MINUTES OF THE MEETING OF THE BOARD OF
TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK

HELD

JUNE 24, 1985

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

The Chairperson called the meeting to order at 4:50 P.M.

There were present:

James P. Murphy, Chairperson
Edith B. Everett, Vice-Chairperson

Paul P. Baard
Blanche Bernstein
Sylvia Bloom
Louis C. Cenci
Armand D'Angelo
Judah Gribetz

William R. Howard
Robert L. Polk
Joaquin Rivera
Margaret Titone
Brenda Farrow White

Henry Wasser, ex officio
Melvin E. Lowe, ex officio

Martin J. Warmbrand, Secretary of the Board
David B. Rigney, General Counsel & Vice Chancellor for Legal Affairs

Chancellor Joseph S. Murphy
Deputy Chancellor Houston G. Elam
President Milton G. Bassin
President Roscoe C. Brown, Jr.
President Jay C. Chunn II
President Flora Mancuso Edwards
President Leon M. Goldstein
Acting President William Hamovitch
President Bernard W. Harleston
President Robert L. Hess
President Leonard Lief
President Harold M. Proshansky

President Kurt R. Schmeller
President Ursula Schwerin
President Joel Segall
President Donna E. Shalala
President Edmond L. Volpe
Vice Chancellor Marguerite Ross Barnett
Vice Chancellor Ira Bloom
Vice Chancellor Leo A. Corbie
Vice Chancellor Donal E. Farley
Acting Vice Chancellor Joseph F. Vivona
Etta G. Grass, Assistant Secretary of the Board

The absence of Dr. Jacobs was excused.
A. PRESIDENTIAL HONORS: (1) The Chairperson reported that Pres. Flora Mancuso Edwards of Hostos Community College was appointed by Gov. Mario Cuomo to the New York State Commission on Criminal Justice and the Use of Force.

(2) The Chairperson reported that Pres. Donna Shalala of Hunter College was awarded an honorary Doctor of Laws degree by New York Law School.

B. FACULTY HONORS: (1) Getty Scholars: The Chairperson reported that the Getty Center for the History of Art and the Humanities has announced the selection of the first group of Getty Scholars. Of the eleven Scholars - seven from the United States and one each from Germany, Great Britain, Italy, and Switzerland - two are from The City University: Prof. Janet Cox-Rearick of Hunter College, whose area of specialization is Italian and French Renaissance art, and Prof. H. Wiley Hitchcock of Brooklyn College, whose area of specialization is the history of French and Italian baroque and American music.

(2) MacArthur Fellowship: The Chairperson reported that the MacArthur Foundation has named a number of honorees, and among them is Prof. John Ashbery of Brooklyn College, the well-known poet and writer of fiction and drama.

C. STUDENT HONORS: (1) Doherty Fellowship: The Chairperson reported that seven young graduate students at seven American universities have been named recipients of fellowships for advanced study in Latin America during 1985-86 under the support of the Henry L. and Grace Doherty Charitable Foundation, Inc. Included among them is Jonathan Poor, a graduate student in anthropology at The City University, who will be studying in Brazil.

(2) Newcombe Fellowship: The Chairperson reported that the Woodrow Wilson National Fellowship Foundation has announced the names of 48 graduate students who have received Charlotte W. Newcombe fellowships, including Rachel J. Ovryn, a graduate student of sociology at The Graduate School and University Center.

(3) Newsday School Journalism Awards: The York College newspaper, Pandora’s Box, won awards in four categories in the Newsday School Journalism competition, sponsored by the Long Island School Press Association (LISPA), C.W. Post and Newsday. The categories, awards, and students named are:

- Typography and Layout - second prize
- News Writing - second prize, Todd Duncan
- Feature Writing - third prize, Jacklyn Monk
- Editorials - second prize, Chiquita McArthur

D. NEW YORK CITY TECHNICAL COLLEGE - ELECTRICAL ENGINEERING COMPUTER SERVICE GRADUATES: The Chairperson reported that the first eleven graduates of the Electrical Engineering Computer Service Program at New York City Technical College have all received job offers in computer-related industries. Eight students were offered positions with Digital Equipment Corporation with starting salaries ranging from $22,000 to $28,000. The other three students received offers from Kodak, IBM, and Sandia Labs.

E. GRANTS: The Chairperson reported the receipt of the following grants by units of the University:

(1) Graduate School and University Center: The Graduate School and University Center has received the following grants:

(a) $375,000 from the Andrew W. Mellon Foundation toward continuation of the Community Colleges Project for the three academic years 1986 through 1989.

(b) $142,314 from the National Institute of Child Health and Human Development to Prof. Katherine Nelson for Research Training in Human Development.
(c) $125,000 from Hasbro Children’s Foundation to Prof. Roger Hart for Research in Integrated Play Environments.

(d) $111,171 from the Lexington Center to Prof. Arlene Neuman for Development of New Generation Hearing Aids.

(e) $70,408 from the National Endowment for the Humanities to Prof. Irving Markovitz for a project entitled “Power and Class in Africa.”

(f) $41,400 from the New York Council for the Humanities to Prof. Thomas Kessner for CUNY Graduate Center - Kingsborough History Institute, 1985.

(g) $8,000 from the U.S. Department of the Interior, National Park Service, to Prof. William Kornblum for a Study of the Use of Recreational Vehicles on Cape Cod National Seashore.

(2) THE CITY COLLEGE: The City College has received a grant of $67,548 from the Exxon Education Foundation to support a project that will study educational programs that are designed to improve academic achievement for minority students in engineering, mathematics, and the sciences.

(3) THE CITY COLLEGE AND YORK COLLEGE: The City College and York College have received a grant of $103,000 from the Exxon Community Fund of the New York Community Trust which will provide for the creation of computer-assisted learning laboratories at both colleges. Starting July 1, 120 unemployed young people, between the ages of 16 and 25, will receive instruction in basic skills. The colleges will be working closely with several community-based organizations which will supplement the classroom instruction with job training and counseling.

(4) BROOKLYN COLLEGE: Prof. Charlene Forest of the Department of Biology of Brooklyn College has received a grant of $58,000 from the National Science Foundation for a project entitled “Conditional Mating Mutants of Chlamydomonas.”

(5) HOSTOS COMMUNITY COLLEGE: Hostos Community College has received a grant of $90,786 from the Health Career Opportunity Program (HCOP) for a project to facilitate the entry of disadvantaged students into the Allied Health programs, increase the retention rate of first-year Allied Health students, and increase the number of graduates from the College’s Radiology Technology, Dental Hygiene and Medical Laboratory Technology Programs.

(6) OFFICE OF ACADEMIC AFFAIRS: The University’s Adult Literacy Program, implemented on eleven senior and community college campuses and coordinated by the Office of Academic Affairs, will receive approximately $2 million for fiscal year 1986. Funding has been provided by the City through the Municipal Assistance Corporation (MAC) and by the State through the Adult Education Act (AEA). An additional $350,000 has been provided to the Office of Academic Affairs by the Adult Education Act to support a pre-GED program which will be coordinated with the Adult Literacy project.

F. LOCALLY BASED ENTERPRISE (LBE) PROGRAM: The Chairperson reported that last year the Mayor requested CUNY to become involved in the City’s Locally Based Enterprise Program, which requires low bid prime contractors to sub-contract at least 10% of their work to small sub-contractors. CUNY is ranked No. 1 with respect to the five non-mayoral agencies in the efficacy of this program.

G. THE CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE - ABRAHAM R. ZALDIN SCHOLARSHIP: The Chairperson reported that The City University School of Law at Queens College has received a grant of $31,000 from Alan and Iris Boslow to endow the Abraham R. Zaldin Scholarship in memory of Mrs. Boslow’s father, to assist needy Law School students.
H. RETIREMENT OF SENIOR ASSOCIATE COUNSEL: The Chairperson noted with regret the retirement of Paula Levitt, Senior Associate Counsel, who for a time had served as Acting General Counsel. Mrs. Levitt will be leaving the University this month after fifteen years of excellent service to the University. He stated that Mrs. Levitt’s contributions are widely recognized and admired and wished her the best of success in the future.

I. TRUSTEE HONOR: The Chairperson announced that Trustee Louis Cenci has been asked to serve as moderator on the panel of the American Community College Trustees conference in October in Denver, and stated that this brings national recognition and honor to the University.

At this point Mr. Baard joined the meeting.

J. TESTIMONIAL TO JAMES A CAVANAGH: The Chairperson made the following statement:

Jim Cavanagh: Our most special order of business tonight is to pay our heartfelt tribute to you as a graduate Trustee.

You have now been graduated from your useful and even heroic experience as a Member of the Board. You are now a former Trustee but your rate of compensation will not be diminished. Only your duties will be a little bit less.

There are some words which are certainly owed to you as a result of your service. You and your family and friends who are here as guests of this occasion must listen to our judgment of you and what we have decided to do as a consequence.

First, the Board will enact a resolution which I will call upon Mrs. Everett to present, which will set forth as well as words can our estimate of you, and which will initiate you into a very select group, the Trustees Emeriti of the Board of Trustees of The City University.

Then I propose today to call upon for consideration and a vote a resolution awarding to you, Jim, the Trustees’ highest honor for a departing colleague, the Trustee Medal.

But first, let me say for myself in my own words, although I think I speak for the Board, that your departure from active status as a Trustee can be counted only as a loss regardless of the quality of your successor. You are irreplaceable, Jim, just as you are an authentic original. No one else can be as knowledgeable as you are concerning the things you and only you know about. As flexible as you are, you can also be immovable as a stone when you are holding a strong position in accordance with the facts and the dictates of your conscience. You are a goad for the good and a mighty force for fairness. You are a true member of the Fighting Irish. If the cause be good, what matter the odds. You of all people understood numbers and were often the voice of practicality against the counsels of illusion. Nor can anyone be more social and lovable than you are when official cares are put aside and sociability is on the agenda.

We of the Board are proud to greet those who are assembled here today for this special order in your honor. I want to express our particular greeting and warm wishes to your lovely and gracious wife, Mary, who is herself a graduate of many years of important service on the staff of Brooklyn College.
I will conclude these opening remarks with the same words that I spoke to your coterminal colleague, Albert Maniscalco, some months ago.

Jim, you have left the Board but you will always be one of us. You will always be among us by example, by model, by inspiration.

I now call upon Mrs. Everett to read to the Board for its consideration and vote the resolution on the subject of James A. Cavanagh's services and his designation as a Trustee Emeritus.

(1) TRUSTEE EMERITUS: The Vice-Chairperson of the Board, Mrs. Everett, read and moved the resolution designating Mr. Cavanagh Trustee Emeritus.

The following resolution was seconded and unanimously adopted:

WHEREAS, The termination of the active service of James A. Cavanagh as a Trustee of The City University must be marked as a milestone in the history of the Board of Trustees, and of The City University, itself; and

WHEREAS, Having served as Trustee for five years, by appointment of the Mayor, he was, throughout his service on the Board, a strengthening bulwark and a major contributor to the deliberations of the Board, and to the conduct of the affairs of the University; and

WHEREAS, During his 40 years as a member of the elite corps of New York's professional civil service, climax by appointive positions as Deputy Budget Director and First Deputy Mayor, James Cavanagh acquired an encyclopedic knowledge of the internal workings of the city government and of its problems. This knowledge and experience, and his vast reservoir of informed insights, enabled him to guide the Board, the Administration and the University past many a reef and shoal; and

WHEREAS, As Chair of the Committee on Facilities Planning and Management and Contract Review, he presided over the shaping of University policy for the greatest program of new campus planning, acquisitions, construction and rehabilitation in CUNY's history; and

WHEREAS, As Chair of the Special Task Force on the Status and Future of Campus Facilities, he was responsible for the formulation of an epic report on the present and future space and structural needs of the University and its colleges; and

WHEREAS, James Cavanagh served as Chair or Member of almost every crisis management committee established by the Board during his years as a Trustee, including the Ad Hoc Committee on Student Activity Fees, the Board Oversight Committee on Medgar Evers College, and the Ad Hoc Committee on Select Faculty Recommendations; and

WHEREAS, His insights into budgetary projections and his ability to analyze and then translate them into comprehensible terms will live as a legend in the annals of the Board; and

WHEREAS, Gifted with an innovative mind - creative and yet practical - James Cavanagh helped to conceive and conduct the Urban Academy, a trail-blazing program, as part of The City University for the specialized training of municipal employees, through such devices as seminars, training manuals and updating courses at the work-site; and

WHEREAS, Being both responsible and resolute and both principled and purposeful, James Cavanagh was an accomplished strategist in controversy or reconciliation. Yet he never sought personal recognition for his contributions. He was content to have served and to have advanced the cause of problem resolution; therefore
BE IT RESOLVED, That the Board of Trustees and the administration, faculty, and students of The City University of New York express their unstinting gratitude to James A. Cavanagh for his devoted service to higher education in the City of New York, and that the Board of Trustees confers upon him the title and dignity of Trustee Emeritus, to be permanently enjoyed and recognized.

(2) TRUSTEE MEDAL: The Secretary of the Board read the following resolution which was moved, seconded and unanimously adopted:

WHEREAS, The Honorable James A. Cavanagh has served The City University arduously and insightfully, not only as a Trustee, but as advisor and counsellor to the University, from June 11, 1980 to March 21, 1985; and

WHEREAS, During all of his period of service as a Trustee, he had devoted himself without stint or restraint to the service of the University, utilizing his great skills and talents, acquired and finely honed during more than forty years in the public service of New York City; and

WHEREAS, His contributions to the progress and stability of the University in its funding and budgetary practices were crucial and invaluable; and

WHEREAS, Not only his skills and experience, but also his character endeared him to his colleagues and earned him a place in CUNY’s gallery of memorable trustees; therefore

BE IT RESOLVED, That the Board of Trustees hereby awards to Mr. Cavanagh its highly prized Trustee Medal.

(3) PROCLAMATIONS: The Chairperson presented to Mr. Cavanagh a Proclamation from the City Council saluting Mr. Cavanagh on the occasion of the Testimonial Day sponsored by the Board of Trustees and wishing him success and happiness in all of his future endeavors.

The Chairperson also presented to Mr. Cavanagh Proclamations from the Boroughs of Brooklyn and Manhattan, designating June 24, 1985 as James A. Cavanagh Day in both of those boroughs.

In reply to the tributes, Mr. Cavanagh made the following statement:

After the plaques and the Medal, it's hard to know what to say. I appreciate your coming here. I look around and I see many friends that I made while serving here during the past five years. When I came on the Board, it was a new Board which had just been reorganized, and I think through the efforts of everyone here - the Chairman, the Chancellor, his staff, the Trustees and their staffs - that we have accomplished what was set out for us. To me it was a grand experience. I enjoyed it very much, and I want to thank everyone for the cooperation they gave me. When we had problems, we went to the Presidents. They were cooperative. To be honest, of all the Boards I served on, I think this is the most satisfactory one. Again, I would like to thank all of you here. Thank you very much.

Mr. D'Angelo stated that he had known Mr. Cavanagh for thirty or thirty-five years and has always appreciated his advice, particularly at times of stress within the City or within City University. The Board was happy to have Mr. Cavanagh's services. Mr. D'Angelo stated that all the things in the plaques are true. He hoped Mr. Cavanagh would come back to visit again.

Pres. Shalala reminisced about her first meeting with Mr. Cavanagh fifteen years ago, when as an assistant professor at Baruch College, she met with him to secure data on pensions for an article she was writing. Mr. Cavanagh gave her the most brilliant analysis of the pension system, which was an education in itself. She stated that her dream for Hunter and perhaps for the University is that they might be training young people to go into the public service who might have the kind of qualities Mr. Cavanagh had brought to the public service.
Upon motions duly made, seconded and carried, the following resolutions were adopted or action was taken as noted: (Calendar Nos. 1 through 13)

NO. 1. UNIVERSITY REPORT: RESOLVED, That the University Report for June 24, 1985 (including Addendum Items) be approved as revised as follows:

(a) PART D - ADDENDUM: Add the following:

"D.28. Supplemental Higher Education Loan Financing (SHELF) Program of the Dormitory Authority of the State of New York: (a) Authorization for the Participation of The City University of New York: RESOLVED, That the Board of Trustees approve the participation of The City University of New York in the Supplemental Higher Education Loan Financing (SHELF) Program of the Dormitory Authority of the State of New York under which eligible students and their parents may borrow amounts necessary to pay those portions of the cost of attending an institution of higher education located in New York State which are not covered by grants, scholarships or federally guaranteed student loan programs; and be it further

RESOLVED, That the Board of Trustees approve the proposed Loan Origination Agreement by and between The City University and the Dormitory Authority of the State of New York which provides, among other things, for the participation of The City University in the Supplemental Higher Education Loan Financing (SHELF) Program and the assumption by the University of certain responsibilities with respect to the making of loans under the SHELF Program; and be it further

RESOLVED, That the General Counsel be authorized to approve the final form of such Agreement and any supporting documents, and the Secretary be authorized and directed to execute such Agreement and any supporting documents on behalf of the University.

EXPLANATION: Pursuant to legislation enacted in 1984, the Dormitory Authority of the State of New York established the Supplemental Higher Education Loan Financing (SHELF) Program to make direct loans to students or parents of students who attend CUNY or SUNY, or to purchase loans from independent participating institutions that have made such loans, to finance those portions of the cost of attending an institution of higher education located in New York State which are not covered by grants, scholarships or federally guaranteed student loan programs.

The Authority will obtain funds to make and purchase such loans through the issuance and sale of its Supplemental Higher Education Loan Revenue Bonds, 1985 Series A. Payment of the principal of and premium, if any, and interest on the Series 1985 A Bonds is expected to be derived primarily from principal and interest payments received by the Authority on the loans.

Each participating institution (including CUNY) must enter into a Loan Origination Agreement with the Authority under which the institution will be required, among other things, to distribute loan applications, complete a portion of each application, review each application and remit it to the servicing organization.

(b) Authorization for Opinion of Counsel in Connection with CUNY's Participation: RESOLVED, That the General Counsel and Vice Chancellor for Legal Affairs of The City University of New York be authorized to provide opinions of Counsel for The City University of New York in connection with the University's participation in the Supplemental Higher Education Loan (SHELF) Program of the Dormitory Authority of the State of New York and that the Senior Associate Counsels of The City University of New York be authorized to provide and sign any such requested opinion for the General Counsel and Vice Chancellor for Legal Affairs.
Authorization for Certification of Representations and Warranties of CUNY in Connection with the University's Participation: RESOLVED, That any of the officers designated herein be authorized to examine any representations and warranties of CUNY contained in the Loan Origination Agreement by and between the University and the Dormitory Authority of the State of New York in connection with the University's participation in the Supplemental Higher Education Loan (SHELF) Program of the Dormitory Authority of the State of New York and upon approval thereof, to provide certification of such representations and warranties of The City University. The designated officers are the Chair and Vice Chair of the Board of Trustees, and the Chancellor, the Deputy Chancellor, and the Vice Chancellors of The City University of New York.

EXPLANATION: As a condition of its participation in the Supplemental Higher Education Loan Financing (SHELF) Program, the University is required to enter into a Loan Origination Agreement with the Dormitory Authority of the State of New York. Such Loan Origination Agreement contains certain representations and warranties of the University which must be certified by an officer of the University.

*D.29. Central Office - Administrative Designations:

<table>
<thead>
<tr>
<th>Department and Title</th>
<th>Name</th>
<th>Effective</th>
<th>Annual Supplement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Academic Affairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Associate Dean for Faculty and Research</td>
<td>Richard Barsam+</td>
<td>July 1, 1985</td>
<td>$ 8,087</td>
</tr>
<tr>
<td>University Associate Dean for Academic Programs</td>
<td>Philip V. White+</td>
<td>July 1, 1985</td>
<td>8,087</td>
</tr>
<tr>
<td>Office of Legal Affairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Administrator (Deputy to the Vice Chancellor and Senior Assoc. Counsel)</td>
<td>Michael Solomon</td>
<td>July 1, 1985</td>
<td>10,109</td>
</tr>
<tr>
<td>Office of University Relations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Dean of Urban Affairs</td>
<td>Joyce Brown+</td>
<td>July 1, 1985</td>
<td>10,109</td>
</tr>
<tr>
<td>+ &quot;Acting&quot; designation removed. There is no change in salary.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*D.30. Hostos Community College - Administrative Designation:

<table>
<thead>
<tr>
<th>Department and Title</th>
<th>Name</th>
<th>Effective</th>
<th>Annual Supplement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Dean of Administration</td>
<td>Mel Ross</td>
<td>July 15, 1985</td>
<td>$9,435</td>
</tr>
</tbody>
</table>

*D.31. Central Office - Appointment (Annual Salary Basis) - Waiver of the Bylaws (Approved by the Office of Faculty and Staff Relations):

<table>
<thead>
<tr>
<th>Dept., Title, Name</th>
<th>Effective</th>
<th>Salary Rate</th>
<th>Bylaw Section to be Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Budget and Finance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>aHEO (Budget Analyst - Systems)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gary Harris</td>
<td>7/1/85-6/30/86</td>
<td>$21,096/A</td>
<td>11.148</td>
</tr>
</tbody>
</table>

*Approved by the Deputy Chancellor

(b) Item CII 18.1 Contract Documents: Purchase of Equipment for Academic Programs (LaGuardia Community College): Item deleted. Referred to the Committee on Fiscal Affairs, Facilities and Contract Review and included in Policy Calendar, No. 4Q.
(c) **Item D.25. The Central Office: Appointment (Annual Salary of $20,000 and Above):** Salary of Dympna Bowles revised to read $38,811/A.

(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 $20,000 and above and other resolutions of a non-policy nature which require approval by the Board of Trustees.

**NO. 2. CHANCELLOR'S REPORT:** RESOLVED, That the Chancellor's Report for June 24, 1985 (including Addendum Items) be approved as revised as follows:

(a) **Item CI 19.1 1985-86 Uniformed Security Guard Service (Medgar Evers College):** Item deleted. Referred to the Committee on Fiscal Affairs, Facilities and Contract Review and included in Policy Calendar, No. 4K.

(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 Trustees.

**NO. 2X. ORAL REPORT OF THE CHANCELLOR:** The Chancellor presented the following report on matters of Board and University interest:

(a) The United States Senate and House of Representatives have passed legislation authorizing a supplemental appropriation of $287 million for the Pell Grant program. The next step will be a Senate-House conference on supplemental appropriations. The University is actively participating in these deliberations. This would mean a total increase in Pell Grants of approximately $5 million for The City University alone.

(b) The City University of New York is taking a leadership position in the establishment of a national coalition for aid to part-time college students and is assisting in the recruiting of organizations similar to the coalition that existed last year. The Chancellor will be giving testimony with respect to the Pell Grants before Congressman Ford's Subcommittee on July 10.

(c) There are several issues of consequence before the State Legislature. One is the budget flexibility legislation which is largely a State University bill but it does make reference to City University. It is being monitored closely in the hope that it will be helpful to City University in a few ways and also in the hope of avoiding ways in which it may not be. The second item of equal importance before the Legislature is legislation recommending funding for Medgar Evers College as a senior college. It has been introduced in both the Assembly and the Senate. There are assurances that it will pass in the Assembly. Action on the Senate side is being watched very closely.

At this point Mr. Gribetz joined the meeting.

(d) The Chancellor stated that he would defer his comments with respect to Pres. Smith until the reception in his honor to be held later.

(e) The University graduated 20,000 people this June. The Chancellor acknowledged the work of the Board, the Presidents, the faculty, the staff, and the students in the enormous production of educating people who will work and live and contribute to the level of life and culture of the City of New York.

(f) The Chancellor called attention to the fact that the meeting agenda contained an item which has been a subject of discussion in the University for fifteen or more years. It is an important issue since it ties the institution together with a degree of coherence not hitherto perceived in the University, and that is the articulation issue. He especially pointed out the fact that Presidents Lief, Goldstein, and Harleston, as well as Vice-Chancellor Marguerite Ross Barnett provided leadership in bringing to what is hoped will be a successful conclusion of an issue that has been around for a long time and is now hopefully resolved. Many people worked on this, but the leadership of a handful finally brought it to what is hoped will be a successful conclusion.
NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the Board Meeting of May 28, 1985 be approved.

At this point Mr. Gribetz and Mr. Howard left the room.

NO. 3A. REAPPOINTMENT OF TRUSTEES: Mr. D'Angelo reported that the Governor has reappointed Mr. Murphy as a member and chairperson of the Board and moved that a letter be sent to the Governor expressing the Board's pleasure at his choice and its feeling that it will continue to make great progress under Mr. Murphy's leadership. The Chairperson suggested that the motion be amended to include Mrs. Everett, who has been redesignated as a member and vice-chairperson of the Board, and Dr. Polk, who has been renominated as a member. Mr. D'Angelo accepted the amendment. The motion was seconded and adopted.

At this point Mr. Howard rejoined the meeting.

NO. 4. COMMITTEE ON FISCAL AFFAIRS, FACILITIES AND CONTRACT REVIEW: RESOLVED, That the following items be approved:

A. HUNTER COLLEGE - ALTERATION AND REHABILITATION PROJECTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the contract documents as prepared by the firm of Pomerance & Breines, Architects, P.C. and authorize the Office of Facilities Planning & Management to advertise, bid and award contracts to the lowest responsible bidders for furnishing all labor, materials and equipment required for construction of various alteration projects at Hunter College, Combined Project No. CU772-084, at an estimated cost of $2,206,000 chargeable to the State Capital Construction Fund.

EXPLANATION: The project consists of:

1. Commons Level - Construct Buildings & Grounds Facilities. The project consists of much needed facilities to house additional maintenance and housekeeping personnel which serve the recently completed new buildings, improve existing areas for greater efficiency of space and staff, conform space to applicable Codes and Regulations. The facility is located on the Commons Level which was vacated due to the relocation of the cafeteria to the new building. (HU776-084)

2. Chemistry Laboratories. This project is the first phase of an ongoing program to rehabilitate 9,000 sf of the substandard Chemistry Department space.

The present space contains antiquated laboratory equipment with insufficient ventilation systems; it does not conform to code requirements. The altered spaces will upgrade the laboratories to provide a modern educational environment and comply with the latest New York City Code and State Energy Code requirements. (HU755-084)

3. Upgrade Plumbing System. The work will replace deteriorated and outmoded systems, install piping insulation for greater energy efficiency, upgrade acid waste systems to meet Code requirements and install new pumps and compressors to allow for the increase in load planned for the building. (HU922-084)

The estimate of $2,206,000 includes construction contingencies and cost escalation to bid date.

B. HUNTER COLLEGE CAMPUS SCHOOL - COMPUTER CENTER:

RESOLVED, That the Board of Trustees of The City University of New York approve a service contract with the firm of Pomerance & Breines, Architects for Architectural and Engineering Services for the design and supervision of construction of a Computer Center area at Hunter College Campus School at 71 East 94th St., New York City, Project No. HU26-084 at a fee not to exceed $36,000, chargeable to Capital Project No. HN 244; and be it further
RESOLVED, That the Director of the City Office of Management and Budget be requested to approve the funding necessary for said contract; and be it further

RESOLVED, That the Board of Estimate be and is hereby requested to approve said contract.

EXPLANATION: The proposed firm was selected in accordance with procedures established by The City University and has been approved by the President of Hunter College.

The project consists of alteration work to construct a computer center classroom at the Hunter College Campus School at 71 East 94th Street at an estimated construction and equipment cost of $268,000.

C. NEW YORK CITY TECHNICAL COLLEGE - AIR CONDITIONING EQUIPMENT OVERHAUL:

RESOLVED, That the Board of Trustees of The City University of New York authorize and approve the Contract Document and specifications to advertise for, receive and open bids and award a contract to the lowest responsible bidder for the overhaul of existing pneumatic controls and refrigeration compressors for chiller No. 1 and AC unit No. 5 and two building air compressors at the 186 Jay Street building at New York City Technical College, at an estimated cost of $150,000, chargeable to the State Capital Construction Budget.

EXPLANATION: The repair is necessary to maintain the structure in a safe and sound condition.

D. LEHMAN COLLEGE - COMPUTER SYSTEM:

RESOLVED, That the Board of Trustees of The City University of New York on the basis of efficiency, economy, and standardization approve the lease/purchase over not more than a five-year period of a VAX/750 computer system by Herbert H. Lehman College under New York State Contract No. P15886 at a total estimated cost of $250,000 chargeable to budget code 7007-176-8501-801-2-25990-15-30 and/or such other funds as may be available, subject to financial ability.

EXPLANATION: The College must replace its outmoded IBM 2922 Remote Job Entry (RJE) Station and keypunch machines to provide state-of-the-art, on-campus, academic computer capability for the support of instruction of all levels of students. The requested computer system will be connected to the University Computer Center in a manner similar to that of the RJE station it will replace, but will also be a real-time computer resource for advance courses such as robotics, graphics, pattern recognition, and symbolic manipulation.

This acquisition has been approved by the Vice Chancellor for University Systems.

E. CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE - TELEPHONE SYSTEM:

RESOLVED, That the Board of Trustees of The City University of New York 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 furnishing, delivering and installing a private automatic branch exchange (PABX) for CUNY Law School at Queens College at an estimated cost of $350,000.

EXPLANATION: The CUNY Law School is presently located in temporary quarters and is served by a Horizon B+ system. A four story building with 90,000 square feet of space located at 65-21 Main Street in Flushing, New York at the western end of the Queens College Campus is being renovated to serve as the Law School's permanent home. It is this renovated building at which the PABX will be located.
F. QUEENS COLLEGE - LIBRARY INFORMATION SYSTEM:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Queens College Library to advertise for, receive, and evaluate information and proposals, and to award contracts to vendors for the development and installation of an integrated on-line information system for the Queens College Library. It is estimated that the cost of this system will not exceed $600,000, chargeable to Code 3000, and/or such other funds as may be available. The acquisition and installation of this system is a multi-year project which will cover Fiscal Years 1985-86, 1986-87, 1987-88, and 1988-89.

EXPLANATION: Acquisition of this system will enable the Queens College Library to install an integrated on-line library information system which will integrate existing stand-alone automated library operations. It will enable the Library to convert and incorporate current manual operations into the automated system where appropriate. This will result in expanding access to a variety of library computerized resources within the library and external to it.

The main component of the Integrated On-Line Library Information System is an on-line public access catalogue describing the Queens College Library collections. Data files created and maintained to support this function will support library technical services and circulation. The data communications network through which this information is distributed will provide automation support for administrative activities.

The installation of the system has four components:

a. Creation of machine-readable bibliographic records for the entire collection. It is estimated that over 1,000,000 records will be created or acquired within 5 years. This work has been ongoing for five years.

b. Installation of an interim system within the existing library building utilizing existing automation facilities which will support 50-60 users overall.

c. Development and installation of the full system into the new Rosenthal Library Building, over the summer of 1987.

d. Creation of data communications linkages with other departments on campus and within the Metropolitan area.

The development and installation of the Integrated On-line Library Information System coincides with and is central to the construction of the new Benjamin Rosenthal Memorial Library which is to be opened in the fall 1987.

G. NEW YORK CITY TECHNICAL COLLEGE - VOORHEES ENDOWMENT FUND:

RESOLVED, That the Board of Trustees of The City University of New York authorize the expenditure of a sum not to exceed $600,000 of income from the Voorhees Endowment Fund, for the purchase of educational supplies and expenses; equipment and Temporary Services to support the Technical and Industrial educational programs of the New York City Technical College during the fiscal year 1985/86.

EXPLANATION: The 1985/86 budget did not provide the requested increases in expenditures to support the academic programs of this college. It is, therefore, necessary to continue the use of the interest earned from the Voorhees Endowment Fund for this purpose. 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."

H. NEW YORK CITY TECHNICAL COLLEGE - UNIFORMED GUARD SERVICE:

RESOLVED, That the Board of Trustees of The City University of New York, approve the renewal of the Uniformed Guard Services contract entered into with Wells Fargo Guard Service, 1431 Broadway, New York, N.Y. for the period of July 1, 1985 to June 30, 1986, at an estimated cost of $370,000, chargeable to Code 348-01-400.
EXPLANATION: The continuance of proper guard service is essential for the security of the College community. Therefore, the College wishes to exercise its option to renew the contract under the terms and conditions as specified in section 17 of the specifications “Renewal of the Contract.”

I. CITY UNIVERSITY MEDICAL SCHOOL - ARCHITECTURAL CONTRACT:

RESOLVED, That the Board of Trustees of The City University of New York approve a service contract with the architectural firm of Wank Adams Slavin Assoc. to provide architectural design services for the renovation of 7800 square feet in the former Cohen Library Building at City College for office space for the CUNY Medical School and for the renovation of 4600 square feet in the College Science & Physical Education Building for use as laboratories for the CUNY Medical School, at a fee not to exceed $155,332, chargeable to the funds provided in the CUNY Medical School budget.

EXPLANATION: The CUNY Medical School has an immediate need for five laboratories. The CUNY Medical School administrative offices currently occupy spaces in the Science Building that can be renovated into laboratories. Additionally, the Gross Anatomy lab is about to be constructed on the Plaza level of the Science & Physical Education Building in space currently occupied by administrative offices for the CUNY Medical School. The renovation of the former Cohen Library Building into office space will accommodate the offices which will be relocated from the Science Building.

J. HOSTOS COMMUNITY COLLEGE - NEW CAMPUS FACILITIES:

(1) NEW ALLIED HEALTH COMPLEX

RESOLVED, That the Board of Trustees of The City University of New York approve a service contract with the firm of Vooranger & Mills in Association with Hirsch/Danois Partnership for the preparation of plans, specifications, cost estimates, etc., for a new Allied Health Complex at Hostos Community College, Project No. HS201-084; and be it further

RESOLVED, That The City University Construction Fund be requested to authorize the Dormitory Authority of the State of New York to enter into a contract for the design of the aforesaid project.

EXPLANATION: The 1984-85 State Budget authorized funding for the design of a new Allied Health Complex comprised of a new building addition and alteration of the existing College building at 475 Grand Concourse, in accordance with the approved Master Plan. The Consultant service contract will include complete design documents for the new building addition and schematic design documents for the alteration to the existing building for the College.

The entire Allied Health Complex facility will provide approximately 105,725 net assignable square feet for the departments of Allied Health Sciences, Natural Sciences and Health & Human Services. Classrooms, Library/Learning Center, Day Care, Continuing Education and administrative offices of the College will also be located herein.

The proposed firm was selected from firms interviewed in accordance with procedures established by The City University and has been approved by the President of Hostos Community College.

(2) NEW THEATER BUILDING AND GYMNASIUM

RESOLVED, That the Board of Trustees of The City University of New York approve a service contract with the firm of Gwathney, Siegel & Associates in Association with Sanchez-Figueroa for the preparation of plans, specifications, cost estimate, etc., for a new Theater Building and a new Gymnasium/Student Support Services Building at Hostos Community College, Project No. HS202-084; and be it further

RESOLVED, That the City University Construction Fund be requested to authorize the Dormitory Authority of the State of New York to enter into a contract for the design of the aforesaid project.
EXPLANATION: The 1984-85 State Budget authorized funding for the design of a new Theater Building and Gymnasium/Student Support Services Building at Hostos Community College in accordance with the approved Master Plan.

The new Theater Building will provide approximately 63,101 net assignable square feet which will include a 750 seat Theater/Auditorium, a 300 seat Lecture Hall and accommodate the departments of English and Humanities, Tutorial Space and Office of the Dean of Faculty.

The new Gym/Student Support Services Building will provide approximately 70,040 net assignable square feet which will include a gymnasium, swimming pool, and accommodate the departments of Athletics and Physical Education, Mathematics, Behavioral and Social Sciences and the majority of the miscellaneous Student Services and Activities, including the food service area.

The proposed firm was selected from firms interviewed in accordance with procedures established by The City University and has been approved by the President of Hostos Community College.

K. MEDGAR EVERS COLLEGE - UNIFORMED SECURITY GUARD SERVICE:

RESOLVED, That the Board of Trustees of The City University of New York approve and authorize Medgar Evers College to advertise for, receive and open bids, and award a contract to the lowest responsible bidder for Uniformed Security Guard Service at Medgar Evers College for the period July 1, 1985 through June 30, 1986 with options to renew for each of three (3) consecutive years at an initial estimated cost of $400,000 per year chargeable to expense code 234801400 and/or such other funds as may be available.

EXPLANATION: This contract is required to provide uniformed guard service to safeguard the faculty, staff, students and property of the college.

L. KINGSBOROUGH COMMUNITY COLLEGE - REHABILITATION PROJECT:

RESOLVED, That the Board of Trustees of The City University of New York approve the contract documents as prepared by the firm of Pomerance & Breines, Architects and authorize Kingsborough Community College to advertise, bid and award contracts to the lowest responsible bidders for furnishing all labor, materials and equipment required for general repairs to and alterations of T-3 building to construct The Center for Marine Development and Research at Kingsborough Community College, at an estimated cost of $250,000 chargeable to the State Capital Construction Budget, and an estimated cost of $260,000 chargeable to Code L-177-01-460 and/or such other funds as may be available.

RESOLVED, That the Director of the City Office of Management and Budget be requested to approve the City funding necessary to award these contracts.

EXPLANATION: The project consists of general construction, plumbing, electrical and heating and ventilation work needed to upgrade the T-3 Building and to provide in it facilities to accommodate the Center for Marine Development and Research.

The aggregate estimate of $510,000 includes construction contingencies and cost escalation to bid date.

M. BARUCH COLLEGE AND THE GRADUATE SCHOOL - REHABILITATION PROJECTS:

RESOLVED, That the Board of Trustees of The City University of New York approve service contracts with the following firms for engineering services for the design and supervision of construction of the indicated projects at fees not to exceed the indicated amounts, chargeable to the State Capital Construction Fund.

<table>
<thead>
<tr>
<th>COLLEGE &amp; PROJECT</th>
<th>FIRM</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Baruch College</td>
<td>Walter P. Bishop, Engineers</td>
<td>$119,000</td>
</tr>
<tr>
<td>Air Conditioning and Lecture Halls</td>
<td>4S &amp; 4N and Main Auditorium at 17 Lexington Avenue (BA751-085)</td>
<td>Estimated Cost - $698,000</td>
</tr>
</tbody>
</table>
EXPLANATION: In order to implement the University's 1985-86 Capital Construction Program at Baruch College and The Graduate School & University Center, the firms now proposed were selected in accordance with procedures established by The City University of New York to provide design and supervision of construction services for the rehabilitation projects (which have an aggregate estimated construction cost of $1,304,000).

N. THE CITY COLLEGE AND NEW YORK CITY TECHNICAL COLLEGE - REHABILITATION PROJECTS:

RESOLVED, That the Board of Trustees of The City University of New York approve a service contract with the firm of Walter P. Bishop for engineering services for the design and supervision of construction services of various projects at City College and New York City Technical College, CUNY Project No. CU964-085, at a fee not to exceed $205,000, chargeable to the State Capital Construction Fund.

EXPLANATION: In order to implement the University's 1985-86 Capital Construction Program at City College and New York City Technical College, the firm now proposed was selected in accordance with procedures established by The City University of New York to provide design and supervision of construction services for the rehabilitation projects, which have an aggregate estimated construction cost of $1,312,000.

The projects consist of:

THE CITY COLLEGE

1. Extend High Temperature Hot Water Lines from Central Plant to Park Building (CC940-085)
2. Rehabilitate & upgrade ventilation system - Park Bldg. (CC944-085)

NEW YORK CITY TECHNICAL COLLEGE:

New Central Heating and Cooling Plant for Kligord Center. The new Plant will provide an independent heating and cooling facility to replace inadequate and costly services presently being provided by the Westinghouse High School plant and allow for a more efficient campus operation. (NY938-085)

O. LAGUARDIA AND BOROUGH OF MANHATTAN COMMUNITY COLLEGES - REHABILITATION PROJECTS:

RESOLVED, That the Board of Trustees of The City University of New York approve a service contract with the firm of Rhodes & Basso for engineering services for the design and supervision of construction of various projects at LaGuardia Community College and Borough of Manhattan Community College, CUNY Project No. CU966-085, at a fee not to exceed $115,000 chargeable to Capital Project No. HN206; and be it further

RESOLVED, That the Director of the City Office of Management and Budget be requested to approve the funding necessary for said contract; and be it further

RESOLVED, That the Board of Estimate be and is hereby requested to approve said contract.
EXPLANATION: In order to implement the University’s 1985-86 Capital Construction Program at LaGuardia and Borough of Manhattan Community Colleges, the firm now proposed was selected in accordance with procedures established by The City University to provide design and supervision of construction services for the rehabilitation projects (which have an aggregate estimated construction cost of $656,000, including equipment).

The projects consist of:

LAGUARDIA COMMUNITY COLLEGE:

Replace and increase size of sewer connection from Gym Bldg. to 47th Ave. (LG917-085)

BOROUGH OF MANHATTAN COMMUNITY COLLEGE:

1. Replace steam ejectors & related work. (MC904-085)
2. Conversion of food service equipment from electric to gas & steam. (MC710-085)
3. Replace existing corridor mercury vapor down lights. (MC903-085)

P. NEW YORK CITY TECHNICAL COLLEGE - VOORHEES CAMPUS BUILDING, ROOF REPAIR:

RESOLVED, That the Board of Trustees of The City University of New York approve the Contract Document and Specifications and authorize New York City Technical College to advertise for, receive and open bids and award contract to the lowest responsible bidder for the repair of roof at the Voorhees Campus Building at an estimated cost of $119,000, chargeable to Building Repair Code No. 174-01-390 or other such codes, subject to Financial Ability.

EXPLANATION: This contract is necessary because the poor condition of the existing roof.

Q. LAGUARDIA COMMUNITY COLLEGE - PURCHASE OF EQUIPMENT:

RESOLVED, That the Board of Trustees of The City University of New York authorize F.H. LaGuardia Community College to advertise for, receive and open bids for, and purchase equipment required for regular and continuing academic programs at an estimated cost of $275,000, chargeable to Capital Budget Project HN-240.

EXPLANATION: These equipment purchases are necessary for the continuation of existing programs and the establishment of laboratories for new programs. The project consists of:

1. Microcomputer equipment - $150,000.
2. Replacement of obsolete and broken typewriters in Secretarial Science classrooms - $125,000.

R. QUEENS COLLEGE - UPGRADE COMPUTING EQUIPMENT:

RESOLVED, That the Board of Trustees of The City University of New York approve and authorize an upgrade of Queens College Administrative Computer Center Equipment acquired in 1982 under contract N128181 from National Advanced Systems, 800 East Middlefield Road, Mountain View, California; and

BE IT FURTHER RESOLVED, That the upgrade shall consist of replacement of the existing NAS 5000 Mainframe and Disk subsystem (NAS 7350/7330-II) with an NAS 8023 Mainframe and NAS Disk subsystem (NAS 7380/7880) at an estimated five year amortized cost of $250,000, chargeable to Line 530 and/or other available budget funds.
EXPLANATION: Based upon current and projected computing resource requirements it is expected that the currently installed Administrative Computer (NAS 5000) and related disk subsystem will reach 100% of utilization mid-year 1985-86. Included within this projection is the pending installation of the City University Student Information System (CUSIS) in mid-1986, and the conversion from a batch operation environment to a resource intensive on-line environment which will require more computing power and capability than is currently available.

Based upon the current and projected administrative computing resource requirements of the college formal presentations were made by the appropriate vendors with further evaluations undertaken by the college to verify cost, performance, and the ability of each vendor to provide a reasonable and cost beneficial growth path to enable the college to maintain balance between the projected increase in demand for computing resources, machine capability, and cost.

Based upon these evaluations which included discussions with other customer site supervisors (SUNY-Albany, Cullinet, and the New York State Court System) it was determined that National Advanced Systems was the vendor most capable of meeting and responding to the stated requirements of the college.

The acquisition of the stated NAS computing equipment which will be obtained by invoking the rights and conditions of Appendix J (Contract N-128181 approved by the University and the State of New York) will enable the college to increase its computing capability 2 1/2 times its present capability at a cost increase of less than 20%.

The upgraded equipment contract will be for a period of 60 months commencing June 1, 1985 with the existing lease to be assumed by NAS with the new Lease/Purchase to be refinanced at an interest rate less than currently being paid by the college for its existing equipment.

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

S. CENTRAL OFFICE - JONAS E. SALK FUNDRAISER - ESTABLISHMENT OF A SCHOLARSHIP FUND:

RESOLVED, That the Board accept with thanks from the various organizations and individuals, their contributions toward the establishment of the Salk Scholarship Fund for graduates of The City University of New York who are awarded the scholarships.

The Chancellor, his designee and the Board Secretary are authorized to sign such documents as are necessary.

T. BROOKLYN COLLEGE - MASTER PLAN AMENDMENT: The resolution was moved and seconded.

Mr. D'Angelo stated that none of the members of the Committee on Fiscal Affairs, Facilities and Contract Review were opposed to building a dormitory, but some felt that this would be a recurring situation with more demands from the colleges to build dormitories and questioned whether this is something the Board wishes to do for the future. He asked that the Board discuss this and give the Committee some guidance.

Vice-Chancellor Farley asked that the first sentence of the first paragraph of the Explanation be amended to read: "A student dormitory with possible provision for graduate students and junior faculty and day care facilities is sought to meet student housing and child care needs at Brooklyn College."

Pres. Hess stated that this item came at the initiation of the State Legislature. Brooklyn College subsequently prepared a report for the Committee, indicating that it would be interested in this proposal and that it would meet certain needs of the College and had the flexibility to provide for day care facilities that would be of aid to the students. He welcomed the addition of possible provisions for graduate students and junior faculty in view of the current housing shortage in New York.

In response to a discrepancy pointed out by Mr. Cenci, the phrase "as well as a number of graduate students and junior faculty" was added at the end of the second sentence of the second paragraph of the Explanation.
In reply to a question from Dr. Polk, the Chancellor spoke of the difficulty of recruiting faculty in view of the housing shortage in the City. The Legislature is providing $15 million and asks that the income derived cover the operational costs but not the mortgage costs. The University would have to be extremely inventive in the future if it were to duplicate or emulate this process.

Mr. Howard raised the question of possible cost overruns and was informed that the costs could not exceed the $15 million. If this did not prove possible, approval would have to be sought from the Committee, the Board, the Construction Fund, and the State of New York.

Dr. Bernstein raised some questions about the operating costs, asking whether if the rents did not cover the operating costs, this would be a charge against the University's budget and if the University would evict people who did not pay their rent. It was pointed out that Hunter operates a dormitory as do other universities that provide housing for students and faculty. Dr. Bernstein stated that City University might have problems not faced by universities such as Columbia and New York University in the case of, for example, single parents with children.

Pres. Shalala stated that students have been evicted from the dormitory at Hunter for non-payment of rent and that there is financial aid available for this kind of expense. The payment schedule is set by the State of New York for the SUNY system and Hunter has run at the same scale.

Pres. Shalala also stated that the availability of the dormitory at Hunter has saved lives and futures.

In response to a question from Dr. Bernstein, Pres. Shalala stated that there are no children residing in the Hunter dormitory.

The following resolution was adopted:

RESOLVED. That the Board approve an amendment to the CUNY Master Plan to include a student dormitory, with day care facilities on the Brooklyn College campus; and be it further

RESOLVED. That the Board of Regents be requested to incorporate this amendment of the CUNY Master Plan into the Regents Statewide Plan for Higher Education; and be it further

RESOLVED. That the Governor be requested to approve such amendment.

EXPLANATION: A student dormitory with possible provision for graduate students and junior faculty and day care facilities is sought to meet student housing and child care needs at Brooklyn College. Such facilities would strengthen enrollments and student retention and further improve institutional quality.

At the initiative of the New York State Legislature, the 1985-86 State Budget included a $15.0 million appropriation for the design, construction and equipping of such a facility. The student housing component is planned to provide space for 285 regular students, 50 single parents with a maximum of 2 children each, and 15 resident housing personnel as well as a number of graduate students and junior faculty. Its operating budget would be self-supporting from user fees.

The advancement of this project is contingent on adoption by The City University Trustees of an amendment to its Master Plan, incorporating such amendment into the Statewide Plan for Higher Education by the Board of Regents and approval thereof by the Governor.

On behalf of the Committee on Fiscal Affairs, Facilities and Contract Review, Mr. D'Angelo thanked Pres. Hess and his staff for appearing before the Committee and making a thorough explanation of the situation.

At this point Mrs. White left the meeting.
NO. 5. COMMITTEE ON ACADEMIC POLICY, PROGRAM, AND RESEARCH: RESOLVED, That the following items be approved:

A. QUEENS COLLEGE—B.A. IN JEWISH STUDIES:

RESOLVED, That the program in Jewish Studies leading to the Bachelor of Arts, to be offered at Queens College, be approved, effective September 1, 1985, subject to financial ability.

EXPLANATION: The program is designed to serve the academic and career interests of students who wish to study, in an in-depth, structured, and rational manner, the history, language and literature, institutions, customs, and culture of the Jewish people from ancient times to the present. The program will bring together the college's faculty and courses related to Jewish studies and integrate them into a coherent interdisciplinary program that will offer students an unusual opportunity to gain insight into the unity of knowledge about the Jewish people. This program will be the first and the only one of its kind in the Borough of Queens.

Over the past years Queens College has maintained high enrollments in individual Jewish Studies courses. The College also has an active and productive Center for Jewish Studies, which promotes research, conferences, publications and community service projects.

B. LAGUARDIA COMMUNITY COLLEGE—A.A.S. IN OFFICE TECHNOLOGY:

RESOLVED, That the program in Office Technology leading to an Associate in Applied Science degree, to be offered at LaGuardia Community College, be approved, effective September 1985, subject to financial ability.

EXPLANATION: The proposed program is designed to train people who plan to work in the modern office using increasingly sophisticated equipment such as dedicated word processors and microcomputers. The program will teach language skills and technological skills. It will provide students with a working knowledge of the concepts of data processing systems and with hands-on training with word processors and microcomputers. In addition, written and oral communications will be a major focus of the program.

Sophisticated machines, particularly microcomputers and dedicated word processors, are being used more and more for such business applications as time management, billing, inventory control, payroll, electronic filing, electronic mailing, accounting applications and list processing. As more specialized office and clerical functions are developed in response to these new applications of technology, new jobs are evolving, old jobs are steadily changing, and new skills are in demand. Employers in business and industry are now interested in employees who already have an understanding of microcomputer applications and word processing functions and who are ready to respond intelligently to the information needs of supervisors and employers.

C. ESTABLISHMENT OF UNIVERSITY ARCHIVAL PROGRAM:

WHEREAS, The Board of Trustees of The City University of New York recognizes the importance of maintaining those records which document the history, mission and operation of each of its constituent colleges and of the Central Office,

THEREFORE BE IT RESOLVED, That the University calls for the establishment of an archival program at each of its constituent Colleges as well as at the Central Office in order to promote the collection, preservation, inventorying and access to such records;

AND BE IT THEREFORE FURTHER RESOLVED, That the President of each constituent College shall designate some person to serve as archivist at his or her pleasure and that such designee shall have the authority to inspect, and inventory all non-current records (usually those more than five to ten years old) generated by the College.
EXPLANATION: As a public institution of higher learning, The City University of New York has a responsibility both to the academic community and to the public for the preservation of records which document the University's origins and development, as well as the achievements of its officers, faculty, and students. A well-ordered archives directly serves the administration of a college by providing access to documents which constitute the institutional history. All colleges of the University should therefore have as one of their objectives the preservation and organization of material which has research or historical value.

Future proposed steps in the development of the archival program, accompanied by cost estimates, will be submitted to the Board for approval prior to implementation.

At this point Mr. Gribetz rejoined the meeting.

D. UNIVERSITY ARTICULATION POLICY:

WHEREAS, The City University of New York was established as an independent system of higher education governed by its own Board of Trustees responsible for the governance, maintenance, and development of both senior and community colleges; and

WHEREAS, The legislative intent leading to the enactment of The City University Governance and Financing Act stipulates that the University must remain responsive to its urban setting and maintain close articulation between senior and community colleges; and

WHEREAS, The educational mission of The City University includes a commitment to maintain and promote academic excellence while also providing open and equal access to the totality of the University's students; and

WHEREAS, The City University is an integrated, unique and comprehensive system of higher education, mandated in law and in fact to serve the special needs of the people of The City of New York for purposes of upward educational, social and intellectual mobility; and

WHEREAS, The goal of access implies that success on each step of the college ladder should be followed by access to higher levels of learning through vertical linkage between associate in arts, baccalaureate, and graduate programs; and also implies the inter-college transferability of courses and credits in the Liberal Arts and Sciences; and

WHEREAS, The courses in the Liberal Arts and Sciences offered at each college in the University were developed by their respective faculties and approved by the Trustees of The City University and the State Education Department for the University as well as for the relevant college units of the University,

THEREFORE BE IT RESOLVED, That the Board policy statement of February 26, 1973 be fully implemented as a basic policy component of the Board of Trustees. This policy states that "All City University Community College Associates in Arts and Associate in Science degree recipients shall be accepted as matriculated students at a senior college of City University and that these students be given priority for transfer over non-university students seeking transfer and that upon such transfer they be granted a minimum of 64 credits toward a baccalaureate degree and be required to complete only the difference in credits between 64 and the total credits required..."; and be it further

RESOLVED, That effective September 1, 1986 all Liberal Arts courses taken in one City University college be considered transferable, with full credit, to each college of The City University; and that full credit be granted for these courses in all departments and programs; and be recognized for the fulfillment of degree requirements; and be it further

RESOLVED, That based on a fair and reasonable evaluation of a student's transcript at least nine (9) credits* be granted in the student's major unless the senior college determines that it wishes to grant additional credit in the major; and be it further
RESOLVED, That effective September 1, 1988 all Science courses taken in one City University college be considered transferable, with full credit, to each college of The City University; and that full credit be granted for these courses in all departments and programs and be recognized for the fulfillment of degree requirements; and be it further

RESOLVED, That based on a fair and reasonable evaluation of a student's transcript at least nine (9) credits* in laboratory Science be granted in the student's major unless the senior college determines that it wishes to grant additional credit in the major; and be it further

RESOLVED, That when transferring from a community college to a senior college, credit be granted for course work taken in the Liberal Arts and Sciences in the community college irrespective of whether the student has fulfilled the requirements for the Associate degree; and that a maximum of 68 lower level (freshman and sophomore) credits be transferred from one college to another unless the senior college determines that it wishes to grant additional credit, and that no more than 64 credits be required above the Associate in Arts or the Associate in Science degrees in order to fulfill the requirements for a baccalaureate degree; and be it further

RESOLVED, That excluded from this policy are skills courses, such as writing, and professional courses, such as Nursing or Education, where instruction is begun at the community college and continued at the senior college. Such courses shall be granted credit, but the senior college shall determine the proper level of placement in its course sequence; and be it further

RESOLVED, That in order to maintain academic standards and to insure a higher degree of probable achievement, all community college students be required to pass all three Freshman Skills Assessment Tests, prior to transferring to a senior college. Those students who meet the admission requirements of a senior college, and who wish to transfer to a senior college from outside the University, shall be required to take the Freshman Skills Assessment Tests and be placed at the appropriate skills level as determined by the senior college; and be it further

RESOLVED, That the President or his/her designee is hereby authorized to grant exceptions to the provisions regarding Freshman Skills placement to select students under special circumstances. The number and nature of exceptions shall be reported annually to the Chancellor; and be it further

RESOLVED, That as part of the foregoing resolutions, vocational and skills courses such as typing, taken independently or as part of a liberal arts degree program not be awarded credit upon transfer except in such cases where the senior college determines that it wishes to grant such credit; and be it further

RESOLVED, That the Office of the Chancellor (through the Vice-Chancellor for Academic Affairs) be responsible for arranging meetings between faculties and administrative staffs of the various colleges of the University, so that articulation in the Sciences will be fully completed by September 1, 1988, and that articulation in the professional and career areas on a course-by-course basis will be substantially improved; and be it further

RESOLVED, That within each discipline meetings shall be held by department chairs and program coordinators of each college or their designees from all branches of CUNY. These meetings shall be co-chaired by one community college and one senior college representative and shall have as their explicit goal the improvement of articulation; and be it further

RESOLVED, That at these meetings the departmental representatives shall review the syllabi, examinations, and student papers, as well as entrance and exit criteria; and be it further

RESOLVED, That the Vice-Chancellor for Academic Affairs shall monitor the progress of the articulation meetings. The co-chairs of each group shall report the results of their group's deliberations to the Vice-Chancellor, who shall, in turn, transmit these reports, together with a summary of the results to the University Faculty Senate, the heads of the faculty governance bodies of the individual colleges, the Council of Presidents, the Chancellor, and the Board of Trustees; and be it further

* It is understood that the relationship of course sequence and credit within the major will vary from college to college and major to major and that the allocation of credits will vary slightly.
RESOLVED, That the Vice-Chancellor shall monitor the implementation of these articulation policies utilizing periodic and systematic audits; and be it further

RESOLVED, That the community colleges and senior colleges establish an articulation advisement unit at each of the colleges in order to counsel students on career goals, courses to be taken at the student's college prior to transfer, and the requirements expected upon transfer.

EXPLANATION: The above resolutions represent a clarification of the mission of The City University and will result in removing remaining barriers and arbitrary distinctions which may yet exist with respect to intra-University transfer. These resolutions strengthen the University's commitment to upward mobility and equality for opportunity for all students regardless of race, ethnicity or economic status.

Prof. Wasser pointed out the role of the University Faculty Senate in the development of the University Articulation Policy, together with the Presidents and the Office of Academic Affairs. He stated that this was an instance of cooperation on an equal basis among these three groups. He felt that the University Faculty Senate should receive credit for its part in this undertaking. He asked that the record show that the University Faculty Senate participated equally in the leadership that led to the adoption of this document.

The Chancellor stated that he should have included the University Faculty Senate as having provided leadership in this endeavor. It was an oversight for which he apologized.

NO. 6. COMMITTEE ON FACULTY, STAFF, AND ADMINISTRATION: RESOLVED, That the following items be approved:

A. BYLAW AMENDMENTS: RESOLVED, That Article XIV of the Bylaws be amended as follows:


1. Basic Qualifications:
   a. Graduation from four year senior high school course; or
   b. Possession of a high school equivalency diploma; or
   c. Certification of having passed the New York State high school equivalency examination; or
   d. An acceptable general education development certificate issued by the armed forces (a score of at least 35 on each of the five tests and an overall score of 225 in the general educational development examination); and

2. Additional Qualifications:
   a. One year of college education equivalent to at least 30 credits at an accredited college or university; or
   b. [two years] one year of experience in general office work (for those positions requiring the ability to comprehend and converse in both Spanish and English, such ability shall be accepted as the equivalent of [one year] six months of experience in general office work); or
   c. An acceptable equivalent combination of college education and the above experience; and

3. In addition the qualification requirement for [college office assistant A] CUNY office assistant shall be the ability to typewrite at a rate of not less than forty words per minute, with no more than five percent errors; and
4. In addition the qualification requirement for [college] CUNY secretarial assistant [A] shall be the ability to take dictation at a rate of not less than eighty words per minute and the ability to typewrite at the rate of not less than forty words per minute, with no more than five percent errors.

5. This title shall have four assignment levels.

Section 14.4(a) COLLEGE OFFICE ASSISTANT B AND COLLEGE SECRETARIAL ASSISTANT B. Qualifications: Six months probationary employment as a college office assistant A or college secretarial assistant A on the date of the written test and permanent employment as a college office assistant A or college secretarial assistant A on appointment, in addition for college office assistants A who wish to be eligible for appointment as college secretarial assistant B, the ability to take dictation at not less than eighty words per minute.

Section 14.4(b) COLLEGE OFFICE ASSISTANT B AND COLLEGE SECRETARIAL ASSISTANT B. Qualifications for open competitive appointment:

1. High school graduation and in addition four years of college equivalent to at least one hundred and twenty credits at an approved college or university; or six years of experience in general office work; or equivalent education and experience; except that in all cases high school graduation shall be required.

2. In addition, the qualification requirement for college office assistant B shall be the ability to type at a rate of not less than forty words per minute.

3. In addition, the qualification requirement for college secretarial assistant B shall be the ability to take dictation at a rate of not less than eighty words per minute and the ability to typewrite at a rate of not less than forty words per minute.

Section 14.5 4 [COLLEGE] CUNY ADMINISTRATIVE ASSISTANT. 1. Qualifications: [Six months probationary] Employment as a [college office assistant B or college secretarial assistant B] CUNY office level 3 or level 4 on the date of [the] application for the promotion [written] test. [and permanent employment as a college office assistant B or college secretarial assistant B on appointment, and] In addition for [college] CUNY office assistants who wish to be eligible for appointment as [college] CUNY administrative assistant with selective certification for stenography, the ability to take dictation at not less than eighty words per minute.

2. This title shall have two (2) assignment levels.

Section 14.6 COLLEGE ADMINISTRATIVE ASSOCIATE. Qualifications: Two years employment as a college administrative assistant.

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 and sections 14.4 [section 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] CUNY civil service commission.

NOTE: Subsequent sections to be renumbered sequentially.

NOTE: Matter in brackets to be deleted; matter underlined is new.

EXPLANATION: This amendment will restructure The City University's unique clerical title series, frequently referred to as the "Gittleson" titles, to provide for greater recognition of job performance and years of service. It will provide greater flexibility to college administrators in making assignments. Reducing the number of titles from 6 to 4 will permit significant career advancement with fewer promotional examinations.

District Council 37, AFSCME, and its affiliated Local 384 have been consulted extensively in the formulation of this proposal.

At this point Mrs. White rejoined the meeting.
B. GRADUATE SCHOOL AND UNIVERSITY CENTER - NAMING OF LIBRARY:

RESOLVED, That the Graduate School and University Center's Library be henceforth named the Mina Rees Library as a tribute to her remarkable qualities as administrator, teacher, and colleague, and in recognition of her critical role in establishing doctoral work at The City University.

EXPLANATION: Dr. Mina Rees, President Emeritus of the Graduate School and University Center, is the founding president of this institution. For eleven years (1961-1972) she provided the leadership, inspiration, and guidance for the development of doctoral work at The City University of New York, and The Graduate School now ranks among the most respected in the country.

Dr. Rees has had a long and distinguished professional career. In addition to her more than 35 years at The City University, she served with the U.S. Office of Scientific Research and Development during World War II, as one of the founding scientists of the Office of Naval Research when it was established after the war, as chairman of the Council of Graduate Schools in the United States, and as chairman and president of the American Association for the Advancement of Science. She has had a firm and unswerving commitment to the ideal of high quality creative scholarship in all fields of knowledge. Today, Mina Rees continues to contribute significantly to The Graduate School and University Center as an active member of its Board of Visitors.

Library resources for graduate study have always been one of Dr. Rees' prime concerns. It is most befitting that the Graduate Center Library be named in her honor.

C. AMENDMENTS TO BARUCH COLLEGE GOVERNANCE PLAN:

RESOLVED, That the revised governance plan of Baruch College be approved.

A complete copy of the Governance Plan is on file in the Office of the Secretary of the Board.

EXPLANATION: The current Baruch College Governance Plan was adopted on June 17, 1974, and with the exception of an amendment to enfranchise certificated lecturers in departmental elections, has not been amended. The proposed amendments represent a substantial modification in the Governance Plan and are the result of review and consultation since 1981 by students, faculty and administration at the College. The revised Governance Plan was approved by the faculty in the Spring 1984 in a referendum with 47% of the eligible faculty voting and 82% of those voting approving the amendments. The students have voted twice, in an attempt to achieve the 30% participation required by the Governance Plan, and have approved the amendments twice but without achieving the required 30%. In a Spring 1984 referendum, 27% of the eligible students voted, with 42% approving, 39% abstaining, and 19% disapproving. In the Fall 1984, 22% of the eligible students voted, with 59% approving, 22% abstaining, and 19% disapproving. The College President supports the amendments, and recommends that the Board of Trustees approve the revised Governance Plan, notwithstanding the failure to achieve 30% student participation. There is only one other Governance Plan that requires 30% voter participation for the adoption of amendments.

D. ESTABLISHMENT OF UNIVERSITY ARCHITECTURAL AND ENGINEERING SERIES TITLES:

RESOLVED, That the following titles be established in the competitive class of the classified, civil service system of The City University of New York:

- University Architectural Intern
- University Assistant Architect
- University Architect
  - Level I
  - Level II
  - Level III
- University Assistant Engineer
- University Engineer
  - Level I
  - Level II
  - Level III

and be it further
RESOLVED, That the following titles be established in the non-competitive class of the classified civil service of The City University of New York:

Assistant Chief Architect

Assistant Chief Engineer

and be it further

RESOLVED, That all persons permanently employed by The City University of New York in the following classified titles, who meet the qualification requirements of the newly established titles, shall be reclassified as early as practicable, without further examination and with no diminution of salary, in accordance with the Table of Equivalencies set forth below:

TABLE OF EQUIVALENCIES

<table>
<thead>
<tr>
<th>CURRENT TITLE</th>
<th>NEW TITLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Intern</td>
<td>University Architect Intern</td>
</tr>
<tr>
<td>Assistant Architect</td>
<td>University Assistant Architect</td>
</tr>
<tr>
<td>Architect</td>
<td>University Architect, Level I, Level II &amp; Level III</td>
</tr>
<tr>
<td>Engineering Technician Trainee</td>
<td>University Engineering Technician Trainee</td>
</tr>
<tr>
<td>Engineering Technician</td>
<td>University Engineering Technician</td>
</tr>
<tr>
<td>Assistant Engineer</td>
<td>University Assistant Engineer</td>
</tr>
<tr>
<td>Engineer (All Specialties)</td>
<td>University Engineer, Level I, Level II &amp; Level III</td>
</tr>
<tr>
<td>Administrative Architect [designated positions]</td>
<td>University Architect, Level III</td>
</tr>
<tr>
<td>Administrative Engineer [designated positions]</td>
<td>University Engineer, Level III</td>
</tr>
<tr>
<td>Administrative Architect [designated positions]</td>
<td>Assistant Chief Architect</td>
</tr>
<tr>
<td>Administrative Engineer [designated positions]</td>
<td>Assistant Chief Engineer</td>
</tr>
</tbody>
</table>

EXPLANATION: Section 6207 of the New York State Education Law deems The City University of New York to be a municipal employer for the purpose of administering the New York State Civil Service Law. Pending the establishment of its own civil service system, The City University of New York is empowered to establish University civil service titles under the authority of the University Board of Trustees.

The terms and conditions of employment for the new architectural and engineering titles will be the subject of collective bargaining between the University and the recognized union, The Civil Service Technical Guild, Local 375, District Council 37, AFSCME/AFL-CIO.

The proposed new titles will better serve the needs of the University in the architectural and engineering area, enable the University to review and oversee the extensive capital construction program authorized by State and City authorities, and more adequately preserve, renovate, and utilize the existing capital plant of the colleges.

E. STUDY LEAVES FOR SENIOR EXECUTIVES:

RESOLVED, That the Board of Trustees may grant the Chancellor, the Deputy Chancellor, the vice chancellors, and the president of each of the colleges a three-month study leave at full salary during every fifth year of service following the date of initial appointment or the date of the last leave taken pursuant to this policy, in lieu of vacation leave accrued for that year of service. The leave shall be for the purpose of improving the administrative and academic performance of the Chancellor, the Deputy Chancellor, the vice chancellor, or the president.

EXPLANATION: The proposal for Study Leaves emanates from an ongoing review of policies affecting senior executives of The City University, which includes consideration of policies in The State University of New York (SUNY) and other large public university systems. SUNY has made similar Study Leaves available to its senior executives for a number of years.
F. DISTINGUISHED PROFESSOR: RESOLVED, That Alvin Ailey be designated Distinguished Professor of Physical Education, Health, Recreation and Dance at Borough of Manhattan Community College for the period 9/1/85-8/31/86, with compensation at the rate of $10,000 per annum in addition to his regular academic salary, subject to financial ability.

The Chairperson introduced Prof. Alvin Ailey and stated that the Board felt honored and privileged to have Prof. Ailey's services for the coming year. Not only Borough of Manhattan Community College but the entire University is enriched by Prof. Ailey's endeavors.

G. CUNY/PSC AGREEMENT 1984-87:

RESOLVED, That the collective negotiating agreement, the supplementary agreement covering Continuing Education, and the supplementary agreement covering the Educational Opportunity Centers, between The City University of New York and the Professional Staff Congress/CUNY for the period September 1, 1984 through August 31, 1987 are hereby approved, subject to approval of the Financial Control Board; and be it further

RESOLVED, That upon ratification by the membership of the Professional Staff Congress, the agreement, the supplementary agreement covering Continuing Education, and the supplementary agreement covering the Educational Opportunity Centers shall be submitted to the Financial Control Board for approval; and be it further

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

EXPLANATION: The prior collective negotiating agreement between the parties expired on August 31, 1984. The resolution approves the successor 1984-87 agreement. A summary of the new provisions of the 1984-87 agreement is on file in the Office of the Secretary of the Board of Trustees and has been provided to each member of the Board.

H. TITLE OR DUTIES EXCLUDED FROM AGREEMENTS WITH THE PROFESSIONAL STAFF CONGRESS/CUNY:

RESOLVED, That effective September 1, 1984, the articles identified below of the September 1, 1984 - August 31, 1987 collective bargaining agreement with the Professional Staff Congress/CUNY shall apply to all employees, other than those in the Medical Series and the Law School, in the functions or titles that are excluded from the agreement pursuant to article I thereof for the period September 1, 1984 through August 31, 1987. Such application shall prevail during the time of service of a person in the designated titles or while person is performing the functional duties that are the basis for exclusion from the agreement:

- Article 1 Recognition (insofar as exclusions from the unit are identified)
- Article 14 Leaves and Holidays
- 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, Fellowship and Scholar Incentive 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 Rehiring of Persons who are Discontinued
- Article 33 Faculty Development
- Article 36 Resident Series
- Article 41 Duration

and be it further
RESOLVED, That effective September 1, 1984, Article 26 (Welfare Benefits), 27 (Retirement), and Article 34.1 or Article 35.1, as applicable, of the September 1, 1984 - August 31, 1987 collective bargaining agreement with the Professional Staff Congress shall apply to all employees in the Medical Series and the Law School in the functions or titles that are excluded from the agreement pursuant to article 1 thereof for the period September 1, 1984 through August 31, 1987. Such application shall prevail during the time of service of a person in the designated titles or while a person is performing the functional duties that are the basis for exclusion from the agreement; and be it further

RESOLVED, That the articles listed above, except as modified in the supplemental agreement for the Educational Opportunity Centers, shall be applicable to excluded personnel; 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 may issue such rules as he deems appropriate to regulate the matters otherwise covered by the agreement.

EXPLANATION: In establishing the collective bargaining unit and during the course of subsequent negotiations with the Professional Staff Congress, certain employees of the University have been excluded from coverage under the agreement by virtue of their titles or functions, based upon the confidential, policy, or managerial responsibilities of the affected employees. University employees assigned to the titles or duties excluding them from the negotiated agreement, however, hold instructional staff titles that would otherwise be covered by the agreement. The University 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. The resolution is consistent with previous actions adopted following Board approval of the predecessor collective bargaining agreements.

I. EXECUTIVE SALARY SUPPLEMENTS:

RESOLVED, That the following schedule for remuneration above base salary (salary supplements) be established for the executive titles indicated:

<table>
<thead>
<tr>
<th>Title</th>
<th>CURRENT SUPPLEMENT</th>
<th>SUPPLEMENT EFFECTIVE 9/1/84</th>
<th>SUPPLEMENT EFFECTIVE 9/1/85</th>
<th>SUPPLEMENT EFFECTIVE 9/1/86</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Dean</td>
<td>10,109</td>
<td>10,614</td>
<td>11,120</td>
<td>11,726</td>
</tr>
<tr>
<td>University Administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President and Deputy to President</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President Dean</td>
<td>10,109</td>
<td>10,614</td>
<td>11,120</td>
<td>11,726</td>
</tr>
<tr>
<td>University Dean</td>
<td>10,109</td>
<td>10,614</td>
<td>11,120</td>
<td>11,726</td>
</tr>
<tr>
<td>University Administrator</td>
<td>8,087</td>
<td>8,491</td>
<td>8,896</td>
<td>9,381</td>
</tr>
<tr>
<td>Assistant Dean</td>
<td>6,740</td>
<td>7,077</td>
<td>7,414</td>
<td>7,818</td>
</tr>
<tr>
<td>Assistant Administrator</td>
<td>6,066</td>
<td>6,369</td>
<td>6,673</td>
<td>7,037</td>
</tr>
<tr>
<td>University Asst. Dean &quot;A&quot;</td>
<td>3,369</td>
<td>3,537</td>
<td>3,706</td>
<td>3,908</td>
</tr>
<tr>
<td>University Asst. Admin. &quot;A&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Dean &quot;B&quot;</td>
<td>3,032</td>
<td>3,184</td>
<td>3,335</td>
<td>3,517</td>
</tr>
<tr>
<td>General Counsel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

and be it further
RESOLVED, That this schedule be implemented effective September 1, 1984.

EXPLANATION: The salary of staff in the executive titles listed above is composed of a base salary in the instructional title to which the executive is appointed and a salary supplement which is added to the base salary. These supplements are provided in recognition of the executive responsibilities of these important University management positions. The current supplement was adopted by the Board of Trustees on September 26, 1983. The new schedule provides for a 5% increase in supplements effective 9/1/84, a 5% increase in supplements effective 9/1/85, and a 6% increase in supplements effective 9/1/86, all based on the supplements effective on 8/31/84. The increases in the supplements follow the pattern of 5%, 5%, and 6% scheduled increases in instructional staff salaries effective September 1, 1984, September 1, 1985, and September 1, 1986, under the Collective Bargaining Agreement between the University and Professional Staff Congress.

Mr. Baard asked for a commitment that some time during the coming year a policy will be evolved to replace the executive salary supplements with a comprehensive salary plan for management positions. The Chancellor replied that the University has been working on this and that if the flexibility legislation is passed, it will be the task of the Board of Trustees to determine levels of compensation and other terms and conditions of employment of senior leadership of the University. The whole issue will have to be examined and the responsibility for establishing these salary schedules and terms and conditions of employment will be in the hands of the Board of Trustees.

Mr. Baard questioned the probability of the passage of such legislation, to which the Chancellor replied that the results should be known by Friday, at which time it is anticipated that the Legislature will have completed its business.

In reply to a question from the Chairperson, Vice-Chancellor Bloom stated that if the legislation does not pass, the University will continue its negotiations with the State Budget Office on this matter. A progress report will be presented to the Committee on Faculty, Staff, and Administration at its first meeting in September.

Upon motions duly made, seconded and carried, the Board went into executive session at 6:10 P.M. to consider personnel matters.

The Board resumed the public meeting at 6:47 P.M.

Calendar No. 9 was considered next.

**NO. 9. AD HOC COMMITTEE ON THE CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE:** RESOLVED, That the following items be approved:

**A. AMENDMENTS TO THE LAW SCHOOL GOVERNANCE PLAN:**

RESOLVED, That the Law School Internal Governance Plan be amended as follows:

Article VII, Section D: ... In the Law School Library context, job performance is the analog to teaching; professional development is the analog to [service] scholarship.

Article VIII, Section A: ... The Committee will review proposed appointments and [promotions] reappointments, and proposed rank and salary, to assure that the applicable University standards have been met...

NOTE: Matter underlined is new; matter in brackets to be deleted.

EXPLANATION: These corrections are being proposed to correct clerical errors in the Internal Governance Plan.
B. THE CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE - TUITION INCREASE:

RESOLVED, That as a consequence of the 1985-86 budget for The City University School of Law at Queens College adopted by New York State, full-time annual tuition at the Law School be increased for New York State residents for the 1985-86 academic year from $3,125 to $3,725; and that full-time annual tuition for non-residents be increased from $4,625 to $5,300; and be it further

RESOLVED, That, during the 1985-86 academic year, New York State resident students enrolled for less than a full-time program at the Law School be charged tuition at the rate of $155 per credit hour and that non-resident students enrolled for less than a full-time program be charged tuition at the rate of $221 per credit hour.

EXPLANATION: The adopted 1985-86 budget for The City University assumes an increase of $600 in full-time charges for students attending the Law School, and it provides a permanent substantial increase in student tuition waivers to offset, in significant part, the tuition increase. The tuition increase assumption is based upon the Executive Department’s reading of the conditions in the Master Plan amendment, approved by The New York State Board of Regents, authorizing the Law School.

Mr. D’Angelo and Mr. Lowe voted NO.

Mr. Lowe asked that the following statement be included in the record:

I am very concerned about the proposed resolution increasing tuition rates at The City University School of Law at Queens College. I believe that the students of our Law School are the victims of a policy established by the Board of Regents and the Division of the Budget that is unfair, unwise, and discriminatory.

The lack of equality is clear. There are two public law schools in New York State. One is at CUNY and the other at the State University of New York in Buffalo. Both are supported by the taxpayers of New York. Both charge tuition. But that is where the similarity ends. As the result of the proposed tuition increase, CUNY Law School students will pay $600 more for their education than SUNY students.

This barrier to access will result in the creation of separate but unequal school systems. This is inconsistent with the special mission of the Law School, to educate the financially disadvantaged. Tuition waivers and financial aid are essential, but ought not to serve as a substitute for the lowest possible tuition. It seems to me that we have an obligation to defend access to high-quality professional education at the University on behalf of the citizenry of our great City and State.

I do not claim to understand the reasons why the Board of Regents decided to link tuition at the Law School to its operating costs when the Law School was first established. I only know that the Regents can be asked to assist CUNY in the establishment of a low-tuition policy at the Law School. More importantly, if we do not seek to revise this policy, it will continue. Next year, the Division of the Budget will strike again, using the Board of Regents’ policies as an excuse for yet another increase. This will be both unfortunate and ironic. As the honors and awards received by CUNY Law School students rise, so will their tuition.

For these reasons, Mr. Chairman, I must vote against the proposed increase. I strongly urge the Board of Trustees to work vigorously to change the anti-access policies of both the Board of Regents and the Division of the Budget. Thank you.

At this point Mrs. White and Mrs. Everett left the meeting.
NO. 7. COMMITTEE ON PUBLIC AFFAIRS: RESOLVED, That the following item be approved:

A. ESTABLISHMENT OF THE JULES KOLODNY LIBRARY:

WHEREAS, Mrs. Ethel Kolodny, widow of the late Jules Kolodny who was a member of The City University Board of Trustees from October 1981 until the time of his death in May 1984, has generously donated from Dr. Kolodny's personal library to the Board of Trustees a selection of distinguished books on education, administration, labor relations, and the social sciences; therefore be it

RESOLVED, That to honor and perpetuate Dr. Kolodny's memory the Board of Trustees authorize the establishment of the JULES KOLODNY LIBRARY to be located at The City University's central administrative headquarters.

EXPLANATION: Dr. Jules Kolodny, a distinguished alumnus of The City College, brought to the Board of Trustees an acute intelligence and a wide range of academic knowledge and practical experience in legislative, administrative and educational affairs. He was a dedicated advocate of the University's principles of equal access to quality education. Mrs. Ethel Kolodny has generously donated from Dr. Kolodny's personal library to the Board of Trustees a fine selection of books on education, administration, labor relations and the social sciences. This thoughtful gift comprises a significant intellectual legacy and offers a welcome occasion to memorialize our fellow trustee. To perpetuate the memory of one whose wisdom, learning and friendship were so valuable to the University, the Board of Trustees is pleased to establish the Jules Kolodny Library.

At this point Mr. Lowe left the meeting.

NO. 8. COMMITTEE ON STUDENT AFFAIRS AND SPECIAL PROGRAMS: RESOLVED, That the following items be approved:

A. THE CITY COLLEGE - STUDENT ACTIVITY FEE INCREASE, DAY SESSION:

RESOLVED, That The City College Student Activity Fee paid by full-time undergraduate day session students be increased from $40.35 to $41.35 per semester and the part-time fee for undergraduate day session students be increased from $24.35 to $25.35 per semester effective the Fall 1985 semester, in accordance with the following schedule:

<table>
<thead>
<tr>
<th>EAMARKED ALLOCATING BODY</th>
<th>NEW SCHEDULE</th>
<th>Previous SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>Student Faculty Committee on Intercollegiate</td>
<td>$15.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Athletics</td>
<td>5.00</td>
<td>5.00</td>
</tr>
<tr>
<td>Media Board</td>
<td>2.50</td>
<td>2.50</td>
</tr>
<tr>
<td>College Association</td>
<td>16.00</td>
<td>10.00</td>
</tr>
<tr>
<td>NYPIRG</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>University Student Senate</td>
<td>.85</td>
<td>.85</td>
</tr>
<tr>
<td>TOTAL STUDENT ACTIVITY FEE</td>
<td>$41.35</td>
<td>$25.35</td>
</tr>
</tbody>
</table>

EXPLANATION: The student activity fee schedule represents a $1.00 increase in the full-time and part-time student activity fees which will be locally earmarked to the College Association to support the City College Safety Service. A referendum was held in accordance with University bylaw section 16.12, in conjunction with student government elections held April 29 - May 2, 1985. The vote was 419 in favor and 315 opposed to the fee increase, with 9% of the eligible student body voting. The college president supports the fee increase which will enable the City College Safety Service to continue First Aid and CPR training and also develop a licensed Emergency Medical Team.

The $1.00 increase is in addition to the $5.00 full-time and $2.00 part-time increase earmarked for athletics effective fall 1985 and previously approved by the Board on May 28, 1985.
Within the Student Government fee, $1.00 is locally earmarked for concerts and $4.00 is locally earmarked to Student Government for student government, clubs and other student activities. The College Association Fee is used to support the Student Center, Child Care, the Safety Service and other student activities, with $2.00 of the full-time and part-time College Association fees locally earmarked to support a Child Care Center and $1.00 for the City College Safety Service. Local earmarkings at the college have been established and are subject to change at the college in accordance with the referendum process set forth in University bylaw section 16.12, provided there is no change in the total fee. The earmarkings set forth in the resolution may only be changed by further Board action.

The voting composition of the Student Faculty Committee on Intercollegiate Athletics consists of three faculty members and three students; and the Media Board consists of three faculty members, five students, and the Chairperson of the college association. The budget of the allocating bodies are reviewed by the college president.

The Summer Session student activity fee for all students continues to be $4.00 to be allocated by the college association.

B. REVISION OF THE GUIDELINES FOR THE STRUCTURE AND OPERATION OF THE SEEK PROGRAM:

RESOLVED, That the revised Guidelines for the Structure and Operation of the SEEK Program be adopted:

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

SECTION 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 and in New York City Technical College 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, developmental 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 and New York City Technical College to accept the purposes set forth in these Guidelines as being among the central missions of the college.
SECTION 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 and New York City Technical College. 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 and in New York City Technical College 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 the Act and in other relevant local legislation.

D. MATRICULATION

1. All SEEK students must be matriculated from the time of their first enrollment.

2. Full-time matriculated students must satisfy the requirements of the Regents Regulations which state, "Full-time study...means enrollment for at least 12 semester hours a semester or the equivalent."

3. SEEK students may be part-time. Students attending part-time must enroll for at least six semester hours or the equivalent per term, except for graduating seniors.

4. Full-time Equivalent (FTE)
A. Full-Time Equivalent is the standard academic measuring unit used to calculate enrollment. For these Guidelines the following statements apply:

a. For full-time students enrolled in a full-time program during the academic year, the FTE is equivalent to the headcount.

b. Students enrolled full-time must carry a minimum of 12 semester hours or the equivalent. However, if due to personal or family responsibilities a student has to register part-time for a particular term, the FTE for this student, registered in a full-time program, will be calculated on an annual 30 credit hour basis.

c. Students enrolled part-time must carry a minimum of six semester hours or the equivalent per term.

E. DEVELOPMENTAL EDUCATION

The Developmental Education component of the SEEK Program shall be defined as those instructional activities designed to facilitate the development 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. 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 aid of individual students and the interpretation of policy.

SECTION 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. The Plans shall include provisions for the summer session offerings for pre-freshmen and continuing program students.

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 Plan shall be submitted in accordance with a timetable provided by the Chancellor through the Vice Chancellor for Student Affairs and Special Programs.

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 through the Office of the Vice Chancellor for Student Affairs and Special Programs 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.

College Plans, upon approval by the Chancellor, shall be reported to the Board Committee on Student Affairs and Special Programs by way of the General Plan.
SECTION IV
THE ACADEMIC PLAN

Each senior college President and the President of New York City Technical College 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 Guidelines is to promote the improvement of 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 regular college 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 upon progress achieved in acquiring the necessary basic skills, as determined by testing or otherwise.

A description of remedial, developmental and compensatory course offerings provided for SEEK students shall be included in the Plan.

A description of the Pre-Freshmen Summer Program and any special summer school offerings in basic skills, and in developmental and compensatory courses and programs shall also be included in the Plan.

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 monitoring of compulsory attendance by SEEK students in 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 mechanisms and an adequate description of the expected results of the experimental deviation or program innovation in question.

The Plan, by use of the University's Skills Assessment Testing Program, shall identify improvement in the academic capabilities and achievements as SEEK students. Such academic progress indicators shall be used for the evaluation of programmatic success on each campus.

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 Office of the Vice Chancellor for Student Affairs and Special Programs.
SECTION V
FISCAL ACCOUNTABILITY PLAN

Each senior college President and President of New York City Technical College 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 Program and College funds to be allocated to each of the support services, and the projected means of tracking such expenditures. The projected pattern of expenditures shall include, but not be limited to:

- Academic credit instructional costs
- Other instructional costs
- Remediation
- Counseling
- Supplemental financial assistance
- Research and Evaluation
- Administrative costs
- Tutoring
- Pre-Freshmen Summer Program 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 or faculty in the combined activities.

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

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

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 Finance and the Vice Chancellor for Student Affairs and Special Programs.

SECTION 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 the Board Committee on Student Affairs and Special Programs 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 College and 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 Board Committee on Student Affairs and Special Programs. 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 programs; 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.

Section VII

STRUCTURE AND ADMINISTRATION AT THE CAMPUS LEVEL

A. COMPONENTS OF THE PROGRAM

There shall be a SEEK Program at each senior college and New York City Technical College. 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 and New York City Technical 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, to assure that students have an opportunity to attain the levels of proficiency necessary to achieve academic success.

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.

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). Any proposed departure shall be subject to the approval of the Chancellor prior to its institution.

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.

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 and New York City Technical College shall also be the chairperson of the SEEK Department (or of whatever department 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 professional level title, subject to the bylaws of the Board and in accordance with the procedures of the Board Committee on Student Affairs and Special Programs. 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 programs 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/her, at least two-thirds of whose members shall be from the SEEK Department, including students, to submit a minimum of three names for his/her consideration.
E. COUNSELORS AND COUNSELING

Counselors shall be appointed and employed in the SEEK Department. At such a ratio of counselors to students as is funded by the State, the counselors shall provide professional counseling and guidance in academic, financial, vocational and personal matters to SEEK students, 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 student progress and to the extent possible, 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 and New York City Technical College, 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 tutor by pertinent academic departments.

The regular academic departments are to be required to offer the compensatory courses described in the college Academic Plan.

G. FACULTY DESIGNATION AND APPOINTMENTS - GUIDELINES 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 both the SEEK Department and the academic departments shall include reference to teaching effectiveness and sensitivity to the learning patterns of disadvantaged students and 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.

The notification of reappointment, non-reappointment, tenure or CCE shall be binding on the receiving department.

J. FACULTY QUALIFICATIONS

All faculty in the SEEK Program shall have those qualifications or professional achievement and training required of faculty members in the rank of lecturer (full-time), instructor, assistant professor, associate professor and professor, and appointed through the regular channels of the college or the University.

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, discipline and sensitivity to the special academic needs of disadvantaged students.

With respect to tutoring services offered to SEEK students by the SEEK Department, 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 tutoring services offered to SEEK students by the other Departments, 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 department, 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

Subject to appropriate funding 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.
SECTION VIII

STRUCTURE AND ADMINISTRATION AT THE UNIVERSITY LEVEL

A. BOARD OF TRUSTEES & BOARD COMMITTEE ON STUDENT AFFAIRS & SPECIAL PROGRAMS

The Board of Trustees are 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 Student Affairs and Special Programs 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. CHANCELLOR

The Chancellor is responsible for the administration and operation of the SEEK Program through the Presidents 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.

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 Office of Special Programs as are specified in these Guidelines and assigned to him/her by the Chancellor.

Central coordination of SEEK academic and personnel matters, budget matters, and non-academic personnel matters shall be effected under the direction of the Vice Chancellor for Student Affairs and Special Programs in coordination and collaboration with appropriate central offices, i.e. the Office of Academic Affairs, the Office of Budget and Finance, and the Office of Faculty and Staff Relations.

D. DIRECTOR OF OFFICE OF SPECIAL PROGRAMS

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

E. OFFICE OF SPECIAL PROGRAMS

The Office of Special Programs shall be part of the Office of the Vice Chancellor for Student Affairs and Special Programs and report to the Chancellor through him/her. The Office of Special Programs, 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. 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 reallocation, modification or reduction of funds based on short-falls from the requested budget shall be worked out by the Chancellor through the Office of Student Affairs and Special Programs 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 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 campuses. To this end, funding must be provided for a professionally-staffed research and evaluation unit to be maintained as part of the Office of Special Programs - 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.

SECTION IX

STUDENT ELIGIBILITY

The SEEK Program is designed to service the student who is both educationally and economically disadvantaged. A disadvantaged student is an individual from a low income family with potential for a successful higher education experience but who has not acquired all of the basic academic skills required to successfully compete in a higher education environment. Generally, a student who is eligible for the Program has not earned a Regents diploma, is from a high school which has a poor record for academically preparing students, has been tracked or scheduled into a general, commercial or vocational high school program, has been out of high school a number of years, or ranks low on traditional measures of college admissions criteria, such as SAT scores, high school average and class standing.

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.
A. GENERAL REQUIREMENTS

A student eligible for benefits under the SEEK Program must meet all of the following criteria:

1. Be both economically and educationally disadvantaged according to criteria in section IX, parts B and C.

2. Be a high school graduate or have a State approved equivalency diploma or its equivalent.

3. Has not previously attended a college or university, except in the case of students enrolled in the HEOP or EOP programs or veterans who have earned no more than 18 credits of college-level work prior to entrance into the service (except for USAFI and service connected University or Maryland credits);

4. Is a resident of New York State according to the criteria promulgated by the Higher Education Services Corporation.

B. ACADEMIC ELIGIBILITY CRITERIA FOR FIRST-TIME STUDENTS

1. OBJECTIVE CRITERIA

   a. Non-admissibility. New York State Regents Rules state that "the basic test of educational disadvantaged is non-admissibility by the college's normal admissions standards to the college at the matriculated status in a degree program." Further proof of academic eligibility is non-admissibility to a degree program for which application is made, i.e., a student is an applicant to a program which the Chancellor has identified as a program with highly competitive admissions standards, but the student lacks a high school sequence in mathematics and science or other specific subject matter normally required for such a program;

   b. The student has received a State approved General Equivalent Diploma;

   c. The student has earned a college admission average of less than 80 percent or a rank in his/her class in the 65th or lower percentile.

   d. The student has earned a college admission average of 80 or above or a rank in class above the 65th percentile, but has received extensive remedial assistance in high school so that, in accordance with procedures established by the Chancellor, the student is determined to have need for the range of support services available to the students in the SEEK Program.

2. SUBJECTIVE CRITERIA

   a. Since objective criteria alone cannot predict the success of the SEEK students, subjective evaluations are also important. Letters of recommendation, personal interviews and pre-testing should be used when possible.

   b. Ideally, the decision to admit each applicant should be based on a complete evaluation of the objective and subjective educational information.
C. ECONOMIC ELIGIBILITY CRITERIA FOR FIRST-TIME STUDENTS

For purposes of determining economic eligibility, a student must meet the economic eligibility criteria established by the New York State Commissioner of Education. The economic eligibility criteria apply to the calendar year prior to the academic year of the student’s first entry to college.

SECTION X

STUDENT FINANCIAL AID

1. Upon admission, all SEEK students must meet the economic eligibility criteria as established by the Commissioner of Education. First semester SEEK students may be permitted to register prior to the verification of his/her economic eligibility if the student has complied with all requests to submit economic verification documents; if, upon receipt and analysis of economic verification documents the student is deemed not to be economically eligible to participate in the program, the student shall be so notified and removed from the SEEK Program rolls. The student is not allowed to receive SEEK funds during this provisional period. 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 financial assistance 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.

2. The Rules of the Regents require that in order to receive SEEK funds and other supportive services a SEEK student must file:

a. an application for a basic educational opportunity grant (Pell Grant) with the appropriate agency of the Federal Government for the academic year in which benefits are sought;

b. an application for TAP or STAP with the Higher Education Services Corporation.

Each college, through its College Financial Aid Office, shall be responsible for ensuring that all SEEK students file for these aids in accordance with the Rules of the Regents and the Guidelines established by the University and approved by the State Division of the Budget.

3. 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. However, if due to personal or family responsibilities a student has to register part-time for a particular term, that student must receive approval to do so from the Program Director. A student will be allowed to receive financial aid on a part-time basis if he meets the economic eligibility criteria for it. For purposes of STAP eligibility a full-time SEEK student is a student enrolled for at least twelve (12) credits or the equivalent in contact hours. For the purpose of TAP eligibility, a full-time SEEK student is a student enrolled for at least twelve (12) credits or combination of credits and equivalent contact hours of which three (3) must be credit bearing in the first semester of State supported TAP study, and six (6) hours must be credit bearing in the second and subsequent semesters of State supported TAP study.

4. Each student who registers as a full-time student 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 to his/her stipend level provided that:

a. such a drop is recommended by his/her counselor;

b. the recommendation is reviewed by the Financial Aid Office and approved by the SEEK Director;

c. proper authorization is kept on file; and

d. the number of credit/contact hours does not drop below nine (9) credit/contact hours.
Full-time students on academic probation will retain the full financial aid and academic supportive services of the Program. Students who are placed on “academic probation with a part-time course load” will retain the full academic supportive services of the Program. This student will be allowed to receive financial aid on a part-time basis if he meets the economic criteria for it. Furthermore, a graduating student, whose degree requirements would be met with less than the minimum course-load requirements may be permitted to register for only those courses that are required for graduation. That student will also retain the full academic supportive services of the Program.

SECTION XI

PERIOD OF STUDENT FUNDING ELIGIBILITY

1. Four-year baccalaureate program: A student is allowed ten (10) semesters or equivalent of opportunity program eligibility and two special summer sessions for completion of a four-year baccalaureate degree program.

2. Five-year baccalaureate program: A student is allowed twelve (12) semesters or equivalent of opportunity program eligibility in a registered five-year baccalaureate program.

3. When a SEEK student has utilized the State financial assistance program of STAP during his/her career, that student would be entitled to one or two additional semesters of SEEK financial aid support.

4. When a SEEK student has not been a STAP recipient but will be graduating upon completion of the 11th semester, that student would be eligible for an additional semester of SEEK financial aid support (the 11th semester).

5. Requests for exemptions for individuals who do not fall into categories 1, 2 or 3 may be submitted to the Vice Chancellor for Student Affairs and Special Programs.

SECTION XII

RETENTION STANDARDS

Students in the SEEK Program shall be subject to the effective University retention standards.

The standard probationary period for all SEEK Program students shall be a maximum of two (2) consecutive 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 a 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 Office of Special Programs for appropriate approval.

SECTION XIII

STUDENT ATTENDANCE

Attendance by SEEK students in remedial, developmental and compensatory courses is to be considered compulsory for those students assigned to or admitted into such courses. University Policy requires compulsory attendance of all students assigned to or admitted into remedial, developmental and compensatory courses.
SECTION XIV
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 tutoring, on an as-needed basis, in relation to all of the student's course work at the college whether lower division or upper division;
3. Access to financial support, including State special program 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.

SECTION XV
FINANCIAL AID ADMINISTRATION

The principle 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. The college Financial Aid Office shall be responsible for the processing, awarding and overseeing of all financial aid to SEEK students. The supervision of all financial aid to SEEK students shall be vested in the Financial Aid Office, in consultation with the SEEK Director or his/her designee.

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.

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 in consultation with the Financial Aid Director. For personnel purposes, all SEEK 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 Director of Aid, but shall be responsible to the SEEK Director. They shall work in such places as may be assigned by the Financial Aid Director; however, their primary duty shall be to service SEEK students.

To provide the necessary service to SEEK Program students, a SEEK Financial Aid Officer shall be designated as Coordinator of SEEK Financial Aid at each campus.

The SEEK Coordinator of Financial Aid shall function as liaison within the College Financial Aid Office, and 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.

The SEEK Coordinator of Financial Aid shall report to and be responsible to the SEEK Director. He/she shall be trained by the SEEK Central Office and the University Student Financial Aid Office on the financial aid process and sources of financial assistance.
The Director of Financial Aid shall prepare a written statement, setting forth his/her assessment of the work of the SEEK Coordinator and Financial Aid Officers. This assessment shall be sent to the SEEK Director. The SEEK Director shall incorporate the views of the Director of Financial Aid in his/her annual evaluation of the SEEK Coordinator and Financial Aid Officers.

All personnel action recommendations affecting the SEEK Financial Aid Officers will be initiated by the Director of the SEEK Program.

An evaluation of the Financial Aid Director, and his/her office from the perspective of the services provided to SEEK students shall be made annually by the SEEK Director, and filed with the Financial Aid Director and the President.

SECTION XVI

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 Final Report shall include such information and data as may be required.

The Office of Special Programs 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 Trustees.

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.

C. BYLAW AMENDMENT: ITEM WITHDRAWN

NO. 10. RESOLUTION OF APPRECIATION FOR PRESIDENT JOSHUA L. SMITH: WHEREAS, Joshua L. Smith has served with distinction as President of the Borough of Manhattan Community College since July 1, 1978, having served first as the College's Acting President from September 22, 1977 to the time of his formal appointment as President; and

WHEREAS, During his tenure, he has channeled his energies towards strengthening and expanding the academic programs and other educational opportunities offered by the College to its students; and

WHEREAS, Joshua L. Smith was instrumental in securing New York State and City support for the College's $128.3 million consolidated physical plant which opened in 1983, enhancing the quality of life at the College; and

WHEREAS, He has worked to foster a close relationship between the Borough of Manhattan Community College and its nearby communities, thus creating professional career opportunities for the students as well as advancing the economic development of the surrounding neighborhoods and of the City of New York; and

WHEREAS, Joshua L. Smith has brought national recognition to both the Borough of Manhattan Community College and to the University through his active membership in prestigious professional and educational associations such as the American Association of Community and Junior Colleges, of which he is currently Chairman of the Board of Directors; therefore be it

RESOLVED, That the Board of Trustees of The City University of New York extends its appreciation to Joshua L. Smith for his distinguished service to the University and wishes him continued success in his new position as Chancellor of the California community college system.
NO. 11. DESIGNATION OF COMMITTEES: (a) The Chairperson announced his designation of the following Trustee Members of the Presidential Search Committee for Borough of Manhattan Community College: Honorable Joaquin Rivera, Chairperson, Honorable Sylvia Bloom, Honorable William R. Howard, Honorable Margaret Titone.

(b) The Chairperson announced the appointment of a committee consisting of himself, Mrs. Everett and Mr. Rivera to work with the Chancellor to develop a protocol as to which administrative positions are to be filled through search committees.

NO. 12. AUDIO-VISUAL PRESENTATION: Dean Robert Hirschfield presented an audio-visual preview of programs to be presented by City University on Channel A.

NO. 13. EXPRESSION OF APPRECIATION TO STAFF: Mr. Cenci expressed appreciation to the University staff for its efforts and endeavors to provide information to the Board.

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

MARTIN J. WARMBRAND
Secretary of the Board
MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK

HELD

JUNE 24, 1985

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

The Chairperson called the executive session to order at 6:15 P.M.

There were present:

James P. Murphy, Chairperson
Edith B. Everett, Vice-Chairperson

Paul P. Baard
Blanche Bernstein
Sylvia Bloom
Louis C. Cenci
Armand D’Angelo
Judah Gribetz

Henry Wasser, ex officio

William R. Howard
Robert L. Polk
Joaquin Rivera
Margaret Titone
Brenda Farrow White

Melvin E. Lowe, ex officio

Martin J. Warmbrand, Secretary of the Board
David B. Rigney, General Counsel & Vice Chancellor for Legal Affairs

Chancellor Joseph S. Murphy
Deputy Chancellor Houston G. Elam

Etta G. Grass, Assistant Secretary of the Board

The absence of Dr. Jacobs was excused.
Upon motions duly made, seconded and carried, the following resolutions were adopted: (Calendar Nos. E1 through E4)

**NO. E1. QUEENS COLLEGE PRESIDENCY:** RESOLVED, That Dr. Shirley Strum Kenny be designated President of Queens College effective September 1, 1985, with a salary at the applicable senior college presidential level, subject to financial ability, and appointed Professor of English with tenure at Queens College, with a concurrent appointment to the doctoral faculty in English at the Graduate School and University Center.

EXPLANATION: Dr. Kenny was recommended by the Chancellor to the Board of Trustees for appointment as President of Queens College after the conclusion of an extensive national search. Concurrent with this designation, Dr. Kenny is appointed Professor of English with tenure at Queens College. In view of her distinguished scholarly record, she will also participate as a member of the doctoral faculty in English at the Graduate School and University Center.

**NO. E2. DESIGNATION OF ACTING PRESIDENT - BOROUGH OF MANHATTAN COMMUNITY COLLEGE:** RESOLVED, That Dr. Evangelos J. Gizis, Vice President for Administration and Deputy to the President, be appointed Acting President of Borough of Manhattan Community College effective August 1, 1985, with an annual salary at the applicable presidential level, subject to financial ability, and that during the period of his service Dr. Gizis be granted leave from his current position as Vice President and Deputy to the President.

EXPLANATION: Dr. Joshua L. Smith, the current President of Borough of Manhattan Community College, has been appointed Chancellor of the Community College system of the State of California. Dr. Evangelos J. Gizis, currently Vice President for Administration and Deputy to the President, has agreed to accept the position of Acting President of Borough of Manhattan Community College, effective August 1, 1985. Dr. Gizis has confirmed that he will not be a candidate for the position of President of the College. During the period of his service as Acting President, Dr. Gizis will be granted a leave from his position as Vice President and Deputy to the President.

**NO. E3. APPOINTMENT OF VICE CHANCELLOR FOR BUDGET AND FINANCE:** RESOLVED, That Joseph Vivona be appointed Vice Chancellor for Budget and Finance, effective immediately, at an annual salary rate of $68,246, subject to financial ability.

**NO. E4. APPOINTMENT OF VICE CHANCELLOR FOR UNIVERSITY RELATIONS:** RESOLVED, That Jay Hershenson be appointed Vice Chancellor for University Relations, effective immediately, at an annual salary rate of $68,246, subject to financial ability.

EXPLANATION: Mr. Hershenson will also continue to serve as Executive Assistant to the Chancellor.

The resolution was adopted by a vote of 12 in favor and 2 opposed.

Upon motions duly made, seconded and carried, the executive session was adjourned at 6:45 P.M.

MARTIN J. WARMBRAND
Secretary of the Board