Another area of concern is the exhorbitant nature of the increase. Neither the Director of the Center nor any college official can prove that the fees generated by the increase are warranted at this time. Certainly all evidence that I have seen indicates that services will not be cut if there is no increase.

Another question raised by the issue is to what degree a college administration needs student input for an administration initiated student increase. Should only student initiated increases be brought before the Board's Central Administration Committee?

It is therefore my judgment that the decision need not be made at this time. I therefore urge the Board to defer action at this time and send the item to the Central Administration Committee for its consideration at its September meeting.

The following resolution was adopted:

RESOLVED, That the Chancellor's Report for Summer 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item A-I.5.1 - Queens College: Withdraw the following:

Concentration in Dramatic Studies, and B.A. in Application of Mathematics

(b) Item BIV - Queens College: The following resolution re increases in College Union fees is substituted:
RESOLVED, That the College Union fees (Student Services Corporation) be increased in accordance with the following schedule:

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad - F/T</td>
<td>$30.00</td>
<td>$36.00</td>
<td>+ $6.00</td>
</tr>
<tr>
<td>Undergrad - P/T</td>
<td>25.00</td>
<td>30.00</td>
<td>+ 5.00</td>
</tr>
<tr>
<td>Graduate</td>
<td>25.00</td>
<td>30.00</td>
<td>+ 5.00</td>
</tr>
<tr>
<td>Coop Teachers</td>
<td>25.00</td>
<td>30.00</td>
<td>+ 5.00</td>
</tr>
</tbody>
</table>

and

BE IT FURTHER RESOLVED, That this increase shall be effective for the Fall, 1978 semester and that unless the Board takes additional action, the fees shall revert to the level currently in effect for the following semester.

EXPLANATION: The above increase is temporary pending the outcome of a management study by the college of the Union’s operation.

Dr. Robinson stated that he had moved the above resolution because it was for one semester and on the assumption that there would be a careful review which could result in a decrease in fees as well as a possible increase.

(c) PART D - ADDENDUM: Add the following item:

D.15. CITY COLLEGE - WAIVER OF TUITION: RESOLVED, That there be a waiver of tuition for 20 full-time undergraduate students in the Physician’s Assistant Program at The City College from 9/1/78 to 6/30/79 (in accordance with Section III, Fee Waivers by the University, of the Minutes of the Board of June 22, 1970, Senior Colleges, Calendar No. 50, p. 117) pending final notification of the grant award.

EXPLANATION: The Board of Higher Education approved the Physician’s Assistant Program leading to the Bachelor of Science degree, to be offered at The City College, effective September 1978, subject to funding by grant monies from the U.S. Department of Health, Education and Welfare. This program will be sponsored by The City College Sophie Davis Center for Biomedical Education and financed with a five-year training grant from the Department of HEW. Harlem Hospital will serve as the performance site for the program. The program will combine courses in the behavioral and natural sciences such as Psychology, Sociology, Anatomy and Physiology, Organic Biochemistry and Microbiology with the clinical practicums in the five major areas of Medicine (Internal Medicine, Surgery, Pediatrics, Obstetrics and Psychiatry). The Physician’s Assistant program will provide a broad background in medical education that will enable graduates to accept employment in various health care settings.

The following statement is adopted as general policy:

1. Name of program: Physician’s Assistant Program
2. Name of grantor: Bureau of Health Manpower, Health Resources Administration, DHEW
3. Amount requested of grantor: $343,531
4. Charge(s) to be waived:
   - Tuition: 20 full-time upper division students: 20 x $925.00 = $18,500.00
5. Level of students affected: undergraduate (upper division)
6. Number of students involved: 20
7. Dollar amounts of funds involved in waiver: $18,500.00
8. Specific charges and amounts to be available from grant to cover waiver request:
   - (includes adjunct faculty, professional/technical support staff, equipment, supplies, communications: $283,622)

(d) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The Chancellor’s Report consists of standard resolutions and actions of a non-policy nature which require approval by the Board of Higher Education,
NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the Board of Higher Education meeting of June 26, 1978 be approved as circulated.

NO. 4. HUNTER COLLEGE SCHOOL OF HEALTH PROFESSIONS - CONSTRUCTION AND INSTALLATION OF LABORATORIES: RESOLVED, That the Board approve final contract documents, plans, specifications and estimate of cost for construction and installation of new laboratories at Hunter College School of Health Professions, located at 425-27 East 25th Street, New York, New York, as prepared by Pomerance and Breines, Architects P.C., at an estimated cost of construction, as of June 23, 1978, of $631,000, chargeable to Capital Budget HN-203 and other funds subject to financial ability; and be it further

RESOLVED, That the Director of the Office of Management and Budget be and is hereby requested to approve said contract documents including plans and specifications with cost limitation of $631,000.

EXPLANATION: The Hunter College Health Institute is operating in unsatisfactory leased space at 105 East 106th Street and 118 East 107th Street.

The move to 425-27 East 25th Street which the City of New York has turned over to the Board of Higher Education for use by Hunter College School of Health Professions will permit Hunter College Schools of Nursing and Health Professions to operate within the same complex thereby allowing a shared usage of space.

Also, the development of this program will permit a savings of $288,372 per year in rental costs.

NO. 5. CITY COLLEGE - RESTORATION OF ELEVATIONS ON SHEPARD HALL: RESOLVED, That the Board of Higher Education approve the contract documents, specifications and expenditures and authorize The City College to award the contract to the lowest responsible bidder General Restoration Co., Inc., for furnishing all labor and material, tools and equipment required for the Restoration of Exterior Masonry of Shepard Hall in accordance with Priorities I, II, IV and V as set forth in the contract documents at a cost of $215,500.00 which is $500.00 in excess of the original estimate and within the 10% allowed over estimated cost, chargeable to Capital Project HN 203, subject to financial ability, as approved by the Budget Director under Certificate No. 13195 dated May, 1978.

EXPLANATION: Resolution was approved by the Board of Higher Education at their January 30, 1978 meeting, Cal. No. 4A. The college advertised proposed contract in the City Record for fifteen (15) consecutive days and solicited bids from eleven (11) prospective contractors having capability to implement the requirements as set forth in the contract specifications. Eight (8) bids were picked up by prospective contractors, only one bid was received, that of General Restoration Co., Inc., 2630 Park Avenue, Bronx, New York 10451, in the amount of $215,500. Recommendations and approval to accept the bid received were made by the Director of Campus Planning and the Superintendent of Buildings & Grounds. It is imperative that the restoration of exterior masonry which dates back to 1907 be done at this time to prevent continuous interior damage due to inclement weather.

NO. 6. CITY COLLEGE CENTER FOR BIO-MEDICAL EDUCATION - AFFILIATION AGREEMENTS: RESOLVED, That the Board of Higher Education authorize the Secretary of the Board to enter into a series of independent negotiated affiliation agreements on behalf of the City College Center for Bio-Medical Education with the medical institutions indicated herein for the period and the amounts set forth herein, for the purpose of providing pertinent educational experience to students enrolled in the Center for Bio-Medical Education Baccalaureate Program of The City College for the estimated amount of $407,908.00, chargeable to Code 7002-176-7801-806-2-21770-14-00, subject to financial ability; and be it further
RESOLVED, That the affiliated agreements negotiated be approved by the General Counsel as to form and when so approved be signed by the Secretary of the Board on behalf of the City College:

**Montefiore Hospital • Dept. of Social Medicine**

<table>
<thead>
<tr>
<th>Course</th>
<th>Community Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>$99,587</td>
</tr>
<tr>
<td>Dates</td>
<td>September 1978 to June 1979</td>
</tr>
</tbody>
</table>

**Mount Sinai Hospital • Department of Microbiology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Medical Physiology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>$106,000</td>
</tr>
<tr>
<td>Dates</td>
<td>September 1978 to June 1979</td>
</tr>
</tbody>
</table>

**New York Medical College • Department of Physiology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Medical Physiology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>$106,000</td>
</tr>
<tr>
<td>Dates</td>
<td>September 1978 to June 1979</td>
</tr>
</tbody>
</table>

**New York Medical College • Department of Medicine**

<table>
<thead>
<tr>
<th>Course</th>
<th>Introduction to Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>$35,000</td>
</tr>
<tr>
<td>Dates</td>
<td>February 1979 to June 1979</td>
</tr>
</tbody>
</table>

**New York Medical College • Department of Psychiatry**

<table>
<thead>
<tr>
<th>Course</th>
<th>Behavioral Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>$61,321</td>
</tr>
<tr>
<td>Dates</td>
<td>September 1978 to February 1979</td>
</tr>
</tbody>
</table>

**EXPLANATION:** The Center for Bio-Medical Education provides its students with the courses required for medical school, twenty four credits in the humanities and social sciences, and the courses of the first two years of medical school. Many of these medical school courses have been provided by medical institutions in New York City by contract with the Center, funding of which came from non-tax levy money principally from a contract with the Department of Health Education & Welfare. This non-tax levy funding was made on the assumption that funding of the center would be undertaken by tax levy sources and has therefore decreased in fiscal 1978-1979, and expires July 1979. Those courses, typical of the first two years of medical school for which non-tax levy funding is not available are to be contracted for from tax levy sources. It is expected that in fiscal 1979-1980, funding for these courses will be entirely from tax levy sources.

**NO. 7. COLLECTIVE BARGAINING AGREEMENT, INSTRUCTIONAL STAFF:** RESOLVED, That the collective negotiating agreement and the supplementary agreement covering Continuing Education between the Board of Higher Education and the Professional Staff Congress/CUNY for the period September 1, 1978 through August 31, 1980 are hereby approved subject to approval of the Emergency Financial Control Board; and be it further

RESOLVED, That agreement between the Board and the Professional Staff Congress/CUNY setting forth procedures for an agency shop fee deduction, as provided in said collective negotiating agreement, is hereby approved and the Chancellor is hereby authorized to execute such agreement; and be it further
RESOLVED, That upon due ratification by the membership of the Professional Staff Congress, said agreement and the supplementary agreement covering Continuing Education shall be submitted to the Financial Control Board for approval; and be it further

RESOLVED, That upon approval of such collective negotiating agreement and the supplementary agreement covering Continuing Education by the Emergency Financial Control Board, the Chancellor is hereby authorized and directed to execute such agreements.

EXPLANATION: The prior proposed collective negotiating agreement between the parties expires August 31, 1978. The resolution approves a successor agreement.

NO. 8. TITLES OR DUTIES EXCLUDED FROM AGREEMENTS WITH THE PROFESSIONAL STAFF CONGRESS: (a) RESOLVED, That effective September 1, 1977, the collective bargaining Agreement with the Professional Staff Congress dated March 2, 1978, with respect to the Articles thereof identified below, shall apply to all employees in the functions or titles who are excluded from the Agreement pursuant to Article I thereof for the period September 1, 1977 through August 31, 1978. Such application shall prevail during the time of service of an individual in the designated title or while performing the functional duties which are the basis for exclusion from the agreement:

- Article 1  Recognizion (insofar as exclusions from the unit are identified)
- Article 14  Annual Leave
- Article 16  Temporary Disability or Parental Leave
- Article 17  Jury Duty
- Article 24  Salary Schedules (in the regular appointment title, exclusive of remis)
- Article 25  Research and Fellowship awards (for persons with faculty responsibility)
- Article 26  Welfare Benefits
- Article 27  Retirement
- Article 29  Waiver of Tuition Fees
- Article 30  Facilities and Services
- Article 31  Hiring of Persons who are Discontinued
- Article 33  Medical Series
- Article 34  Resident Series
- Article 38, section 38.1  Duration

and be it further

RESOLVED, That with respect to Articles of the aforesaid Agreement not made applicable to the titles and functions referred to above, the Chancellor shall issue such rules as he may deem appropriate to regulate the matters otherwise covered by the aforesaid Agreement.

EXPLANATION: In establishing the collective bargaining unit and during the course of subsequent negotiations with the PSC, certain employees of the University were excluded from coverage under the Agreement by virtue of their titles or functions. These exclusions are based on the confidentiality, or policy, or managerial responsibilities of the affected individuals. University employees assigned to the titles or duties excluding them from the negotiated Agreement, however, have titles which would otherwise be covered by the Agreement. The BHE entering into a collective bargaining agreement did not intend to deprive its excluded employees of the provisions contained in the Articles referred to in the resolution. This resolution is consistent with that of April 25, 1977 adopted following Board approval of the predecessor Agreement of 1975-77.
RESOLVED, That effective September 1, 1978, the collective bargaining Agreement with the Professional Staff Congress for the period September 1, 1978 through August 31, 1980 with respect to the Articles thereof identified below, shall apply to all employees in the functions or titles who are excluded from the Agreement pursuant to Article 1 thereof for the period September 1, 1978 through August 31, 1980. Such application shall prevail during the time of service of an individual in the designated title or while performing the functional duties which are the basis for exclusion from the Agreement:

- Article 1: Recognition (insofar as exclusions from the unit are identified)
- Article 14: Annual Leave
- Article 16: Temporary Disability or Parental Leave
- Article 17: Jury Duty
- Article 24: Salary Schedules (in the regular appointment title, exclusive of rems)
- Article 25: Research and Fellowship Awards (for persons with faculty responsibility)
- Article 26: Welfare Benefits
- Article 27: Retirement
- Article 29: Waiver of Tuition Fees
- Article 30: Facilities and Services
- Article 31: Hiring of Persons who are Discontinued
- Article 33: Medical Series
- Article 34: Resident Series
- Article 39: Coalition Economic Agreement
- Article 40: Duration

and be it further

RESOLVED, That with respect to Articles of the aforesaid Agreement not made applicable to the titles and functions referred to above, the Chancellor shall issue such rules as he may deem appropriate to regulate the matters otherwise covered by the aforesaid Agreement.

EXPLANATION: In establishing the collective bargaining unit and during the course of subsequent negotiations with the PSC, certain employees of the University were excluded from coverage under the Agreement by virtue of their titles or functions. These exclusions are based on the confidentiality, or policy, or managerial responsibilities of the affected individuals. University employees assigned to the titles or duties excluding them from the negotiated Agreement, however, have titles which could otherwise be covered by the Agreement. The BHE entering into a collective bargaining agreement did not intend to deprive its excluded employees of the provisions contained in the Articles referred to in the resolution. This resolution is consistent with that of April 25, 1977 adopted following Board approval of the predecessor Agreement of 1975-77.

NO.9. PROGRESS REPORT ON THE 1976 CITY UNIVERSITY MASTER PLAN: RESOLVED, That the Board of Higher Education adopt the progress report on the 1976 City University Master Plan and transmit it to the Board of Regents of the State of New York as required by the State Education Law (Section 6203).

A copy of the Progress Report is on file in the Office of the Secretary of the Board

EXPLANATION: Section 6203 of the Education Law of New York State requires the preparation of a progress report on the quadrennial master plan for the City University of New York. The Governor approved the majority of the thirteen recommendations of the City University of New York 1976 master plan which were incorporated in the Regents Statewide Plan. A draft of the 1978 progress report on the master plan has been prepared for submission to the Regents in conjunction with those recommendations included in the Proposal of the Board of Higher Education on Facilities Needed through 1990, adopted by the Board of Higher Education at its May 29, 1978 meeting.
NO. 9A. APPOINTMENT OF PRESIDENT OF NEW YORK CITY COMMUNITY COLLEGE: Upon motions duly made, seconded and carried, the following resolution was adopted:

RESOLVED, That Dr. Ursula Schwerin be appointed President of New York City Community College, and Professor of Dental Hygiene with tenure, effective September 15, 1978, with compensation at the rate of $11,000 per annum in addition to her academic salary, subject to financial ability.

Mrs. Everett stated that Dr. Schwerin is a product of City University and of the school of which she will be President. She started in the Dental Hygiene program at New York City Community College and went on to achieve the Ph.D. degree; her career is a credit to her and to the University.

The Chairperson expressed the Board's appreciation to the members of the New York City Community College Presidential Search Committee, Mrs. Everett, Ms. Maynard, and Mr. Scheftel.

At this point, the Chairperson introduced Dr. Dolores Cross, the recently appointed Vice-Chancellor for Special Programs and Student Affairs.

NO. 10. BROOKLYN COLLEGE - PERSONNEL ACTION: The resolution was moved and seconded.

At this point, the Board heard:

Mr. Michael Ratner, Esq., counsel for Mr. Perez, and
Mr. Richard Perez

who spoke in opposition to the resolution, and

Mr. Lawrence Chapin, of Brooklyn College, who spoke in support of the resolution.

Dr. Robinson stated that many important issues that should be investigated had been raised by Mr. Perez's presentation but these were separate issues and irrelevant to the matter at hand.

At this point Dr. Piore left the meeting.

The following resolution was adopted:

WHEREAS, Disciplinary charges dated April 7, 1978 were personally served upon non-tenured Instructor Richard Perez on April 11, 1978 pursuant to Article VII of the Bylaws and amended charges dated April 18, 1978 were personally served on Richard Perez on April 24, 1978; and

WHEREAS, on April 7, 1978, the Brooklyn College Council on Administrative Policy designated a Hearing Committee to hear and investigate those charges, which was composed of five Brooklyn College tenured full professors; and

WHEREAS, On May 11, 1978 and May 12, 1978, hearing sessions were held on the charges before the Hearing Committee; and

WHEREAS, In a decision and report dated May 25, 1978, the Hearing Committee sustained the charges against Richard Perez of conduct unbecoming a member of the staff and of violations of Rules 1, 2, 3, 5, and 7 of the Board's "Rules and Regulations for the Maintenance of Public Order" as set forth in specifications 1 and 2 of the charges dated April 7, 1978 and specification 3 of the amended charges dated April 18, 1978, with said findings being unanimous with the exception that two Hearing Committee members dissented on the finding on specification 2 of the charges dated April 7, 1978; and
WHEREAS, In its decision and report dated May 25, 1978, the Hearing Committee unanimously recommended that Richard Perez be removed from his position; and

WHEREAS, By letter dated May 26, 1978, President John Kneller of Brooklyn College concurred with the Hearing Committee's findings and recommended that Richard Perez be removed from his position on the instructional staff; and

WHEREAS, The Board has considered the appeal on the record before the Board; it is hereby

FOUND: That on the basis of the record, Richard Perez engaged in the conduct as set forth in specifications 1 and 2 of the charges dated April 7, 1978 and specification 3 of the amended charges dated April 18, 1978, to wit, on the afternoon of the 6th day of April, 1978, in the Gold Room of the Student Center Building, Richard Perez led and otherwise participated in a violent disruption of a meeting of the Student Government Assembly resulting in physical injury to students present at the meeting; during the aforementioned disruption Richard Perez personally assaulted students by forcibly throwing chairs at them; and on the afternoon of May 4, 1977, Richard Perez led and otherwise participated in an unlawful takeover of Whitehead Hall, Brooklyn College; participants in the takeover denied students and faculty access to the building, and unlawfully imprisoned faculty within the building; and during the takeover, Richard Perez physically assaulted a member of the staff of Brooklyn College; and the Board incorporates herein pages 8-12 of the decision and report of the Hearing Committee sustaining those charges and citing evidence in support thereof; and it is hereby

DETERMINED, That Richard Perez is guilty of conduct unbecoming a member of the staff and violations of Rules 1,2,3,5, and 7 of the Board's “Rules and Regulations for the Maintenance of Public Order” by reason of the aforesaid findings, and the Board incorporates herein pages 5-7 of the decision and report of the Hearing Committee setting forth the specifications upon which each charge was sustained; and it is hereby

RESOLVED, That Richard Perez is hereby removed for cause from the instructional staff effective immediately.

NOTE: The hearing record is on file with the Secretary of the Board.

Ms. Maynard and Mr. Rivera voted No.

Upon motions duly made, seconded and carried, the meeting was adjourned at 7:08 P.M.

ETTA G. GRASS
Acting Secretary of the Board
The Chairperson called the meeting to order at 5:30 p.m.

There were present:

Harold M. Jacobs, Chairperson
Patricia Carry Stewart, Vice Chairperson

Loretta A. Conway
Walter H. Crowley
Edith B. Everett
Gurston D. Goldin
Albert V. Maniscalco

Joan B. Maynard
Emanuel R. Piore
Joaquin Rivera
David Z. Robinson
Stuart Scheftel

Ann M. Burton, ex officio
Edward A. Roberts, ex officio

Etta G. Grass, Acting Secretary of the Board
Mary P. Bass, General Counsel and Vice Chancellor for Legal Affairs

Chancellor Robert J. Kibbee
President Milton G. Bassin
President Roscoe C. Brown, Jr.
President Saul B. Cohen
President Leon M. Goldstein
President John W. Kneller
President Leonard Lieb
President Gerald W. Lynch
President Robert E. Marshak
President Harold M. Proshansky
Acting President Anthony Santiago
President Kurt R. Schmeller

President Joel Segall
President Joseph Shenker
President Joshua L. Smith
President Richard D. Trent
President Edmond Volpe
President Jacqueline G. Wexler
Deputy Chancellor Egon Brenner
Vice Chancellor Richard M. Catalano
Vice Chancellor Dolores Cross
Vice Chancellor Julius C.C. Edelstein
Vice Chancellor Kenneth M. King
Vice Chancellor Leonard O. Roellig

The absence of Mr. D’Angelo was excused.
Upon motions duly made, seconded and carried, the following resolutions were adopted or action was taken as noted: (Calendar Nos. 1 through 9)

NO. 1. UNIVERSITY REPORT: The resolution was moved and seconded.

At this point the Board heard the following who spoke on Item D.4 of the Addendum (Brooklyn College - Administrative Designation) and whose presentations did not oppose the appointment but were directed towards the way in which it was made:

Professor Louise Rietz
Professor Howard Wolman
Professor Harold Jones

Dr. Goldin made the following statement for the record:

The issue before the Board of Higher Education this evening, in its consideration of this item, is the support of an established system of internal educational governance. That is the question on which I shall cast my affirmative vote on Calendar No. 1.

Undoubtedly there are other issues that will confront this Board. This evening is not the time, nor is this the appropriate setting, to consider or resolve those questions.

The following resolution was adopted:

RESOLVED, That the University Report for September 25, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item B1.4.6. Appointment (Brooklyn College): Appointment of Larry Kushner is to be changed from Assistant Professor to Instructor.

(b) Item A1.20.1. Letter of Intent for Proposed Ph.D. Program in Criminal Justice (Graduate School and University Center): Withdrawn.

(c) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The University Report consists of annual instructional appointments at a salary of $15,000 and above and other resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

Dr. Piore was recorded as Not Voting on Item D.4.

At this point Ms. Maynard left the meeting.

NO. 2. CHANCELLOR’S REPORT: RESOLVED, That the Chancellor’s Report for September 25, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item B1.18.3. Appointments (LaGuardia Community College): Appointment of Gary Dougherty is to be changed from Assistant Professor to Lecturer.

(b) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The Chancellor’s Report consists of standard resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.
NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the special Board of Higher Education meeting of August 7, 1978 be approved as circulated.

NO. 4. RONALD T. GAULT - APPRECIATION OF SERVICES: The resolution was moved and seconded.

Ms. Maynard returned to the meeting.

At this point the Board heard Mr. Daniel Lipsman, who spoke in opposition to the resolution.

The following resolution was adopted:

WHEREAS, Ronald T. Gault was appointed to the Board of Higher Education by Governor Hugh L. Carey on July 6, 1976; and

WHEREAS, During his tenure on the Board Mr. Gault has served selflessly and tirelessly on several search committees, on the CUNY/SUNY Joint Board Committee, and with special distinction on the Standing Committees on Expanded Educational Opportunity and Fiscal Affairs; and

WHEREAS, His keen mind, sound judgment, concern and commitment for the needs of the students of the City University will be missed in the deliberations of the Committees and the Board; therefore be it

RESOLVED, That the members of the Board note with regret the resignation of Ronald T. Gault as a member of the Board, effective September 1, 1978, and express their deep appreciation for his dedicated services.

Dr. Piore asked that the record show that the resolution was adopted unanimously.

The Chairperson stated that Mr. Gault's resignation was due to the fact that he has accepted a position as advisor to the Mayor and it would have created a conflict of interest, had he continued as a member of the Board of Higher Education.

NO. 5. ACTING PRESIDENT PETER J. CAFFREY - APPRECIATION OF SERVICES: WHEREAS, Professor Peter J. Caffrey assumed the Acting Presidency of New York City Community College on June 24, 1977; and

WHEREAS, Professor Caffrey has guided New York City Community College students, faculty, and administration, through a prolonged and difficult period of fiscal crisis; and

WHEREAS, Professor Caffrey through his experiences with and dedication to the College, has provided outstanding service to the College and the University; therefore

BE IT RESOLVED, That the Board of Higher Education express its deep and sincere appreciation and gratitude to Professor Caffrey for the distinguished service he rendered while presiding as Acting President of New York City Community College.
NO. 6. VICE CHANCELLOR J. JOSEPH MENG - APPRECIATION OF SERVICES: WHEREAS, J. Joseph Meng served as Executive Assistant to the Chancellor, University Dean for Student Services, Vice-Chancellor for Administrative Affairs and Vice-Chancellor for the Executive Office during a decade of great change in the life of our country, our City and our University; and

WHEREAS, He brought to the University during this decade of service the enthusiasm of his youth in the service of the young, wisdom that belied his age and unswerving dedication to the idea of an open University in an open society; and

WHEREAS, He brought an uncommon intelligence to the complex technical tasks for which he was responsible and uncommon sensitivity to the students he served so well; and

WHEREAS, In the administration of large sums of money and numbers of people and in making a complicated organization work, he translated rhetoric into reality; and

WHEREAS, He consistently rose above the self interest of groups and organizational turf in his practical pursuit of those principles which uniquely define what CUNY has come to mean; and

WHEREAS, J. Joseph Meng has announced his intention to leave City University of New York to accept the post of President of the Culinary Institute of America; now therefore be it

RESOLVED, That the Board of Higher Education expresses its regret over J. Joseph Meng's decision to leave the City University, its profound admiration for his intellectual and human qualities and its deep appreciation for his ten years of devoted service and inspired leadership.

NO. 7. PRESIDENT BUrell G. GALLAGHER - MEMORIAL RESOLUTION: WHEREAS, Dr. Buell Gordon Gallagher served as the seventh president of City College, from 1952 to 1969, guiding it through a period of high productivity, physical expansion and rising reputation; and

WHEREAS, He began his personal and professional life committed to the principles of human worth, justice, and equality of opportunity and learning - principles he fought for openly and courageously through the controversies of two decades in the city, in the country and on his campus; and

WHEREAS, He was a teacher and scholar, a national leader in education and in civil rights, a moving speaker and prolific writer who put his talents in the service of his beliefs; and

WHEREAS, His special understanding of the suppression and denigration of minorities was expressed early and continuously in his articles, speeches and books, in his politics and offices, and in forty years of service on the Board of the National Association for the Advancement of Colored Peoples; and

WHEREAS, He was a man whose concern for and understanding of a broad range of social and educational problems was rare, but whose daily concern for people will most distinguish him in the hearts of City College students, staff and alumni; and

WHEREAS, Buell Gallagher was, at all times, advocate and protagonist for the College, with a strong sense of mission that dominated its life during his presidency and will continue to be influential for generations to come; therefore be it

RESOLVED, That the members of the Board of Higher Education herewith note with profound sorrow his death on Wednesday, August 30, and extend their deepest sympathy to his family and to those whose lives he touched and forever enriched by his deep conviction that there is dignity and significance in the human experience.
NO. 8. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT: RESOLVED, That the following item be adopted:

A. LEHMAN COLLEGE STUDENT CENTER:

RESOLVED, That the Board accept the transfer from the Herbert H. Lehman College Association, Inc. of one million three hundred thousand dollars ($1,300,000.00) of accumulated Lehman College student activity fees which are designated as facilities fees for the construction of a student center building, such amount to be used for the construction by the Board of a student center building on the Lehman College campus and purposes related thereto. The Board authorizes the use of up to $1,300,000.00 for the construction of a student center building on the Lehman College campus. Any part of such amount not used for the construction of a student center building on the Lehman College campus or purposes related thereto shall be returned to the Lehman College Association. Contracts for the construction of the student center building shall be let pursuant to Section 6213 of the Education Law.

EXPLANATION: From the Spring, 1969 through the Fall, 1977 semester, a portion of the student activity fee paid by Lehman College undergraduate students was earmarked as a facilities fee for the construction of a student center. (Chancellor's Report, 12/23/68, No. E.9.1.) Effective with the Spring, 1978 semester, the students at Lehman College voted to remove the earmarking of a facilities fee for the construction of a student center. From Spring 1969 through Spring 1971 a $15 earmarked fee and since Fall 1971 a $5 earmarked fee was paid by day session and then full-time undergraduate Lehman College students. These earmarked fees were accumulated and the Lehman College Association now holds about $2,100,000.00 from the facilities fees to construct a student center building. The $1,300,000.00 transferred by the resolution is part of the accumulation.

Under Section 6203(4) of the Education Law, the Board is empowered to erect and own buildings on college or university land out of money not furnished by the City.

NO. 9. COMMITTEE ON CENTRAL ADMINISTRATION: RESOLVED, That the following items be adopted or action taken as noted:

A. ESTABLISHMENT OF THE MAX E. GREENBERG AND FILOMEN M. GREENBERG CENTER FOR LEGAL EDUCATION AND URBAN POLICY - THE CITY COLLEGE:

RESOLVED, That an agreement to be entered into between and among the Board on behalf of City College, the City College Fund, and Max E. Greenberg and Filomen M. Greenberg, pledgors, whereby the pledgors pledge the sum of $1,500,000 to be payable upon the death of the survivor of them or before, to the City College Fund, such money to be used solely for the support of the Max E. Greenberg and Filomen M. Greenberg Center for Legal Education and Urban Policy and the Filomen Maria D’Agostino Library for Legal Education at City College, is hereby approved, and the Secretary is hereby authorized to execute such agreement upon approval as to form by the General Counsel; and be it further

RESOLVED, That upon the execution of such agreement, the City College Center for Legal Education shall be renamed The Max E. Greenberg and Filomen M. Greenberg Center for Legal Education and Urban Policy, and The Filomen Maria D’Agostino Library for Legal Education shall be established.

EXPLANATION: Mr. Max E. Greenberg is an alumnus of The City College, Class of 1916, former president of the Alumni Association and leading practitioner in the field of contract law. Mrs. Filomen M. Greenberg is a highly respected member of the Bar. The renaming of the Center and the establishment by the College of the Filomen Maria D’Agostino Library for Legal Education is in recognition of the generous lifelong support of Mr. and Mrs. Greenberg for the College and its newly-established legal program. The proposed change of name has the approval of the Executive Committee of the Faculty Council of the College of Liberal Arts and Science, and the President of The City College recommends its adoption.
B. BYLAW AMENDMENTS: Notice was served of the introduction of the following amendments to the Bylaws of the Board:

(1) Amendments to Articles VI and XI to add adjunct titles to Biomedical Professorial Series

(2) Amendments to Article XIV to establish the title of College Administrative Associate

The amendments will be considered by the Board at its October meeting.

C. SHANKER VS. BOARD OF EDUCATION:

RESOLVED, That in an action entitled Shanker et al vs. Board of Education of the City School District of New York; the Board of Higher Education of the City University of the City of New York, et al, the Board wishes to assert the legal position that Local Law No. 20 of 1978, to amend the administrative code of the City of New York in relation to residence of officers and employees, does not apply to the employees of the Board of Higher Education in that the City Council is not empowered under the Constitution and laws of the State of New York to enact a local law relating to the residence of employees of the Board.

EXPLANATION: The Board is a party defendant in Shanker et al. vs. Board of Education, et al. Insofar as the Corporation Counsel of New York City, in defending the Mayor, the City Council President, the City Council and the City of New York, also parties defendant, takes the position that the Local Law applies to employees of the Board, a conflict of interest will be created. The resolution will permit the Board to be represented by its own counsel in the action.

It was agreed that the Committee on Central Administration would examine the merits of a residency requirement for the Board's employees and report to the Board later in the year.

Upon motions duly made, seconded and carried, the meeting was adjourned at 6:02 P.M.

ETTA G. GRASS  
Acting Secretary of the Board
MINUTES OF THE MEETING OF THE BOARD OF
HIGHER EDUCATION OF THE CITY OF NEW YORK
HELD
OCTOBER 25, 1978
AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80 STREET—BOROUGH OF MANHATTAN

The Chairperson called the meeting to order at 6:00 p.m.

There were present:

Harold M. Jacobs, Chairperson
Patricia Carry Stewart, Vice Chairperson

Walter H. Crowley
Edith B. Everett
Joan B. Maynard
Joaquin Rivera
David Z. Robinson
Stuart Scheftel
Ann M. Burton, ex officio
Edward A. Roberts, ex officio

Etta G. Grass, Acting Secretary of the Board

Chancellor Robert J. Kibbee
President Milton G. Bassin
President Roscoe C. Brown, Jr.
President Saul B. Cohen
President Leon M. Goldstein
President John W. Kneller
President Gerald W. Lynch
President Robert E. Marshak
President Joseph Shenker

President Joshua L. Smith
President Edmond Volpe
President Jacqueline G. Wexler
Vice Chancellor Richard M. Catalano
Vice Chancellor Dolores Cross
Vice Chancellor Julius C.C. Edelstein
Vice Chancellor Kenneth M. King
Vice Chancellor Jerald Posman
Vice Chancellor Leonard O. Roellig

The absence of Ms. Conway, Mr. D’Angelo, Dr. Goldin, Mr. Maniscalco and Dr. Piore was excused.
Upon motions duly made, seconded and carried, the following resolutions were adopted or action was taken as noted: (Calendar Nos. 1 through 6)

**NO. 1. UNIVERSITY REPORT:** RESOLVED, That the University Report for October 25, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The University Report consists of annual instructional appointments at a salary of $15,000 and above and other resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

**NO. 2. CHANCELLOR'S REPORT:** RESOLVED, That the Chancellor's Report for October 25, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The Chancellor's Report consists of standard resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

**NO. 3. APPROVAL OF MINUTES:** RESOLVED, That the minutes of the Board of Higher Education meeting of September 25, 1978 be approved as circulated.

**NO. 4. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT:** RESOLVED, That the following items be adopted:

A. THE CITY COLLEGE - REHABILITATION OF STEEL SUBSTRUCTURE AT COMPTON HALL:

RESOLVED, That the Board of Higher Education approve the contract documents as prepared by the Office of Facilities Planning and Management and authorize said office to advertise, bid and award the contract to the lowest responsible bidder for furnishing all labor and materials, tools and equipment required for the rehabilitation of the substructure of Compton Hall at City College, Convent Ave. and 138th Street, New York, New York 10031 at an estimated cost of $157,000, chargeable to Capital Project HN-203; and be it further

RESOLVED, That the Director of Management and Budget be requested to approve said documents and authorize said expenditures for the proposed contract.

EXPLANATION: The Compton Hall Steel Substructure extends under and supports the adjoining areaway and access roadway of the building.

The deterioration of the steel of this 70 year old structure, due to water infiltration from the areaway and roadway above, has seriously weakened a number of steel beams. Continued deterioration will eventually result in a collapse of the structure.

This project will rehabilitate the substructure and eliminate future water infiltration.

The estimate of $157,000 includes construction contingencies and cost escalation to bid date.
B. BROOKLYN COLLEGE - REPAIR AND REPLACEMENT OF HEATING PLANT BREECHING:

RESOLVED, That the Board of Higher Education approve the emergency procedure instituted by Brooklyn College to advertise for and award a contract to the lowest responsible bidder, Soebke & Sons, 535 Access Road, West Hempstead, New York 11552, for the emergency repair and replacement of heating plant breeching at an estimated cost of $130,531.00, chargeable to Capital Project HN-203; and be it further
RESOLVED, That the Director of Management and Budget approve the expenditure of the indicated capital funds.

EXPLANATION: Brooklyn College has encountered an emergency situation in respect to the operation of the heating plant. The indicated breeching must be replaced in order to meet the college's heating needs for the coming winter. The college has followed emergency procedures in order to cause no undue hardship to students and staff.

C. HUNTER COLLEGE SCHOOL OF HEALTH PROFESSIONS - CONSTRUCTION AND INSTALLATION OF NEW LABORATORIES:

RESOLVED, That the Board approve an increased estimate of the cost of construction and installation of new laboratories at Hunter College School of Health Professions, located at 425-27 East 25th Street, New York, New York from $631,600 to $725,490, an increase of $93,890 chargeable in the following manner: Capital Budget, Project HN-203 (funded 50% City and 50% State) $375,000; contributions and other non-tax levy money $350,490.

EXPLANATION: On August 7, 1978, Calendar No. 4, the Board adopted a resolution approving final plans and specifications for this project with a cost estimate of $631,600. Public bids were opened on September 22, 1978. The total cost of low bids came to the amount of $725,490 as follows:

<table>
<thead>
<tr>
<th>Contract</th>
<th>Number of Bids</th>
<th>Range of Bids</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Construction</td>
<td>5</td>
<td>$498,000 - $284,400</td>
</tr>
<tr>
<td>H.V.A.C.</td>
<td>4</td>
<td>$243,000 - $203,500</td>
</tr>
<tr>
<td>Plumbing</td>
<td>3</td>
<td>$193,494 - $151,790</td>
</tr>
<tr>
<td>Electrical</td>
<td>3</td>
<td>$168,000 - $85,800</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,102,494 - $725,490</td>
</tr>
</tbody>
</table>

In view of the number and range of bids received, and in consideration of recent construction cost increases, it is doubtful that rebidding would result in lower costs. It is therefore the joint recommendation of the Office of Facilities Planning and Management and the College that the indicated cost increase be approved and the work progressed.

NO. 5. COMMITTEE ON CENTRAL ADMINISTRATION: RESOLVED, that the following items be adopted:

A. BYLAW AMENDMENTS:

(1) Amendments to Articles VI and XI of the Bylaws to add adjunct titles to Biomedical Professorial Series:
RESOLVED, That Section 6.1 of the Bylaws is amended to read as follows:

Section 6.1 INSTRUCTIONAL STAFF. The instructional staff shall consists of the persons employed in the following titles:

Chancellor
Deputy Chancellor
Vice chancellor
University administrator
University associate administrator
University assistant administrator
President
Vice president
Assistant vice president
University dean
University associate dean
University assistant dean
Dean
Associate dean
Assistant dean
Administrator
Associate administrator
Assistant administrator
Distinguished professor
Professor
Associate professor
Assistant Professor
Medical professor (basic sciences)
Associate medical professor (basic sciences)
Assistant medical professor (basic sciences)
Adjunct medical professor (basic sciences)
Adjunct associate medical professor (basic sciences)
Adjunct assistant medical professor (basic sciences)
Medical professor (clinical)
Associate medical professor (clinical)
Assistant medical professor (clinical)
Adjunct medical professor (clinical)
Adjunct associate medical professor (clinical)

Adjunct assistant medical professor (clinical)
Visiting professor
Visiting associate professor
Assistant professor
Adjunct professor
Adjunct associate professor
Adjunct assistant professor
Adjunct lecturer
Lecturer (full-time)
Lecturer (part-time)
Instructor
Instructor (nursing science)
Research associate
Research assistant
Clinical assistant
Registrar
Associate registrar
Assistant registrar
Registrar’s assistant
Senior college laboratory technician
College laboratory technician
Chief college physician
College physician
Higher education officer
Higher education associate
Higher education assistant
Assistant to higher education officer
Higher education intern
Business manager
Assistant business manager
Assistant to business manager
Placement director
Education and vocational counselor

and

in the hunter college elementary school and hunter college high school:

Principal
Chairperson of department
Teacher
Assistant teacher

Temporary teacher
Guidance counselor
Librarian
College laboratory technician
Substitute teacher

and

in the early childhood centers:

Teacher

Assistant teacher

and be it further
RESOLVED, That Section 6.5 of the Bylaws be amended to read as follows:

Section 6.5 APPOINTMENTS WITHOUT TENURE. Nothing contained in this article shall be construed as conferring or permitting tenure, or service credit toward the achievement of tenure in the positions of chancellor, deputy chancellor, vice-chancellor, university administrator, university associate administrator, university assistant administrator, president, vice president, assistant vice president, university dean, university associate dean, university assistant dean, dean, associate dean, assistant dean, administrator, assistant administrator, director of campus schools, department chairperson, chief librarian, principal, supervisor, distinguished professor, adjunct medical professor (basic sciences), adjunct associate medical professor (basic sciences), adjunct assistant medical professor (basic sciences), adjunct medical professor (clinical), adjunct associate medical professor (clinical), adjunct assistant medical professor (clinical), visiting professor, visiting associate professor, visiting assistant professor, adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct lecturer, higher education officer, higher education associate, higher education assistant, assistant to higher education officer, higher education intern, research associate, research assistant, clinical assistant, lecturer (full-time), lecturer (part-time), instructor appointed after October 1, 1968; business manager, assistant business manager, assistant to business manager, all positions in the early childhood centers programs, or any other instructional positions not included on the permanent instructional staff, except that prior service as a full-time lecturer or lecturer (full-time) may be considered toward the award of tenure to persons in a title on the permanent instructional staff. Appointment to any such non-tenure-bearing position, or removal therefrom, however, shall not deprive the person so appointed or removed of tenure in the highest position on the staff held with tenure prior to his/her appointment to such office, or conjointly with such office, nor shall such appointment or removal deprive any person of service credit toward the achievement of tenure under the provisions of this article. All persons appointed chancellor, deputy chancellor, president, vice chancellor, vice president, university dean, university associate dean, university assistant dean, dean, associate dean, assistant dean, director of campus schools, or principal, if not already appointed to a position on the permanent instructional staff, may be appointed to an instructional position.

and be it further

RESOLVED, That Article XI of the Bylaws be amended by adding thereto new sections to be sections II.37 and II.38 to read as follows:

Section 11.37 ADJUNCT ASSISTANT MEDICAL PROFESSOR (BASIC SCIENCES), ADJUNCT ASSOCIATE MEDICAL PROFESSOR (BASIC SCIENCES), ADJUNCT MEDICAL PROFESSOR (BASIC SCIENCES). A. Position Definition. Persons employed in this adjunct series shall be assigned to teach part-time or to perform related duties on a part-time basis.

B. Qualifications: For appointment as adjunct assistant medical professor (basic sciences), adjunct associate medical professor (basic sciences) and adjunct medical professor (basic sciences), a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of assistant medical professor (basic sciences), associate medical professor (basic sciences) and medical professor (basic sciences), appointed through the regular channels of the college or university.

Section 11.38 ADJUNCT ASSISTANT MEDICAL PROFESSOR (CLINICAL), ADJUNCT ASSOCIATE MEDICAL PROFESSOR (CLINICAL), ADJUNCT MEDICAL PROFESSOR (CLINICAL). A. Position Definition. Persons employed in this adjunct series shall be assigned to teach part-time or to perform related duties on a part-time basis.

B. Qualifications: For appointment as adjunct assistant medical professor (clinical), adjunct associate medical professor (clinical), and adjunct medical professor (clinical), a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of assistant medical professor (clinical), associate medical professor (clinical), and medical professor (clinical), appointed through the regular channels of the colleges or university.

and be it further
RESOLVED, That Section II.II of the Bylaws be amended to read as follows:

Section 11.11 ADJUNCT LECTURERS, ADJUNCT ASSISTANT PROFESSORS, ADJUNCT ASSOCIATE PROFESSORS AND ADJUNCT PROFESSORS. A. Position Definition: Persons employed in [the] this adjunct series shall be assigned to teach part-time or perform related duties on a part-time basis.

B. Qualifications: For appointment as adjunct lecturer, adjunct assistant professor, adjunct associate professor and adjunct professor a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of lecturer (full-time), assistant professor, associate professor and professor, appointed through the regular channels of the colleges or university.

EXPLANATION: The Sophie Davis School of Biomedical Education of The City College is engaged in the education of students for careers in the medical sciences, and in so doing it makes use of medical education resources available within New York City.

In addition to courses of instruction taught entirely by The City College faculty and those taught by medical schools under contract, there are a number of courses which though primarily taught by college faculty, require the part-time participation of medical school faculty. The creation of distinct adjunct titles for such part-time faculty is required to correspond to the medical professorial titles, and to provide for appropriate remuneration for such services.

(2) Amendments to Article XIV of the Bylaws to establish the title of College Administrative Associate:

RESOLVED, That Sections 14.6, 14.7 and 14.8 of the Bylaws are hereby renumbered to be Sections 14.7, 14.8 and 14.9, respectively, and section 14.7, as renumbered, is hereby amended to read as follows:

Section 14.7 OTHER NON-INSTRUCTIONAL STAFF POSITIONS. Qualifications: The qualification requirements for non-instructional staff positions other than those specified in section 14.3, section 14.4 [and lgction 14.5 and section 14.6 of the bylaws shall be those established by the appropriate position specification or civil service examination announcement, or standards established by the city civil service commission.

RESOLVED, That Article XIV of the Bylaws is hereby amended by adding thereto a new section, to be section 14.6, to read as follows:

Section 14.6 COLLEGE ADMINISTRATIVE ASSOCIATE. Qualifications: Two years employment as a college administrative assistant.

RESOLVED, That these amendments shall be effective immediately.

EXPLANATION: These amendments conform the Bylaws to the resolution adopted by the Board on April 25, 1977 establishing the title College Administrative Associate as part of the College Office Secretarial Administrative Assistant occupational series (Gittleson series). This title was approved by the Department of Personnel of the City of New York.

NOTE: Matters to be added are underlined. Matters to be deleted are bracketed.

B. UNIVERSITY STUDENT GOVERNMENT ACTIVITY FEE:

RESOLVED, That the Board establish a University Student Government Activity Fee of fifty cents per student per semester for the purpose of funding the administrative activities and operating expenses of the University Student Senate; and be it further

RESOLVED, That the effective date of this resolution be September 1, 1978; and be it further
RESOLVED, That the fee for the 1978/79 academic year be collected at the earliest possible date.

EXPLANATION: Two-thirds (2/3) of the approved student governments have given their approval to the establishment of this fee as required by the Board resolution of March 27, 1978, Calendar No. 4-A. The implementation of this resolution effective September 1, 1978 is required as the State has determined that tax-levy funding of the University Student Senate is inappropriate. The management of the fee fund will be governed by Article 15 of the Board's Bylaws with the Chancellor assuming the responsibility delegated in the Bylaws to the College Presidents.

NO. 6. COMMITTEE ON FISCAL AFFAIRS: RESOLVED, That the following items be adopted or action taken as noted:

A. 1979-80 BUDGET REQUEST: The resolution was moved and seconded.

At this point the Board heard Mr. Daniel Lipsman, who spoke in opposition to the resolution.

The following resolution was adopted:

RESOLVED, That the 1979-80 Budget Request of $518.5 million, including an overall amount of $2.8 million in tuition waivers for part-time students in the senior and community colleges, be adopted.

A copy of the 1979-80 Budget Request is on file in the Office of the Secretary of the Board.

EXPLANATION: The Chancellor has recommended to the Board an operating Budget for 1979-80 in the amount of $518.5 million for an increase of $58.8 million over the current year's Budget of $459.7 million. This increase includes funds for college operations, fringe benefits, 1979-80 Collective Bargaining Agreement, University management and programs and a special lump sum to be used to assist the City in its economic development efforts. The $58.8 million increase is made up of $36.8 million for the senior colleges and $22.0 million for the community colleges. The Budget Request continues the tuition waivers of $1.1 million for the community colleges and asks for a similar program of $1.7 million for the senior colleges. A public hearing on the Budget Request was held on October 18, 1978.

B. GRADUATE GENERAL FEE:

RESOLVED, That the general fee paid by part-time graduate students be reduced from $70 per semester to $35 in the 1979 Spring semester.

EXPLANATION: All students enrolled for graduate courses pay a $70 per semester general fee in addition to tuition regardless of the number of credits being taken. The application of this fee has the effect of raising the per credit tuition level for part-time students taking three credits by more than $23 per credit. This is not only inequitable for part-time students but places the tuition level at City University for graduate work at a higher level than that of comparable institutions. The decrease in revenue generated by the reduction in the general fee will amount to approximately $339,000. Since the total senior college revenue is one funding component of the budget, the University must collect the same amount for which it was budgeted by the State in the Adopted Budget.

C. BLANKET TUITION AND FEE WAIVERS: Item withdrawn.

Upon motions duly made, seconded and carried, the meeting was adjourned at 6:12 P.M.

ETTA G. GRASS
Acting Secretary of the Board
Minutes of Proceedings, November 20, 1978

MINUTES OF THE MEETING OF THE BOARD OF
HIGHER EDUCATION OF THE CITY OF NEW YORK

HELD

NOVEMBER 20, 1978

AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80 STREET—BOROUGH OF MANHATTAN

The Chairperson called the meeting to order at 5:55 P.M.

There were present:

Harold M. Jacobs, Chairperson
Patricia Carry Stewart, Vice Chairperson

Loretta A. Conway
Walter H. Crowley
Armand D’Angelo
Edith B. Everett
Gurston D. Goldin

Albert V. Maniscalco
Joan B. Maynard
Emanuel R. Piore
Joaquin Rivera
David Z. Robinson
Stuart Scheftel

Ann M. Burton, ex officio
Edward A. Roberts, ex officio

Etta G. Grass, Acting Secretary of the Board
Mary P. Bass, General Counsel and Vice Chancellor for Legal Affairs

Chancellor Robert J. Kibbee
President Milton G. Bassin
President Roscoe C. Brown, Jr.
President Saul B. Cohen
President Leon M. Goldstein
President John W. Kneller
President Leonard Lief
President Gerald W. Lynch
President Robert E. Marshak
President Harold M. Proshansky
Acting President Anthony Santiago

President Kurt R. Schmeller
President Ursula Schwerin
President Joel Segall
President Joseph Shenker
President Richard D. Trent
President Jacqueline G. Wexler
Deputy Chancellor Egon Brenner
Vice Chancellor Richard M. Catalano
Vice Chancellor Dolores Cross
Vice Chancellor Julius C.C. Edelstein
Vice Chancellor Jerald Posman
Vice Chancellor Leonard O. Roellig
Upon motions duly made, seconded and carried, the following resolutions were adopted: (Calendar Nos. 1 through 5)

**NO. 1. UNIVERSITY REPORT:** In moving the resolution, Prof. Burton stated that the granting of tenure is a positive and affirmative act on the part of the Board.

The resolution was seconded and adopted as follows:

RESOLVED, That the University Report for November 20, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item A1 3.1. Reorganization of P & B Committee of Schools of Health Professions (Hunter College): Withdrawn

(b) Item D.7. Reappointment with Tenure (Brooklyn College): The name of Donald Gerardi, Asst. Prof., Dept. of History, is withdrawn.

(c) Item D.14. Reappointment with Tenure (Queens College): The name of Martin Braun, Assoc. Prof., Dept. of Mathematics, is withdrawn.

(d) Item D.12. Bronx Community College - Personnel Actions: (a) Reappointment with Tenure: All the names except Louise Squitieri, Asst. Prof., Dept. of Biology, are withdrawn.

(b) Award of Certificate of Continuous Employment: Withdrawn

(e) PART D - ADDENDUM: Add the following item:

**D.16. TUITION WAIVER:** RESOLVED, That tuition be waived for no more than twelve part-time students in Management or Public Administration provided that such students are employees of the City of New York who are selected by the City for participation in this Graduate Management Education Program, and provided further that the students so selected meet the regular requirements for admission to their program; and be it further

RESOLVED, That this resolution be effective with the Spring semester, 1979.

EXPLANATION: The Department of Personnel of the City of New York through its Director has requested the universities in the City of New York to participate in a scholarship program which will enable selected management employees of the City to strengthen their administrative background through part-time advanced and graduate studies. The City University through this resolution cooperates in this program by making twelve such opportunities available. Since this resolution applies to part-time students it can be estimated that the amount of tuition waivers, should all twelve scholarships be awarded, will not exceed the cost of 72 credits or $5,400 per semester. The University is pleased to have the opportunity to cooperate with the City of New York in this program.

(f) Items listed in PART E- ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The University Report consists of annual instructional appointments at a salary of $15,000 and above and other resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.
NO. 2. CHANCELLOR’S REPORT: RESOLVED, That the Chancellor’s Report for November 20, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item BI 8.3. Appointment (Annual Salary of less than $15,000) (York College): The withdrawal in the Errata of the following appointments is rescinded:

C.J. Jack, HE Intern, Off. Admin. Affairs
Barbara Graham, Asst. to HEO, Academic Development Dept. (SEEK Program)

(b) Item D.2. Bronx Community College - Reappointment (Annual Salary Basis): The following names are withdrawn:

Max Horn, Professor, Dept. of Business & Commerce
Annette Peretz, Asst. Prof., Library
Patricia Lanier, Asst. Prof., Special Ed. Services

(c) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The Chancellor’s Report consists of standard resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the Board of Higher Education meeting of October 25, 1978 be approved as circulated.

NO. 4. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT: RESOLVED, That the following item be adopted:

A. NEW YORK CITY COMMUNITY COLLEGE - CONSOLIDATION OF GRAPHIC ARTS AND LITHOGRAPHIC TECHNOLOGY DEPARTMENTS:

RESOLVED, That the Board of Higher Education approve preliminary plans and specifications as prepared by the Office of Facilities Planning and Management and authorize said office to complete contract documents for alteration work at the main campus of New York City Community College, Brooklyn, to provide for the consolidation of the Graphic Arts and Lithographic Technology Departments at an estimated cost of $2,250,000 (October, 1978) chargeable to Capital Project HN-241; and be it further

RESOLVED, That the Director of Management and Budget be requested to approve said documents and a cost limitation of $2.5 million (including provisions for escalation and contingencies) for the proposed contract.

EXPLANATION: The existing Graphic Arts Department is now located on two rented floors at 250 Livingston Street, Brooklyn, and the Lithographic Technology Department in the Voorhees Building at 450 West 41st Street in Manhattan. This project will consolidate the Graphic Arts and Lithographic Technology Departments in space made available at 300 Jay Street, Brooklyn and permit termination of the leased space which currently costs $368,000 per year in rent.

NO. 5. COMMITTEE ON CENTRAL ADMINISTRATION: RESOLVED, That the following item be adopted:

A. CITY UNIVERSITY OF NEW YORK CIVIL SERVICE MANAGEMENT PLAN:

RESOLVED, That the Board approve the Civil Service Management Plan affecting 26 employees in the University:
CITY UNIVERSITY OF NEW YORK
CIVIL SERVICE MANAGEMENT PLAN

NOVEMBER 1978

I. PAY PLAN

The schedule for the Pay Plan for Management Employees of the City University shall be as follows, effective January 1, 1978:

<table>
<thead>
<tr>
<th>Assignment Level</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>$24,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>II</td>
<td>26,500</td>
<td>32,600</td>
</tr>
<tr>
<td>III</td>
<td>29,500</td>
<td>35,700</td>
</tr>
</tbody>
</table>

II. APPLICABILITY

The Pay Plan for Management Employees shall apply to all employees presently covered by the current Managerial Pay Plan. The categories in the management series consist of (1) Administrative Architects, (2) Administrative Engineers, and (3) Administrative Superintendents of Buildings and Grounds.

III. IMPLEMENTATION

1. The assignment level of each employee shall be that corresponding to the employee's current grade in the Managerial Pay Plan.

2. For management employees at assignment levels I through III, a salary increase budget of 8% of the new assignment level midpoint salaries shall be established in each college and unit.

3. This budget shall be used by college and unit heads for making salary adjustments in accordance with the following priorities:

   First priority - Management employees whose salaries fall below the new minimum for their assignment level shall be given increases so that their salaries are at least at the minimum of the assignment level.

   Second priority - Remaining funds not used for first priority adjustments are to be used to provide further salary adjustments for employees.

   (a) There shall be an overall adjustment limit of 12% for any one employee.

   (b) The salary of any employee may not exceed the new maximum of the assignment level. The University is not compelled to give increases.

NOTE: There have been a few increases, due to reassignment to higher levels, during the past two years. The greater number of employees have received no increases during the past two years.

(c) The budget established by this section is intended only for use in making salary adjustments for management employees. Allocation of management positions and changes in assignment levels shall be made in accordance with the same procedures that exist for the Managerial Pay Plan. Adjustments will be permitted if within the 8% salary increase allotted to the University.
IV. ENTRY INTO THE PAY PLAN AND CHANGES IN ASSIGNMENT LEVEL

1. Entrance into Management Pay Plan for Sub-managerial:

Employees who are promoted from sub-managerial positions to positions covered by this pay plan shall receive a salary increase of $1,000 or the minimum of the new grade, whichever is greater. Those sub-managerial employees whose salaries are above the minimum of the new managerial grade level assigned should receive an increase of $1,000. They may also receive a further adjustment, the total not to exceed 12% of their final non-managerial salary. Under no circumstances can an employee’s salary exceed the maximum of the grade level assigned.

2. Adjustment of Salary upon Assignment of Management Employees to Higher Assignment Levels:

For levels I through III, employees who move to higher assignment levels shall receive an assignment increase of at least one-half of the difference between the minimums of the old level and the new level, or shall receive the minimum of the new level, whichever is greater. The maximum assignment increase shall be 12% of the old salary, except where advancement to the minimum of the new level would exceed 12%.

3. Reduction in Assignment Level:

Employees whose assignment levels are reduced shall be paid salaries commensurate with their new assignment.

V. MAINTENANCE OF THE PAY PLAN

There shall be a review of the management compensation program at least every other year with resultant adjustments to be made not more than once each year.

VI. NEW STANDARDS

A. Outside Earned Income:

The Management employee will be permitted to teach up to four hours per week or seven hours of regular work. However, no annual leave can be used for the purpose of performing the seven hours of work or any kind of outside consulting work. In order for the Management employee to perform the work listed above, this will have to be approved by the President of the college and the University Office of Faculty and Staff Relations so that a determination can be made that such activity will not interfere or conflict with the proper and effective discharge of their official duties. All additional CUNY assignments must be listed in the Chancellor’s Report.

B. Outside Fiduciary Positions:

Management employees will not be permitted to serve as Directors or Officers of any corporation or institution except upon a specific determination by the President, the University Office of Faculty and Staff Relations and the University Office for Legal Affairs that such activity will not interfere or conflict with the proper and effective discharge of their official duties.

C. Political Party Positions:

Management employees will not be permitted to serve as officers of any political party or political organization, or serve as members of any political party committee including political party district leader (however designated). This prohibition is not intended to deter political activity but only to bar official partisan responsibility.

D. Management employees currently in University service and who do not meet the above standards shall be given six months from the date of this order to complete any actions necessary in order to conform to the standards.
VII. REGULATIONS GOVERNING WORK SCHEDULES OF MANAGEMENT EMPLOYEES

1. Applicability:

This order shall apply to all employees and officials whose salaries are determined under the Managerial Pay Plan or any pay plan which supersedes or replaces this pay plan. It shall supersede Section 2 of Personnel Order No. 24/77.

2. Hours of Work:

Management employees shall work whatever hours and days as are reasonably required to carry out their responsibilities. The regular work week shall be not less than 35 hours. Work schedules shall be consistent with the needs of the agency, and the manager shall be accountable to the agency head with respect to the schedule maintained and the hours and days worked.

In establishing reasonable hours for a particular day on which the manager is working, account may be taken of unusually long hours worked in a previous period.

The manager shall maintain such records and authorizations as shall be prescribed by the University Personnel Office in accordance with procedures established by the Department of Personnel.

3. Record Keeping:

The University will utilize monthly time records currently in effect.

4. Overtime:

There shall be no credit for time worked beyond the regular work week by persons covered hereby or who are otherwise in the management service of the University.

5. Changes in Status:

On assignment, reassignment, appointment or promotion from a sub-managerial position not subject to these regulations to a position subject to these regulations, any overtime credits which had been earned prior to such assignment, reassignment, appointment or promotion shall be placed in a non-managerial overtime bank. Such overtime bank may be used by the employee as compensatory time in accordance with the provisions governing use of overtime credits contained in Personnel Order No. 24/77. However, any payment for unused overtime credits in the employee’s sub-managerial overtime bank upon separation or termination shall be made at the rate of pay the employee was receiving prior to assignment, reassignment, appointment or promotion to a position subject to these regulations or the minimum rate of the employee's former sub-managerial title at the time of the separation from service, whichever is greater.

Upon termination or separation, lump-sum payments for such time and at the rate of pay indicated above, shall be in accordance with and subject to any limitations contained in Personnel Order 78/3.

6. Interpretation:

The University Personnel Director is authorized to interpret these regulations upon request of a college or unit head or interested employee.

EXPLANATION: As mandated by Charter revision for the City of New York, a Management Plan has been developed by the New York City Department of Personnel applicable to all City departments and agencies. The categories in the management series consist of (1) Administrative Architects, (2) Administrative Engineers, and (3) Administrative Superintendents of Buildings and Grounds. The University’s Civil Service Management Plan has the approval of the New York City Department of Personnel.
ADDED ITEMS

Upon motions duly made, seconded and carried, the following resolutions were adopted: (Calendar Nos. 6 and 7)

**NO. 6. MISSION OF THE UNIVERSITY:** RESOLVED, That this Board reaffirms that the primary mission of The City University of New York is to provide a broad range of higher educational opportunities of high quality to the residents of the City of New York and to provide to the social, political and economic institutions of the City those services which are within its competence and for which it has the necessary resources; and be it further

RESOLVED, That it is the conviction of this Board that this mission can be carried out only if the University is maintained as an independent, comprehensive, academically-integrated institution encompassing within its unitary structure the entire range of educational programs from the community colleges through advanced graduate study; and be it further

RESOLVED, That the Board fully recognizes the fiscal plight of the City of New York and its limited ability to provide the resources required to maintain the range and quality of educational programs and services to which the residents of the City are entitled and which are essential to the economic stability and growth of the City; and be it further

RESOLVED, That the Board request the Governor and the Legislature to provide all of the funds necessary to support the construction of adequate facilities for the four-year colleges of the University and to provide the maximum funding for the annual operations of the four-year colleges consistent with the overriding requirement that the University remain an independent, academically-integrated, City-oriented institution; and be it further

RESOLVED, That the Chancellor is directed to develop, propose and foster legislation to achieve these purposes.

EXPLANATION: The Mayor and other publicly elected officials of the City of New York received recommendations regarding City University financing and governance from their consultant, Mr. Harold Howe II on November 13, 1978. Two of these recommendations deal with the desirability for maintaining a City University independent of State University and with the desirability of having that portion of the costs attributable to the senior college operations and graduate programs financed by the State of New York without contribution by the City. The Mayor of the City of New York has endorsed these recommendations. The proposed financing arrangement is consistent with the policy of the State of New York in regard to higher education. Nevertheless, in endorsing it the Board emphasizes that it considers the unified, independent, comprehensive University, oriented and responsive to the needs of the City of New York, the primary objective in clarifying the future status of the University.

Dr. Goldin abstained.

Mr. Crowley asked the record to show that he had requested the addition of a resolution stating that the members of the future Board of Higher Education should be residents of the City of New York.

Dr. Piore asked the record to show that he had voted for the resolution with the understanding that the EXPLANATION would be included in the transmittal of the resolution to the proper City and State authorities.
NO. 7. ESTABLISHMENT OF INSTRUCTIONAL TITLE: RESOLVED, That

1. The instructional staff title of University Professor be and the same is hereby established.

2. Appointment to such title shall not confer, nor shall be credited as service toward the achievement of tenure in such position or any other position on the instructional staff. Appointment to such position or removal therefrom shall not deprive the person so appointed or removed of tenure in the highest position held with tenure prior to his/her appointment to such position or conjointly with such office.

3. Duties and Qualifications.

   A. Duties: A person appointed as University Professor shall engage in teaching at the graduate and undergraduate level, research and scholarly activities, and special assignment as requested by the Chancellor.

   B. Qualifications: To be eligible for consideration for appointment as University Professor, a person must have served as a President of a unit of City University or as its Chancellor for a period of at least eight years immediately preceding such appointment and be within ten years of mandatory retirement.

4. Notwithstanding the provisions of section 6.6b of the bylaws, the term of appointment shall be five years or until the end of the academic year during which such person reaches mandatory retirement age, whichever is shorter. Upon recommendation of the Chancellor, such person shall be eligible for one reappointment.

Upon motions duly made, seconded and carried, the Board went into executive session to consider a personnel matter.

Upon motions duly made, seconded and carried, the following resolution was adopted:

NO. 8. PERSONNEL ACTION: RESOLVED, That the Board accept with regret the resignation of John W. Kneller as President of Brooklyn College effective June 30, 1979; and be it further

RESOLVED, That effective July 1, 1979, the tenure of John W. Kneller as Professor of Romance Languages shall be at Hunter College; and be it further

RESOLVED, That John W. Kneller is hereby appointed University Professor of French Language and Literature at the Graduate Center and Hunter College, effective July 1, 1979 with compensation in addition to regular salary at the rate of five thousand dollars ($5,000) per year.

EXPLANATION: The Professional Staff Congress has been consulted on and has agreed to the additional compensation rate of $5,000 in this instance.

Upon motions duly made, seconded and carried, the meeting was adjourned at 6:20 P.M.

ETTA G. GRASS
Acting Secretary of the Board.
The Chairperson called the meeting to order at 5:40 P.M.

There were present:

Harold M. Jacobs, Chairperson
Patricia Carry Stewart, Vice Chairperson

Walter H. Crowley  
Armand D'Angelo  
Edith B. Everett  
Gurston D. Goldin  
Albert V. Maniscalco

Joan B. Maynard  
Emanuel R. Piore  
David Z. Robinson  
Stuart Scheftel

Ann M. Burton, ex officio  
Edward A. Roberts, ex officio

Etta G. Grass, Acting Secretary of the Board
Mary P. Bass, General Counsel and Vice Chancellor for Legal Affairs

Chancellor Robert J. Kibbee  
President Milton G. Bassin  
President Roscoe C. Brown, Jr.  
President Saul B. Cohen  
President John W. Kneller  
President Leonard Lief  
President Gerald W. Lynch  
Acting President Anthony Santiago  
President Kurt R. Schmeller  
President Ursula Schwerin  
President Joseph Shenker  
President Joseph Shenker  
President Richard D. Trent  
President Edmond Volpe  
President Jacqueline G. Wexler  
Deputy Chancellor Egon Brenner  
Vice Chancellor Richard M. Catalano  
Vice Chancellor Dolores Cross  
Vice Chancellor Julius C.C. Edelstein  
Vice Chancellor Kenneth M. King  
Vice Chancellor Jerald Posman  
Vice Chancellor Leonard O.Roellig

The absence of Ms. Conway and Mr. Rivera was excused.
Upon motions duly made, seconded and carried, the following resolutions were adopted: (Calendar Nos. 1 through 6)

**NO. 1. UNIVERSITY REPORT:** RESOLVED, That the University Report for December 18, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item D.5. Promotions (Brooklyn College): The promotion of Timothy Ferris is withdrawn.

(b) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The University Report consists of annual instructional appointments at a salary of $15,000 and above and other resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

**NO. 2. CHANCELLOR'S REPORT:** RESOLVED, That the Chancellor’s Report for December 18, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item Bl.5.4. Reappointments (Queens College): The reappointment of Linda S. Leighton, Asst. Prof. (SUB), is withdrawn.

(b) Item Bl.12.9. Leave of Absence (Bronx Community College): The leave of absence for Ingrid De Cicco is withdrawn; errata entry changing terms of leave is also withdrawn.

(c) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The Chancellor's Report consists of standard resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

**NO. 3. APPROVAL OF MINUTES:** The resolution was moved and seconded.

At this point the Board heard Mr. Daniel Lipsman, who opposed the approval of the minutes on the grounds that Calendar Items 6 and 7 were not publicized in advance.

The Chairperson informed the speaker that there was nothing in the law prohibiting the Board from adding items to the agenda.

The following resolution was adopted:

RESOLVED, That the minutes of the Board of Higher Education meeting of November 20, 1978 be approved as circulated.

At this point Mr. D’Angelo left the meeting.

**NO. 4. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT:** RESOLVED, That the following items be adopted:
A. THE CITY COLLEGE - RESTORATION OF EXTERIOR MASONRY - COMPTON & TOWNSEND HARRIS HALLS:

RESOLVED, That the Board of Higher Education approve the contract documents, specifications and expenditure and authorize the City College to advertise for, receive and open bids, and award contract to the lowest responsible bidder for furnishing all labor and materials, tools and equipment necessary for the Restoration of all exterior masonry on Compton Hall & Townsend Harris Hall, The City College at an estimated cost of $190,000, chargeable to Capital Project HN203, subject to financial ability; and be it further

RESOLVED, That the Budget Director be requested to approve and authorize the expenditure as indicated for the proposed contract.

EXPLANATION: It is imperative that the restoration indicated herein be done to prevent further interior damage caused by inclement weather and the falling masonry which is creating a hazardous condition.

B. THE CITY COLLEGE - DOUBLE HUNG WINDOWS - TOWNSEND HARRIS HALL:

RESOLVED, That the Board of Higher Education approve the contract documents, specifications and expenditure and authorize the City College to advertise for, receive and open bids, and award contract to the lowest responsible bidder for furnishing all labor and materials, tools and equipment necessary for the replacement of all double hung exterior windows in Townsend Harris Hall, The City College, at an estimated cost of $250,000, chargeable to Capital Project HN 203, subject to financial ability; and be it further

RESOLVED, That the Budget Director be requested to approve and authorize the expenditure of $250,000 for the proposed contract.

EXPLANATION: It is imperative that the replacement of the windows be done in order to protect the inside environment from outside effects such as noise, dirt, temperature extremes and the weather. The existing original installed windows (1903-1907) are a major source of heat loss in the building.

C. BOROUGH OF MANHATTAN COMMUNITY COLLEGE - RENTAL OF SPACE:

RESOLVED, That the Board approve the leasing of approximately 300,000 square feet (rentable area) in the building at 326 West 42nd Street as an interim consolidated facility for Borough of Manhattan Community College; and be it further

RESOLVED, That the Department of Real Estate in consultation with the University proceed to negotiate a lease for the subject space and present it for approval by the Board of Estimate.

EXPLANATION: Three years ago construction of the college's permanent campus was suspended with the project approximately 15% completed. The college has continued to occupy six temporary locations; the leases for five of these will expire within the next eight months. Since there was no decision by the City on a timetable for completion of the permanent campus, and because of the impending expiration of the leases as well as of the inadequacy of the temporary locations, the University several months ago began a search for a more adequate interim facility. After an initial effort to secure an adequate city-owned school facility proved unsuccessful, a decision was made by the University to secure a leased facility.

The University and the Department of Real Estate, after an extensive search, have considered the leasing of several possible locations to permit a consolidation of the six inadequate leased facilities now occupied by the College. In those cases which presented reasonable possibilities in terms of size, delivery timetable, cost, and landlord ability to finance and complete alteration work, formal proposals were invited. After consideration of the formal proposals submitted, it is the judgment of the College and the Office of Facilities Planning and Management that the most reasonable alternative available consists of the leasing of 300,000 square feet on 14 floors in the building at 326 West 42nd Street, altered by the landlord to meet the programmatic requirements of the College.
NO. 5. COMMITTEE ON CENTRAL ADMINISTRATION: RESOLVED, That the following item be adopted:

A. HUNTER COLLEGE - COMMITTEES ON PERSONNEL AND BUDGET, SCHOOLS OF THE HEALTH PROFESSIONS:

RESOLVED, That any provision of Article 8 or 9 of the Bylaws to the contrary notwithstanding, the following shall apply in and to each of the components of the Hunter College Schools of the Health Professions, which are the School of Nursing and the School of Health Sciences:

1. The members of the school having faculty rank shall elect a school committee on personnel and budget, consisting, where possible, of five members with faculty rank, at least four of whom are tenured. The Dean of the School shall preside with voice but without vote.

2. The members of the school having faculty rank shall elect two of the tenured members of the personnel and budget committee to serve as members of the divisional personnel and budget committee for the Schools of the Health Professions and as members of the Hunter College Faculty personnel and budget committee.

3. The Deans of the schools shall preside in alternating years, with voice but without vote, over the divisional personnel and budget committee for the Schools of the Health Professions. They shall sit at the Hunter College faculty personnel and budget committee with voice but without vote.

The resolution entitled “Establishment of the Schools of the Health Professions – Hunter College” (June 17, 1974 Cal No. 5) is repealed to the extent it is inconsistent herewith.

EXPLANATION: This resolution pertains to the two Hunter College schools which educate students for professional careers in the health professions. Within each school a variety of programs carry out the responsibilities of the schools. At present each school is treated as one department of Hunter College. Under the prior resolution the structure of the Hunter Schools of the Health Professions retained a Vice President at the top. Immediately below was a dean for each of the schools and a chairperson subordinate to each dean.

After four years of experience it has been learned that such structure was unnecessarily large; that with a streamlined structure the schools can function efficiently. Accordingly, it is proposed each school have a dean; there is no need for a dean and a chairperson; each dean will report to the Provost of the College. The P & B of each school will have five elected members with the Dean as non-voting chairperson.

Each school P & B will elect two of its members to a divisional P & B, to parallel Hunter practice. The two elected persons for the divisional P & B will also serve on such faculty P & B.

This structure is usable and flexible and will most readily serve the needs of the College. In addition it provides an equitable representation in the Faculty P & B for the Schools of the Health Professions.

NO. 6. COMMITTEE ON FISCAL AFFAIRS: RESOLVED, That the following items be adopted:

A. THE CITY COLLEGE - UNIFORMED GUARD SERVICE:

RESOLVED, That the Board of Higher Education approve the contract documents and expenditure and authorize the City College to advertise for, receive and open bids and award contract to the lowest responsible bidder for furnishing Uniformed Guard Service including armed service when necessary as required for the buildings and campus areas of the City College for the period January 1, 1979 to June 30, 1979 with an option by the college to renew for two (2) additional years, from July 1, 1979 to June 30, 1980 and July 1, 1980 to June 30, 1981, said option to be executed by the college on a year to year basis on the same terms and conditions as set forth in the contract, in the estimated amount, subject to financial ability chargeable to as set forth herein:
**Minutes of Proceedings, December 18, 1978**

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Levy Expenditure</td>
<td>7002-176-7901-806-2-23480-14-00</td>
<td>$207,000</td>
</tr>
<tr>
<td>Non-Tax Levy Expenditure</td>
<td>1/1/79 to 6/30/79</td>
<td>$12,200</td>
</tr>
</tbody>
</table>

**EXPLANATION:** This resolution is submitted post-factum due to emergency action required to provide continuing security service to the college community. The current contractor, Penn Protective Services, Inc., who has been operating at the College since July 1, 1977 against a three (3) year contract which provided option by the College to renew for an additional two (2) years on a year by year basis has executed their option to cancel effective November 30, 1978, in accordance with stipulations contained in the contract documents.

The decision by the contractor to cancel the contract was reached after their appeal was rejected for increase of the rates bid, due to mandate by law, raising the minimum wage to be paid to their employees.

The cancellation date indicated requires the College to bid contract requirements for six (6) months to remain within the provisions of the current budget. The options to renew by the College will subsequently bring the contract within provisions of related budget periods. The interim security requirements for the month of December, 1978 will be implemented separately in accordance with Emergency Procedures, Board of Higher Education Purchasing Regulations.

**B. CITY COLLEGE CENTER FOR BIO-MEDICAL EDUCATION - AFFILIATION AGREEMENTS:**

RESOLVED, That the Board of Higher Education authorize the Secretary of the Board to enter into a series of independent negotiated affiliation agreements on behalf of the City College Center for Bio-Medical Education with the medical institutions indicated herein for the period and the amounts set forth herein, for the purpose of providing pertinent educational experience to students enrolled in the Center for Bio-Medical Education Baccalaureate Program of The City College for the estimated amount of $400,179.00, chargeable to Code 7002-176-7801-806-2-21770-14-00, subject to financial ability; and be it further

RESOLVED, That the affiliated agreements negotiated be approved by the General Counsel as to form and when so approved be signed by the Secretary of the Board on behalf of the City College:

<table>
<thead>
<tr>
<th>Institution and Department</th>
<th>Course</th>
<th>Amount</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montefiore Hospital - Dept. of Social Medicine</td>
<td>Community Medicine</td>
<td>$91,679</td>
<td>September 1978 to June 1979</td>
</tr>
<tr>
<td>Mount Sinai School of Medicine - Department of Microbiology</td>
<td>Medical Microbiology</td>
<td>$106,000</td>
<td>September 1978 to June 1979</td>
</tr>
<tr>
<td>New York Medical College - Department of Physiology</td>
<td>Medical Physiology</td>
<td>$106,000</td>
<td>September 1978 to June 1979</td>
</tr>
<tr>
<td>New York Medical College - Department of Medicine</td>
<td>Introduction to Medicine</td>
<td>$35,000</td>
<td>February 1979 to June 1979</td>
</tr>
<tr>
<td>New York Medical College - Department of Psychiatry</td>
<td>Behavioral Science</td>
<td>$61,500</td>
<td>September 1978 to February 1979</td>
</tr>
</tbody>
</table>
EXPLANATION: The Center for Bio-Medical Education provides its students with the courses required for medical school, twenty-four credits in the humanities and social sciences, and the courses of the first two years of medical school. Many of these medical school courses have been provided by medical institutions in New York City by contract with the Center, funding of which came from federal funds principally from a contract with the Department of Health, Education & Welfare. This federal funding was provided on the assumption that funding of the center would be undertaken by City and State tax levy sources and has therefore decreased in fiscal 1978-1979, and expires July 1979. Those courses, typical of the first two years of medical school for which federal funding is not available are to be contracted for from regular operating budget sources. It is expected that in fiscal 1979-1980, funding for these courses will be entirely from the operating budget.

This resolution was originally submitted for the August Policy Calendar and was approved on August 7, 1978, Cal. No. 6, and is being resubmitted to correct the estimated amount from $407,908 to $400,179.

The Chairperson extended best wishes to everyone for a happy holiday season and a happy and healthy New Year.

Upon motions duly made, seconded and carried, the meeting was adjourned at 5:55 P.M.

ETTA G. GRASS
Acting Secretary of the Board