The Chairperson called the meeting to order at 4:45 P.M.

There were present:

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

Blanche Bernstein
Sylvia Bloom
Marla Josefa Canino
Louis C. Cenci
Stanley Fink
Harold M. Jacobs
Calvin O. Pressley
Thomas Tam

Gregorio Mayers, ex officio
Shirley Ulman Wedeen, ex officio

Martin J. Warmbrand, Secretary of the Board
Michael D. Solomon, Acting General Counsel and Vice Chancellor for Legal Affairs
Etta G. Grass, Assistant Secretary of the Board

Chancellor Joseph S. Murphy
Deputy Chancellor Laurence F. Mucciolo
President Milton G. Bassin
President Raymond C. Bowen
President Roscoe C. Brown, Jr.
President Leon M. Goldstein
President Matthew Goldstein
President Bernard W. Harleston
President Robert L. Hess
President Edlson O. Jackson
President Augusta Souza Kappner
President Shirley Strum Kenny
President Paul LeClerc
Acting President Tilden J. LeMelle

President Leonard Lief
President Gerald W. Lynch
President Harold M. Proshansky
President Isaura S. Santiago
President Kurt R. Schmoller
President Joel Segall
President Edmond L. Volpe
Vice Chancellor Ira Bloom
Vice Chancellor Joyce Brown
Vice Chancellor Leo A. Corble
Vice Chancellor Jay Hershenson
Vice Chancellor Carolyn Reid-Wallace
Vice Chancellor Joseph F. Vivona

The absence of Ms. Carrlon, Mr. Del Gludice, Mr. Howard, and Mrs. White was excused.
A. DEATH OF FORMER BOARD MEMBER: The Chairperson reported with regret the death of the Honorable Francis Keppel, who became a Member of the Board of Higher Education on February 21, 1967 and served as its Vice-Chair from May 27, 1968 until his resignation on April 28, 1971. He had a distinguished career in education in the University and around the country, and his passing is reported with deep regret.

B. GOLD MEDAL AWARD ON POSTER: The Chairperson reported that the University's poster, "The Next Number 1." (based on the Standard and Poor's survey of 70,000 top business executives showing that more had earned their undergraduate degrees from City University than from any other institution except Yale) has been awarded a good medal in the annual competition sponsored by the Admissions Marketing Report. The Chairperson commended Vice-Chancellor Hershenson and his staff on this achievement.

C. FACULTY HONORS: The Chairperson reported the following honors accorded members of the University faculty:

(1) Mary Oestereicher, Associate Dean of Undergraduate Studies at Brooklyn College, was honored as an Outstanding Advocate for Freshmen at the National Conference on the Freshman Year Experience, held in Columbia, South Carolina, February 17-20, 1990, for the development of the Core Curriculum Peer Tutoring Project, the Prefreshman Summer Programs, the Immerses Interession Program, and the High School Special Enrichment Program, as well as her work on Freshmen Orientation.

The Chairperson stated that that was a well deserved honor, particularly in view of the editorial on Saturday in the New York Post with respect to the suggestion last week from the Business Council that as part of a $3.1 billion cut in expenditures by the State of New York, the City and State Universities ought to be merged, tuition ought to be increased by $200 in both systems, and the cost of remediation ought to be taken out of the Universities and made the local school boards' responsibility. According to the Business Council report, that would have the effect of having fewer people going on to college. It is fitting that Dean Oestereicher's award is for all of the good things the University has been endeavoring to do at the University under Vice-Chair Edith Everett and all of her colleagues on the Board working with the Chancellory for the last several years to make the remediation more effective and more cost effective.

(2) E. Jennifer Monaghan, associate professor in the Department of Educational Services at Brooklyn College, received the Constance Rourke Prize from the American Studies Association, for her article, "Literary Instruction and Gender in Colonial New England. The prize is awarded annually for the best article to appear in the American Quarterly, the journal of the Association.

(3) Eric R. Wolf, Distinguished Professor of Anthropology at Lehman College, is the co-recipient of the Kevin Lynch Award from the Massachusetts Institute of Technology for his book, Europe and the People Without History.

D. STUDENT HONORS: The Chairperson reported that fifty LaGuardia Community College students have been nominated to appear in the 1990 edition of Who's Who Among Students in American Junior Colleges, based on their academic achievement, community service, extracurricular activities, and future potential.

E. STUDENT LEGISLATIVE CONFERENCE: The Chairperson commended Gregorio Mayers, Student Trustee, on the legislative conference held last week in Albany by the University Student Senate and the Student Association of State University. It was highly successful and well attended.
F. GRANTS: The Chairperson presented for inclusion in the record the following report of grants received by units of the University:

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

(a) $1,288,521 from the National Institute on Deafness and Other Communications Disorders to Prof. Harry Levitt for Rehabilitation Strategies for Hearing Impaired Persons.

(b) $50,000 increase from the National Endowment for the Humanities to Prof. Thomas Karis for a Documentary History of Black Protest and Challenge in South Africa.

(2) Brooklyn College: Brooklyn College has received the following grants:

(a) $400,000 Challenge Grant from the National Endowment for the Humanities to the Ethyle R. Wolfe Institute for the Humanities. The grant, which requires a 3:1 match of funds, will make it possible to establish a $1.6 million endowment for the Institute, to provide support for two visiting distinguished professors each year as well as a group of resident fellows from the College's humanities faculty and an annual conference.

(b) $144,854 (Continuation Award) from the National Eye Institute/National Institutes of Health to Louise Hainline, Psychology Dept., for Oculomotor Developments in Human Infants.

(c) $50,000 from N.Y.S. Education Dept. to Karel Rose, School of Education, for the Brooklyn College Center for Educational Change.

(3) The City College: The City College has received the following grants:

(a) $170,000 from the Photonics Research Corporation to R. Alfano, Electrical Engineering Dept., for the Photonics Application Laboratory.

(b) $123,000 from the National Aeronautics & Space Administration to W. Pierson, Institute of Marine and Atmospheric Studies, for Studies of Radar Backscatter as a Function of Wave Properties and the Winds in Turbulent Marine Atmosphere.

(c) $105,000 from N.Y.S. Education Dept. to L. Beckum, Education Dept./Administration, for the Principals Center in N.Y.C. (Manhattan).

(d) $102,276 from the Dept. of Energy to M. Lax, Physics Dept., for Transfer in Small and/or Random Systems.

(e) $102,000 from N.Y.S. Education Dept. to L. Beckum, Education Dept./Administration for 89-90 Teacher Opportunity Corps.

(f) $80,000 from N.Y.S. Education Dept. to L. Beckum, Education Dept./Administration for Principals Center in N.Y.C. (Bronx).

(g) $75,000 from the National Science Foundation to R. Birke, Chemistry Dept., for Enhanced Photochemistry at Sers Active Electrodes.

(h) $75,000 from the Office of Naval Research to R. Alfano, Physics Dept., for Identifying Diseased Tissues Using Laser Spectroscopy.
(i) $59,667 from the Teacher Education Research Center to J. Neujahr, Elementary Education Dept., for Starnet.

(4) The College of Staten Island has received a grant of $157,953 from the Air Force Office of Scientific Research to Yigal Ehrlich for Protein Phosphorylation in the Regulation of Neuronal Sensitivity.

(5) Hunter College: Hunter College has received the following grants:

(a) $524,049 from the National Institutes of Health to Dean Erwin Fleissner, William Cohen, Robert Dottin, David Foster, Ann Henderson, Peter Lipke, Rivka Rudner, and Thomas Schmidt-Glenewinkel, Biological Sciences Dept.; Michelle Broido, Max Diem, Richard Franck, Dixie Goss, Klaus Grohmann, David LaValle, Gary Quigley, William Sweeney, and Maria Tomasz, Chemistry Dept.; Steven Greenbaum, Physics and Astronomy Dept.; plus other faculty in the Social Sciences; for the Minority Biomedical Research Support Program.

(b) $249,491 from the National Science Foundation to John Niman, Division of Programs in Education, for a Technology Based Mathematics Program for Elementary School Teachers (Grades 4-6).

(c) $231,600 from the Edna McConnell Clark Foundation to Janet Poppendieck and David Tobis, Center for the Study of Family Policy, for Tri-State Network: Intensive Home-based Services Project.

(d) $142,536 from Public Health Service Division of Nursing to Catherine Wondolowski, School of Nursing, for Master's Level Gerontological Nurse Practitioner Program.

(e) $105,232 from the United Brotherhood of Carpenters & Joiners of America to Stephen Zoloth, School of Health Sciences, with David Michaels, Montefiore Hospital, for an Asbestos Abatement Program.

(f) $55,364 from the National Institutes of Health to Gordon Barr, Cheryl Harding, Victoria Luine, and Susan Manning, Psychology Dept., for the Minority Biomedical Research Support Program.

(6) John Jay College of Criminal Justice has received a grant of $149,680 from N.Y.S. Dept. of Education for the 1990-91 Vocational Education Program under the direction of Prof. Louis Quinta, Dept. of Counseling and Communications Skills.

(7) York College: York College has received the following grants:

(a) $162,741 from N.Y.C. Dept. of Employment to Vice-Pres. James C. Hall and Ronald C. Thomas, Adult & Continuing Education, for Work Experience Program for Youth.

(b) $152,689 from N.Y.S. Small Business Development Corp. to Vice-Pres. James C. Hall and James Heyliger, Adult & Continuing Education, for the Small Business Development Center.

(8) Borough of Manhattan Community College: Borough of Manhattan Community College has received the following grants:

(a) $72,353 from N.Y.C. Dept. of Correction to John Montanez for Inmate Educational Program/Rikers Island.

(b) $52,335 from U.S. Dept. of Health and Human Services/Administration on Aging to Dean Sandra Poster for Gerontological Training (in conjunction with Hunter College and New York City Technical College).

(c) $50,000 from N.Y.S. Education Dept. to Dean Acte Maldonado for Vocational Education Programs.
LaGuardia Community College: LaGuardia Community College has received the following grants:

(a) $300,000 from the U.S. Public Health Service to Naomi Greenberg for the Health Careers Opportunity Program.

(b) $50,000 from the Charles A. Dana Foundation to Dr. Janet Lieberman (and Dean Colton Johnson of Vassar) for the Exploring Transfer Program, designed to encourage two-year college graduates to complete a four-year degree.

At this point Mr. Fink joined the meeting.

G. REPORT BY CHAIRPERSON: The Chairperson stated that these are very difficult days for the University, and they are going to become more so in the weeks and months ahead because there seems to be a multi-year budget problem. The Business Council is just one kind of an indication of what people outside the University are saying and how they are expressing themselves on the various solutions to the State's fiscal problems, which are deep and pervasive. The City's problems are not any better. The next few months will be very difficult ones.

The Chairperson reported that the Search for a Chancellor is moving along very well. It is hoped to have a new Chancellor in place in the early Fall. The preliminary activities of the Search for a President of the Graduate Center will begin, and since that is such a unique presidency, the Chairperson stated his understanding that Chairperson Pressley and the Committee will be probing into the nature of that enterprise and how it relates to the other colleges in the system.

The University is in transition, and the Board is coming to grips with all the challenges. With the new Administration it will take time for the new Chancellor to settle in. The Trustees fully intend to be part of the process of helping the new Chancellor lead the University and taking whatever time it takes to do that. Although that will take place in the Fall, it will be part of a multi-year major challenge relating to fiscal matters affecting the University.

The Chairperson stated that a few years ago the State University senior colleges capped enrollments. Someone knowledgeable in this area indicated that this might be the first time in memory that the budget passed by the Legislature would be only marginally better, perhaps not even better than what has been recommended by the Governor.

It is important for the Board to build on the positive activities of the Leadership Conference and that all work together as a University family - students, Presidents, and the various staffs of the different colleges, the Chancellory, and the Board - and focus on cohesive programs and activities to preserve and strengthen the University in a time of great challenge.

State University has a new Board Chairman, who attended the morning session of the Leadership Conference last month. The Chairperson stated his intention to meet with Mr. Salerno to discuss mutual problems and mutual activities and to engage the respective Boards in that process. He hoped to do this in the coming weeks as part of the preparation for the Board's visit to Albany.

The University faced a major crisis in the mid 70s and could very well face a comparable crisis in the next few months. He indicated that he would not wish that to happen, but he stated that he would be irresponsible and unrealistic if he did not suggest that it could happen and that it will be important for all to try to make sure that it does not happen.

Upon motions duly made, seconded and carried, the following resolutions were adopted or action was taken as noted: (Calendar Nos. 1 through 7)
NO. 1. UNIVERSITY REPORT: The resolution was moved and seconded.

In reply to a question from Dr. Jacobs with respect to the leasing of anatomy laboratory space by the CUNY Medical School, Deputy Chancellor Mucciolo stated that the laboratories at the College to be used for this purpose are under renovation and this was the best arrangement that the College could make.

In reply to another question from Dr. Jacobs with respect to the salary of the Director of Special Collaborative Projects, Deputy Chancellor Mucciolo stated that the individual has been employed by the University for a number of years, and this position includes broader responsibilities than the individual had had previously, and the salary is one step above the current salary. The appointment is for the balance of this academic year, but a reappointment will be possible.

The following resolution was adopted:

RESOLVED, That the University Report for February 26, 1990 (including Addendum Items) be approved as revised as follows:

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

EXPLANATION: The University Report consists of the highlights of the personnel actions and other resolutions of a non-policy nature which require approval by the Board of Trustees.

NO. 2. CHANCELLOR'S REPORT:: The resolution was moved and seconded.

Dr. Jacobs raised the question of the University's liability with respect to the proposed affiliation agreements with hospitals. Acting Vice-Chancellor Solomon stated that the University has no liability for the acts of the University's students, but the acts of the faculty and staff members are indemnified.

In reply to a question from Dr. Bernstein, Deputy Chancellor Mucciolo stated that the proposed affiliation agreements involved associate degree programs at Queensborough and did not involve the Sophie Davis School of Biomedical Education at The City College.

The following resolution was adopted:

RESOLVED, That the Chancellor's Report for February 26, 1990 (including Addendum Items) be approved as revised as follows.

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

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

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

(a) Deputy Chancellor Mucciolo stated that the Members of the Board and the Presidents had received copies of the Chancellor's memorandum which summarized the results of the thirty-day amendment period. The Governor had agreed to restore the costs of the Worker Education Program at The City College as well as cuts in the Sophie Davis Biomedical Program. The total of $6.2 million in additions was offset by cuts elsewhere in the budget.

(b) The Division of the Budget has announced fiscal guidelines for the balance of the current fiscal year, the 1989-90 fiscal year of the State, which ends on March 31. This will mean a temporary delay in hiring and in purchasing and will impact on a number of other expenditures. The University has agreed to cooperate with these guidelines.
(c) With respect to the 1990-91 State budget, the University is continuing to monitor the State's fiscal year with some concern, given the credit watch recently imposed by Standard and Poor's and the general agreement of the Governor and the legislative leaders to reconsider and perhaps cut the Executive Budget further during these negotiations. In the meantime, we will continue to press for the University's needs. On March 13 the Board of Trustees will be visiting Albany, and that will be helpful in this overall effort.

(d) With respect to the City, the real action does not begin until the State budget is adopted. In the interim, however, meetings with the City Council leadership, with the Borough Presidents, and the staff of the Mayor's Office are continuing to keep them informed and to keep the University as visible as possible.

(e) The University has been working with the Mayor's Office and the Governor's Office to publicize the census and the need for a better count in New York. Several of the colleges have indicated their availability to provide census assistance sites during the spring prior to and during the count. Through the coordination of job referrals, an attempt is being made to have students work as census enumerators.

(f) The University is encouraging and coordinating applications, with the assistance of the Academic Affairs Office, for the vacant Schweitzer Chair, which was recently announced by the State Education Department.

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the Board meeting of January 29, 1990 be approved.

At this point Dr. Canino joined the meeting.

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

A. QUEENS COLLEGE – REHABILITATION OF "I" BUILDING BASEMENT, BUILDING AND GROUNDS DEPARTMENT:

RESOLVED, That the Board of Trustees of The City University of New York approve the contract documents as prepared by the firm of David Paul Helpern, P.C., Architects, and authorize the Office of Facilities Planning, Construction and Management to advertise, bid and award the contract to the lowest responsible bidder for furnishing all labor, materials and equipment required for the rehabilitation of "I" Building Basement, Building and Grounds Department at Queens College, Project No QC430-085, at an estimated cost of $1,933,000 chargeable to the State Capital Construction Fund.

EXPLANATION: The project consists of approximately 12,000 square feet for employees and support services of the Building and Grounds Department that will include a distribution center, offices, workshops, storage, lounge, locker rooms, toilets and upgrading of mechanical and electrical systems.

This project has been recommended and approved by the College.

The estimate of $1,933,000 includes construction contingencies and cost escalation to bid date.

On February 22, 1988, Cal. No. 4.J., the Board of Trustees adopted a resolution that approved the selection of the firm of David Paul Helpern, P.C., Architects, for this project.

B. QUEENS COLLEGE – KIELY HALL:

RESOLVED, That the Board of Trustees of The City University of New York approve the final contract documents for the Asbestos Abatement Project NO. CU017-087 as prepared by the Consulting firm of Testwell Craig Laboratories, Inc. and authorize the Office of Design, Construction and Management to advertise, bid and award a contract to the lowest responsible bidder at a total estimated cost of $110,000 chargeable to the State Capital Construction Fund.
EXPLANATION: The Mechanical Equipment Rooms in Kiely Hall are insulated with spray-on Asbestos material. In room 084 a pipe line ruptured and sprayed water on the ceiling (fire-proofing), and equipment (thermal insulation). The water damaged the Asbestos insulation on the ceiling and equipment beyond repair. This project provides for the removal of the Asbestos material and the replacement of the insulation with a non-hazardous material.

Project No. CU017-067 was a change order to Project No. CU974-085 which was approved by the Board of Trustees on January 25, 1988, Cal. No. 4(A).1.

C. QUEENS COLLEGE - I BUILDING COMPUTER CENTER AND BASEMENT RENOVATION:

RESOLVED, That the Board of Trustees of The City University of New York approve the final contract documents for the Asbestos Abatement Project No. QC426-085/430-085 as prepared by the Consulting firm of Testwell Craig Laboratories, Inc. and authorize the Office of Design, Construction and Management to advertise, bid and award a contract to the lowest responsible bidder at a total estimated cost of $300,000 chargeable to the State Capital Construction Fund.

EXPLANATION: The Asbestos Abatement project complies with the requirements of Local Law No. 76/85 for the following renovation projects:

1. QC426-085 Renovation of the Computer Center, addition of classrooms and provision for new computer terminals.
2. QC430-085 Renovation of the basement area to provide new utility rooms and storage area for the college.

Project No. QC426-085/430-085 was a change order to Project No. CU974-085 which was approved by the Board of Trustees on January 25, 1988, Cal. No. 4(A).1

In response to a question from Mr. Mayers as to whether this contract would cover all college areas affected by asbestos, Pres. Kenny stated that the contract would cover the areas that need to be handled immediately.

D. HUNTER COLLEGE - ELEVATOR MAINTENANCE SERVICE:

RESOLVED, That the Board of Trustees of The City University of New York approve the contract documents and specifications and authorize Hunter College to award a contract to the lowest responsible bidder to repair the elevators at Hunter College Main Campus, Brookdale Campus and other satellite campuses from July 1, 1990 through June 30, 1991 at an estimated cost of $700,000 chargeable to expense code 21770400-446052 or any other available funds, subject to financial ability, fiscal year 1990-91.

EXPLANATION: In order to secure proper full service maintenance on approximately 30 elevators it is necessary to provide the initial repairs required to have them meet the college's requirements to be fully operational at all times.

E. PERKINS LOANS, NATIONAL DEFENSE/DIRECT STUDENT LOANS, NURSING STUDENT LOANS AND INSTITUTION LOANS COLLECTION/LITIGATION SERVICES:

RESOLVED, That the Board authorize the General Counsel and the University Controller to approve the specifications for, and advertise for, receive and open requests for proposals and conduct interviews and investigations with respect to such proposals, and select the most responsible vendor for Perkins Loan, National Defense/Direct Student Loan, Institutional Student Loan and Nursing Student Loan Programs collection/litigation services on the accounts of the Colleges of The City University of New York. The University may separately award contracts to one or more collection/litigation agencies for the first placement collection/litigation services. The contract periods will be for one year with option to extend the contract for four additional periods of one year each.
EXPLANATION: The U.S. Department of Education and Health and Human Services regulations require that all colleges participating in these loan programs make a bona fide attempt to collect delinquent loans.

The payments to the vendors under these contracts will be based upon a percentage of the amounts recovered and are chargeable to the loan funds, and are at no cost to the University's tax-levy funds.

F. AUDIT OF UNIVERSITY'S 6/30/90 FINANCIAL STATEMENTS:

RESOLVED, That the Board of Trustees authorize the University Controller, upon proper advertisement and solicitation (through Requests for Proposal), to select a responsible public accounting firm to conduct, in accordance with Generally Accepted Accounting Principles (GAAP), an audit of the University's June 30, 1990 financial statements. The estimated cost of the engagement is $600,000. The Request for Proposal shall be approved as to form by the General Counsel. Funding for this contract should be made available in FAS code 24-2-97100-200.

EXPLANATION: Pursuant to Subsection 3 of Section 6233 of the New York State Education Law, "The trustees of the City University shall submit to the governor, the state comptroller, the legislature and the mayor of the city of New York, within ninety days after the close of each city university fiscal year, an annual financial statement... which has been audited by an independent certified public accountant and prepared in accordance with generally accepted accounting principles as prescribed by the state comptroller." The first of these audited statements is due September 30, 1990 for the fiscal year ended June 30, 1990.

In response to a question from Dr. Jacobs, Vice-Chancellor Vivona pointed out that the resolution authorizes the University to select an accounting firm but not to spend more than $600,000.

Dr. Jacobs stated that according to the minutes of the last meeting of the Committee on Fiscal Affairs, Facilities and Contract Review, Sr. Vice-Chancellor Farley had reported that the Dormitory Authority had approved the bond refinancing and that the action to sell the bonds would come up for consideration by the State Public Authority on February 13, and if that was approved, the sale would be scheduled. He asked whether that had come up. Deputy Chancellor Muccillo stated that the bonds had not been refinanced but that there were bonds sold last week for new projects. The refinancing has been delayed and is under consideration by the Legislature.

G. THIRD SUPPLEMENTAL AGREEMENT:

RESOLVED, That the proposed Third Supplemental Agreement dated as of November 29, 1989 to the Agreement of Lease dated as of July 15, 1986 among the Dormitory Authority of the State of New York, The City University Construction Fund, and The City University of New York, relating to Dormitory Authority of the State of New York City University Consolidated Revenue Obligations, providing for the leasing by the Fund from the Dormitory Authority of facilities for the use of The City University and the financing by the Dormitory Authority of such facilities by the issuance of bonds and notes pursuant to the Dormitory Authority of the State of New York City University Consolidated Revenue Obligation Resolutions be approved; and be it further

RESOLVED, That the Chairperson, Vice Chairperson or Secretary is hereby authorized and directed to execute this Supplemental Agreement on behalf of The City University and is authorized to cause the seal of The City University to be affixed thereto; and be it further

RESOLVED, That the Chairperson, Vice Chairperson or Secretary of the Board of Trustees is authorized to make such changes in the Supplemental Agreement as he or she shall deem appropriate or necessary in accordance with the advice of the General Counsel to the Board of Trustees, including the deletion or addition of facilities, and the signature of the Chairperson, Vice Chairperson or Secretary of the Board of Trustees shall be conclusive evidence of the approval by the Board of Trustees of such changes.
EXPLANATION: The purpose of the proposed Supplemental Agreement is to authorize the Dormitory Authority to provide financing for several facilities which have been authorized in the New York State Budget, including The College of Staten Island consolidated campus, the Shepard Hall renovation at City College, the North Hall renovation at Hunter College, the Utilities System and Building D. improvements at Queens College, the new gymnasium at Lehman College, Temporary facility renovation at Hostos Community College, and various rehabilitation and asbestos removal projects and ancillary costs to the construction programs. The Board previously approved such a Supplemental Agreement at its June 26, 1989 Meeting (Cal. No. 4.F.), but subsequently at its January 29, 1990 Meeting (Cal. No. 4.I.) the Board approved a series of resolutions combining the previously approved new money financing with a refunding of selected series of bonds under the three existing Dormitory-Authority/City University bond resolutions. The new money financing and the refinancing have now been uncoupled by the Dormitory Authority, and other responsible agencies of the State. The Board is, therefore, again being requested to approve the above Third Supplemental Agreement to provide the new money financing for the facilities and projects previously listed. As a result of a review over the past several days of the prior Board resolutions, the Board's General Counsel has opined that approval of this new resolution is appropriate, and confirms Board approval of the new money financing. The bonds for the new money financing have been priced and commitments made therefor and such bonds will be delivered by the Dormitory Authority in early March 1990. Further Board action will probably be necessary prior to any previously proposed refinancing taking place.

H. REPORT: Dr. Tam reported that Mr. Howard, the Chairperson of the Committee on Fiscal Affairs, Facilities and Contract Review has established a subcommittee on affirmative action, to be chaired by Trustee Michael Del Giudice, with the following members: Trustee Maria Canino, Trustee Thomas Tam, and Trustee Calvin Pressley, ex officio, with Vice-Chancellor Ira Bloom as chief of staff. The purpose of the subcommittee is to bring to the Board a University-wide policy for its approval of all affirmative action and minority set-asides on vendor contracts for the University.

Dr. Jacobs stated that there are no proper facilities for the student lounge in the new Medgar Evers Building. The space is cramped. The President of Medgar Evers College has met with Mr. Pressley on this matter. Dr. Jacobs urged that more space be allocated to the students. Pres. Jackson endorsed that recommendation and hoped the University could be more responsive to that request and that space could be found for the students to use for clubs and organizations. A review of the facility has been undertaken to see what would be required in order to make a recommendation to the proper Committee.

NO. 5. COMMITTEE ON FACULTY, STAFF, AND ADMINISTRATION: RESOLVED, That the following items be approved:

A. THE COLLEGE OF STATEN ISLAND - AMENDMENTS TO GOVERNANCE PLAN:

RESOLVED, That the proposed amendments to the Governance Plan of The College of Staten Island be approved:

EXPLANATION: The proposed amendments to The College of Staten Island Charter of Governance ("Governance Plan") have been approved in a referendum of the College's instructional staff and recommended by the College President. The College's Governance Plan was last amended in 1987. Some of the amendments are of a clarifying nature, i.e. updating titles, making changes in nomenclature, and making explicit incorporation of University policies.

Article I, Section 7(a), is amended to require the President to consult with the Council's Executive Committee prior to presidential selection of search committees for the Vice President of Academic Affairs and the Divisional Deans, and to provide consultation between the Provost and the Committee on the academic calendar.

The amendment to Article II, Section 1, requires convening of a meeting of the entire full-time faculty at least once each semester. The percentage of faculty necessary to convene any additional general faculty meetings is reduced from 20% to 10%. This amendment further provides that the faculty at such meetings will be responsible for the granting of degrees, and may make recommendations to the College Council concerning curriculum and degree requirements.
Article III, dealing with the College P&B Committee, is amended in Section 2 thereof to require that its three-person subcommittee on budget include one member from each Division of the College. Also proposed is a substantial revision in the composition of the College's Appeals Committee to reflect structural changes within the College (Article IV, Section 1). The faculty representatives, formerly representing departmental clusters, now would represent divisions (at least two faculty members from each division, at least one of whom shall be a full professor, with no more than one member from each department). Terms of office for faculty members, which are staggered, would be three years.

A new Article VII establishes as a permanent committee an Institutional Planning Committee, consisting of eight faculty, five to be elected by the faculty and three to be appointed by the President in consultation with the Executive Committee, and seven appointees of the President.

The final amendment, newly renumbered Article VIII, establishes a Governance Committee to review periodically the College Governance Plan. Its membership would consist of two members appointed by the President, four faculty elected by the College Council and a student elected by the Student Senate, subject to presidential approval.

The revised governance plan is at the end of the February 26, 1990 minutes.

B. RECORDS RETENTION AND DISPOSITION:

RESOLVED, That the General Counsel and Vice Chancellor for Legal Affairs, after consultation with the Office of University Management Consulting, shall prepare and distribute uniform Records Retention and Disposition Regulations, specifying minimum retention periods, which are to be followed by all of the colleges and units of the University.

EXPLANATION: Standards for the retention and disposition of records are the key element in any records management program. Records should be kept as long as the information they contain is needed for public business or significant research. Once they have outlived their usefulness, however, they become a needless storage problem. A program for the systematic retention of records and the periodic disposition of obsolete records assures that records are retained as long as they are actually needed for administrative, fiscal, legal, or research purposes and are promptly disposed of after they are no longer needed. The program will free storage space and equipment for new records as they are created, eliminate staff time required to service and sort through unneeded records to find information that is needed, and assist in the appraisal and preservation of archival records.

In response to a question from Mr. Cenci, the Board was told that some important records are placed on microfiche.

Mrs. Everett pointed out that there are a number of different computer systems on the various campuses and asked if there was a plan to attempt to unify the systems in the interests of future data collection. Vice-Chancellor Vivona stated that generally the colleges are in the same system. The Division of the Budget has provided a small amount of funds to begin standardizing institutional research based data. The Committee on Fiscal Affairs has been working on a general plan for the University in terms of mainframe equipment.

NO. 6. COMMITTEE ON PUBLIC AFFAIRS: RESOLVED, That the following items be approved and reports noted:

A. WOMEN'S HISTORY MONTH:

WHEREAS, March 8th is International Women's Day having its genesis in the history of the labor movement of women in the garment and textile industry of New York City; and

WHEREAS, The Congress, Governor Mario M. Cuomo, Mayor David N. Dinkins, The New York City Commission on the Status of Women and the presidents of the five boroughs have designated the month of March as Women's History Month; and
WHEREAS, The purpose of Women's History Month is to create a public awareness of the numerous contributions of women; and

WHEREAS, The second oldest college of The City University of New York, Hunter, was the first free normal school for women in the country; and

WHEREAS, There is a long and distinguished legacy of achievements by women students, faculty, administrators, and Trustees of The City University of New York;

THEREFORE BE IT RESOLVED, That the Board of Trustees of The City University of New York endorses the designation of the month of March as Women’s History Month and encourages The City University community to generate and participate in appropriate campus events and activities.

B. PRESIDENT BUSH'S FISCAL YEAR 1991 BUDGET PROPOSAL:

WHEREAS, President George Bush's budget proposal as submitted to Congress, while setting impressive educational goals, and specifically, including language to restore funding for the less-than-half-time Pell Grant students, does not provide adequate resources to achieve them, and

WHEREAS, The President's budget proposal would, for the second year in a row, provide for Pell Grant awards that do not keep pace with inflation, and

WHEREAS, The President's budget will force the reductions, this year, of Pell Grant Awards for 1.3 million students and the loss of awards altogether for an additional 14,000;

THEREFORE, BE IT RESOLVED, That the Board of Trustees of The City University of New York urges Congress to revise the budget by:

(1) Providing adequate funding for all programs designed to meet the educational challenges facing this nation and to provide for an increase in the maximum Pell Grant award to the authorized level of $3,100;

(2) Enacting supplemental legislation that would provide funding, in the current fiscal year, for the less-than-half-time students and restore cuts in the Fiscal Year 1990 budget brought about by the Gramm-Rudman-Hollings sequestration order.

In response to a question from Mr. Fink as to how the Congress would be made aware of the adoption of this resolution, Vice-Chancellor Hershenson stated that the Office of the Secretary of the Board would prepare a true copy of the resolution, which would then be circulated to the Members of Congress by the University’s Washington Office, which coordinates the type of effort indicated in the resolution.

Dr. Canino stated that she had just returned from a meeting of the Association of Community College Trustees. The Association is supporting, in addition to the aforementioned bill the Employee Educational Assistance renewal and the Vocational-Technical Education Act, all relevant to the community colleges. She asked that the staff and the Committee look into proposals supporting those bills. The Chairperson referred these matters to the Committee on Public Affairs for consideration.

C. REPORTS: Mrs. Bloom stated that the next Borough Hearing is scheduled for Thursday, March 8, from 5 to 7 P.M. in the College Hall of The College of Staten Island, and urged all the Trustees to attend.

Mrs. Bloom pointed out that there are now four women national heads of state: Aquino, Thatcher, Chamorro, and Bhutto.
Mrs. Bloom also reported that Vice-Chancellor Hershenson is attempting to arrange a meeting with the Governor during the Trustees' trip to Albany.

**NO. 7. HONORARY DEGREES:** (a) RESOLVED, That the following University honorary degree, approved by the University Faculty Committee on University Honorary Degrees convened for the purpose of reviewing this degree, and recommended by the Chancellor, be presented at The City College spring commencement exercises as specified:

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee Lorch</td>
<td>Doctor of Humane Letters</td>
</tr>
</tbody>
</table>

(b) RESOLVED, That the following honorary degrees, approved by the appropriate faculty body at John Jay College of Criminal Justice and recommended by the Chancellor, be presented at a special convocation on March 5, 1990 to celebrate the College's 25th Anniversary:

<table>
<thead>
<tr>
<th>RECIPIENT</th>
<th>DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herman Goldstein</td>
<td>Doctor of Laws</td>
</tr>
<tr>
<td>Donald H. Riddle</td>
<td>Doctor of Laws</td>
</tr>
<tr>
<td>Bishop L. Robinson</td>
<td>Doctor of Laws</td>
</tr>
<tr>
<td>Alexander B. Smith</td>
<td>Doctor of Laws</td>
</tr>
</tbody>
</table>

Upon motions duly made, seconded and carried, the Board went into executive session to consider a personnel matter. The public meeting was adjourned at 5:29 P.M.

SECRETARY MARTIN J. WARMBRAND
Minutes of Proceedings, February 26, 1990

GOVERNANCE PLAN
THE COLLEGE OF STATEN ISLAND

NOTE: All provisions of Article VIII (Organization and Duties of the Faculty), and Article IX (Organization and Duties of Faculty Departments) and Article XV (Students) of the Bylaws of the Board of Trustees of The City University are continued, except where explicitly changed by the provisions of this Plan.

PREAMBLE

The basic principle of this Plan is that The College of Staten Island, a unit of CUNY under the jurisdiction of the Board of Trustees, is an educational community wherein each member has a legitimate and meaningful role to play toward the achievement of the basic mission of the college.

The College of Staten Island is a public urban college, a unit of the largest urban university in the United States, The City University of New York. The college's mission, reflecting the University's, is to guide and assist its students in their intellectual, personal, and ethical development both for the enrichment of the individual life and for meaningful participation in society. It is also committed to the generation of knowledge and to providing public and cultural services to the City and State of New York.

The specific mission of the only public college on Staten Island is to fulfill the general mission of the University by making accessible to the residents of the Island and neighboring metropolitan areas an active, dedicated educational community committed to the generation and transmission of knowledge.

The educational responsibility of The College of Staten Island is to provide the challenge and the opportunity for intellectual and personal development to a heterogeneous student population, ranging widely in cultural background, aspirations, age, and academic skills. Its commitment to its students is to educate them by inculcating values of Intellectual Inquiry, of personal fulfillment, of responsible civic behavior, and by preparing them to enter their chosen careers.

ARTICLE I. THE COLLEGE COUNCIL

Section 1. Functions and Responsibilities

The College Council shall be responsible, subject to the policies and procedures of the Board of Trustees, the collective bargaining agreement, and legal statutes, for the formulation of policy relating to admission and retention of students, grading practices and standards, curriculum, degree requirements, academic freedom, cultural activities, and those aspects of campus life which relate to academic affairs and general educational matters.

Section 2. Composition

The College Council shall consist of:

a) The Chairpersons of the academic departments, one elected representative from each academic department, and faculty delegates-at-large equal in number to the number of academic departments and elected by the faculty as a whole, with the exception of those serving in a title on the University's executive staff and excluding those
faculty serving in visiting or substitute titles and those faculty on retirement leave. The faculty consists of all full-time members of the instructional staff in the titles of professor, associate professor, assistant professor, instructor and lecturer.

b) From the non-teaching instructional staff, two members from and elected by all those in the college laboratory technician series, one member from and elected by all those who function in the Business Manager's offices, one member from and elected by those who function in the Registrar's offices and Admissions, and four members from and elected by all others who function in the higher education officer series titles.

c) Seven student representatives elected by the student body, and the President of the Student Senate or designee;

d) The President, the Executive Vice President and Provost, the Vice President for Academic Affairs, the Dean of Science and Technology, the Dean of Humanities and Social Science, and five administrators serving in titles on the University's executive staff designated by the President.

e) Two representatives from the adjunct staff elected by the adjunct staff.

Section 3. Terms of Office

a) Elected representatives from the academic departments shall serve for three-year terms coincident with terms served by their chairpersons. Faculty delegates-at-large shall serve for three-year terms to be staggered in accordance with procedures to be developed by the organizational committee described in Section 10.

b) Non-teaching instructional staff representatives shall serve for three-year staggered terms in accordance with procedures developed by the organizational committee described in Section 10.

c) The term of office for administrative representatives designated by the President shall be one year.

d) Student representatives shall serve for one-year terms.

e) Adjunct staff representatives shall serve for one-year terms.

f) All terms shall be effective as of July 1 in the year of election or designation.

Section 4. Eligibility Requirements

a) All full-time members of the instructional staffs, except those faculty serving in visiting or substitute titles and those faculty on retirement leave, are eligible to serve as representatives of their respective constituencies.

b) All adjunct members of the instructional staff are eligible to serve as representatives of the adjunct staff provided they remain active members of the staff, and do not hold full-time titles at the college.

c) Student representatives shall be in good standing (i.e., a grade point index of 2.0 or better) at a time of their election and during their term of service.
Minutes of Proceedings, February 26, 1990

Section 5. Vacancies and Recall Proceedings

a) Vacancies created by leaves, retirements, resignations, terminations, or failure to maintain eligibility requirements shall be filled by special elections and/or designation, in accordance with the procedure used to fill the position formerly occupied by the Council member. The procedure for holding elections to fill vacancies and for insuring that such vacancies are filled in a timely fashion shall be determined by the organizational committee described in Section 10.

b) Council members may be recalled by a vote of two-thirds of the constituency they represent. A vacancy created by such recall shall be filled in accordance with the provisions of paragraph a) of this section.

Section 6. Election Procedures

a) Elections for positions representing academic departments shall be held simultaneously with the election for department chairperson. All members of the faculty, excluding those faculty serving in visiting or substitute titles and those faculty on retirement leave, shall be eligible to serve and to vote in the election.

b) Elections for faculty delegates-at-large and adjunct representatives shall be held in May of each year for the vacancies anticipated for the following year. All members of the faculty, excluding those faculty serving in visiting or substitute titles and those faculty on retirement leave, shall be eligible to serve and to vote in the election.

c) Election for the representatives of the non-teaching members of the instructional staff shall be held in May of each year for the vacancies anticipated for the following year. All members of the non-teaching Instructional staff serving in a title in a series or function delineated in Section 2 b) shall be eligible to serve and to vote in the election for the representative(s) of the relevant title or function.

d) Election for student representatives shall be held at the time of elections for student government each year. All duly enrolled students shall be eligible to vote in the election and to serve within the provisions of Section 2c).

e) A staff member who has received a notice of non-reappointment shall not be eligible to participate in the election procedure.

Section 7. Organization of the College Council

The following shall be standing committees of the College Council. All standing committees are responsible to the Council, and shall report to the Council periodically in accordance with their assigned responsibilities, or as called upon by the Council.

a) Executive Committee
The Council, at its first meeting of the academic year, and no later than September 30, shall elect for a term of one year a Chairperson, Vice-Chairperson, and Secretary. These three officers, together with two persons elected by the Council from among its membership, shall constitute the Executive Committee of the College Council. They shall be elected by a majority of those present and voting.
The duties of the Executive Committee shall be: 1) to carry on the business of the College Council between meetings of the Council, 2) to implement recommendations and policy statements of the College Council and to initiate proposals to the College Council, 3) to present a proposed agenda for College Council meetings, 4) to consult with the President prior to presidential selection of a search committee for Vice President for Academic Affairs and for selection of a search committee for a Divisional Dean, in the event of a vacancy in any of these positions. Such search committees shall submit to the President a list of three to five recommendations. In the event that the President rejects all of them, the search shall be reopened and follow similar procedures until a candidate is selected, and 5) to consult with the Provost prior to the formulation of the college academic calendar, and to inform the College Council about the structure of the academic calendar once it has been adopted.

The duties of the Chairperson shall be: 1) to preside over all College Council and Executive Committee meetings, 2) to articulate the position and activities of the Executive Committee to the College Council, and 3) to articulate the positions and policy statements of the College Council to any and all groups and bodies within and without the college.

The duties of the Vice-Chairperson shall be: 1) to preside over the College Council and Executive Committee in the absence of the chair, 2) to succeed to the chair in the event that the chair becomes vacant until such time as a special election becomes feasible, and 3) to insure that standing committees meet regularly and perform their duties.

The duties of the Secretary shall be: 1) to take minutes of College Council and Executive Committee meetings, 2) to send out Executive Committee correspondence as directed by the Executive Committee, and 3) to preside over the College Council in the absence of the chair and vice chair.

b) College Curriculum Committee
The Curriculum Committee shall recommend, evaluate, and review all departmental and inter-departmental undergraduate programs including majors, minors, pre-majors and concentrations and the courses within such programs. All departmental programs shall originate in the appropriate department.

The Curriculum Committee shall consist of the Vice President for Academic Affairs or designee who shall serve as chairperson (without vote), Divisional Deans (without vote), one member from each instructional department, one student member elected by the College Council and a non-voting member of the Office of Registrar designated by the head of that office.

c) Committee on Course and Standing
The Course and Standing Committee shall consider all matters affecting the admission of students to the College and their academic standing at the College.

It shall consist of the Vice President for Academic Affairs or a designee, who shall serve as Chairperson (ex-officio) without vote; the Registrar, who shall serve as Secretary (ex-officio) without vote, and one member from each instructional department.

d) Library Committee
The Library Committee shall act in an advisory capacity to the Chief Librarian.

The composition of the Committee shall be determined by the College Council.
e) Administrative Review and Evaluation Committee
The Administrative Review and Evaluation Committee shall conduct an ongoing evaluation of administrative posts and their incumbents, and report their findings and recommendations to the Executive Committee and the appropriate supervisors.

The composition shall be determined by the College Council.

f) Committee on Committees
The Committee on Committees shall serve as a nominating committee for membership on council committees.

The composition of the Committee shall be determined by the College Council.

In addition, the College Council shall create such other committees as it deems appropriate to carry out its duties and responsibilities. The Council shall at such times as it chooses review the composition of all committees defined in this article and make changes in such composition as it deems appropriate.

g) Graduate Studies Committee
The Graduate Studies Committee shall recommend, evaluate and review all graduate programs and courses. All departmental programs shall originate in the appropriate department.

It shall consist of the Vice President for Academic Affairs or designee who shall serve as chairperson (without vote), Divisional Deans (without vote), all graduate program coordinators or designees with no more than two coordinators from any one department, plus one student member elected by the College Council.

h) General Education Committee
The General Education Committee shall recommend, evaluate and review all college-wide curricula requirements including the courses which satisfy such requirements.

It shall consist of the Vice President for Academic Affairs or designee who shall serve as chairperson (without vote), Divisional Deans (without vote), seven full-time faculty members elected by faculty at large, with at least three from each Division and no more than one from any department, plus one student member elected by the College Council. Proceedings shall be open to all members of the faculty for voice without vote.

Section 8. Meetings
The College Council shall meet once each month during the academic year, or more often as its business requires. Meetings shall be open to all members of the college community, except where a majority of the council shall vote to go into executive session. Notice of meetings, agendas, and minutes shall be made available to all members of the college community.

A special meeting may be called either upon petition to the Executive Committee by at least 20% of the membership of the body, or by the President. A petition shall state the purpose of the meeting.

Section 9. Bylaws
The College Council shall devise and adopt its own Bylaws, consistent with the provisions of the Governance Plan, the Bylaws of the Board of Trustees, and the policies and procedures of the Board.

Section 10. Implementation Procedures
Upon approval of the Governance Plan by the Board of Trustees, the existing Executive Committee of the College Council shall serve as an organizational committee, and shall move with deliberate speed to assume responsibility for the development of procedures to implement the provisions of this document.
Section 11. Parliamentary Procedure

The operation of the Council shall be governed by ROBERT'S RULES OF ORDER, NEWLY REVISED, except where it conflicts with express provisions of this Plan.

Section 12. Quorum

A quorum shall consist of more than half of the voting membership. Seats for which vacancies exist shall not count for the purpose of computing a quorum.

ARTICLE II. GENERAL MEETINGS

Section 1. Faculty Meetings

At least once a semester, the Vice President for Academic Affairs shall convene a meeting of the entire full-time faculty, as defined in Article I Section 2 a). The President, Executive Vice President and Provost, and Divisional Deans shall also attend this General Faculty meeting, in addition, at appropriate times, at the request of the President or of 10 per cent of the full-time faculty, the Vice President for Academic Affairs shall convene a meeting of the entire full-time faculty.

The faculty at such meetings will be responsible for the granting of degrees. The faculty may also at such meetings make its own recommendations concerning curriculum and degree requirements and other college matters to the College Council and to the President.

Section 2. Instructional Staff Meetings

At appropriate times, at the request of the President or of 10 per cent of the full-time members of the Instructional staff, the Executive Vice President and Provost shall convene a meeting of the entire full-time Instructional staff. The Instructional staff may at such meetings make their own recommendations concerning college matters to the President.

ARTICLE III. THE COLLEGE PERSONNEL AND BUDGET COMMITTEE

Section 1. Composition

The College Personnel and Budget Committee shall consist of the elected chairpersons of the academic departments, the Chief Librarian, the Dean of Students and the chairperson of the Student Development Department as voting members. The non-voting members shall be the Executive Vice President and Provost, Vice President for Academic Affairs and other full academic Deans. The President or designee shall serve as chairperson of the Committee.

Section 2. Functions and Responsibilities

a) The Committee shall receive all departmental recommendations for appointment, reappointment, reappointment with tenure, and promotion for members of the instructional staff in the titles of professor, associate professor, assistant professor, Instructor, lecturer, and college laboratory technician series, and shall recommend action thereon to the President. It shall also hear appeals from negative departmental personnel decisions. The Committee may also recommend to the President special salary increments. The President shall consider these decisions in making recommendations on such matters to the Board.
b) The Committee shall annually elect a three-person subcommittee from among its membership including at least one from each Division, to participate in the formulation and allocation of the college budget and to make reports and recommendations to the College Personnel and Budget Committee. Within the period prescribed by the Chancellor, the President shall prepare the annual tentative instructional budget and submit it to the subcommittee for its recommendations; the subcommittee shall make its recommendations within the period prescribed, and the President shall submit to the Chancellor a tentative annual budget after receiving such recommendations.

Section 3. Procedures

a) The Committee shall keep minutes of its proceedings. The proceedings shall conform to ROBERT'S RULES OF ORDER, NEWLY REVISED. The actions of the committee shall be by secret ballot, and the results of the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be available only to the committee and individuals responsible for the review and recommendation of appointments, reappointments, promotions and tenure. It shall be the duty and responsibility of the President, or designee, to communicate to the candidate the action of the Committee, in accordance with the procedures of The Board of Trustees, but no reason shall be assigned for a negative recommendation. The affirmative recommendation shall be submitted to the President in accordance with procedures set forth in the Bylaws of The University.

b) Affirmative votes on appointments, reappointments, reappointments with tenure, certificates of continuous employments, and promotions.

In any vote involving a recommendation for appointment, reappointment, reappointment with tenure, a certificate of continuous employment, and promotion, a majority of the whole number of voting members must be present, and a majority of the whole number of voting members, in a secret ballot, must vote affirmatively to pass a positive recommendation.

ARTICLE IV. APPEALS COMMITTEE

Section 1. Composition

The Appeals Committee shall be composed of five tenured faculty members with the rank of either associate or full professor, an administrator designated by the President, and the Vice President for Academic Affairs serving as chairperson with full voting rights. Divisional Deans shall serve as members of the Committee without vote. No voting member of the College Personnel and Budget Committee shall be a voting member of the Appeals Committee. Faculty serving in visiting or substitute titles and faculty on retirement leave are not eligible to serve on or to vote for faculty members of the Appeals Committee.

The faculty representatives shall be nominated and elected by the entire faculty as defined in Article I, Section 2a). There shall be at least two faculty members from each Division, at least one of whom shall be a full professor, with no more than one faculty member from any department.

The term of office for the faculty members shall be three years to be staggered in accordance with an election plan developed by the Committee on Committees. Such plan shall include provision for filling permanent or temporary vacancies.

Section 2. Function

The Appeals Committee shall hear appeals from decisions of the College Personnel and Budget Committee rejecting positive departmental recommendations regarding reappointment, tenure and promotion. The Committee shall make its recommendations to the President.
Section 3. Procedures

a) The Committee shall keep minutes of its proceedings. The proceedings shall conform to ROBERT'S RULES OF ORDER, NEWLY REVISED. The actions of the committee shall be by secret ballot, and the results of the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be available only to the committees and individuals responsible for the review and recommendation of reappointments, promotions and tenure. It shall be the duty and responsibility of the President, or designate, to communicate to the candidate the action of the Committee, in accordance with the procedures of the Board of Trustees, but no reason shall be assigned for a negative recommendation. The affirmative recommendation shall be submitted to the President in accordance with procedures set forth in the Bylaws of The University.

b) Affirmative votes on reappointments, reappointments with tenure, certificates of continuous employment, and promotions.

In any vote involving a recommendation for reappointment, reappointment with tenure, a certificate of continuous employment, and promotion, a majority of the whole number of voting members must be present, and a majority of the whole number of voting members, in secret ballot, must vote affirmatively to pass a positive recommendation.

ARTICLE V. ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS

Section 1. Department Organization

a) Each department, subject to the provisions of the Board Bylaws and the College Governance Plan, shall have control of the educational policies of the department through the vote of all its faculty members. If the department so desires, it may, by a majority vote of the faculty, as defined in Article I, Section 2 a), of the department present and voting, a quorum being present, enfranchise persons in visiting and substitute professorial titles and other members who have been appointed on an annual salary basis to vote on departmental matters other than the election of the appointments committee and the election of the chairperson. A faculty member who is retiring shall retain his or her voting rights during his or her last year of service before the commencement of retirement leave. Each department shall cooperate with related departments and with college agencies in general in the development and achievement of college-wide objectives.

b) The executive officer of the department shall be the department chairperson, who shall be a professor, associate professor or assistant professor elected by secret ballot for a term of three years. In determining those eligible to vote in departmental elections, no administrator serving in a title on the university's executive staff shall participate in such proceedings, nor be counted among those eligible to vote during the period of service in such title. Proxy or mail voting shall not be permitted. The candidate for department chairperson must be tenured or have been approved by the Board for tenure at the time of election, except in departments less than seven years old. Such elections shall be subject to the subsequent approval of the President and the Board. The present system of staggered departmental elections shall be continued. Each department chairperson shall be elected during the first full week in May at the expiration of the current term of office at a meeting at which a majority of the whole number of members of the department eligible to vote pursuant to Sections 1 a) and b) of this article are present, and a majority of the whole number of members eligible to vote, vote affirmatively. Chairpersons shall take office as of July 1 of the year in which they are elected and at three-year intervals thereafter. Vacancies shall be filled by election for the unexpired term.

c) In any case where the President does not approve the election of a department chairperson, or at such other time as the interests of the college may require the removal of a chairperson and the appointment of a new one, the President shall confer with the department and thereafter shall report to the Board of Trustees any subsequent action by the department with respect thereto, together with his/her own recommendation for a chairperson. In those cases where the department disagrees with the President's recommendation, it may submit its own report to the Board.
d) The library shall constitute an academic department of the college. For purposes of divisional representation, the library will be a part of the Division of Science and Technology. The chairperson thereof shall be designated by the President. Such chairperson, in addition to the duties of department chairperson as enumerated in Section 3 of this article, shall be charged with the administration of the library facilities of the college and shall perform such other duties as the President may assign. Such chairperson is hereby authorized to use the additional title of Chief Librarian.

e) The student services area shall constitute an academic department of the college. For the purposes of divisional representation, the Department of Student Services will be part of the Division of Humanities and Social Sciences. The chairperson thereof shall be the Dean of Students, and shall be designated by the President. Such chairperson, in addition to the duties of department chairperson as enumerated in Section 3 of this article, shall be charged with the administration of the student services of the college and shall perform such other duties as the President may assign.

f) The Department of Student Development, which has been created pursuant to the "Guidelines for the Structure and Operation of the SEEK Program of The City University of New York," constitutes an administrative unit and academic department of the college responsible for the operation and conduct of particular components of the SEEK Program. For the purposes of divisional representation, the Department of Student Development will be part of the Division of Humanities and Social Sciences. The Director of the SEEK Program shall be appointed by the President of the college. He or she shall be the chairperson of the Department of Student Development and the chairperson of the Appointments Committee. In addition to the duties of department chairperson as enumerated in Section 3 of this article, he or she shall be responsible for administering the functions and services vested in the Department of Student Development under the Guidelines and under the college's Plan for monitoring all SEEK funding, the support programs provided by other departments, and for the advocacy and representation of SEEK students for admission to graduation.

g) There shall be in each department an Appointments Committee consisting of the department chairperson and of four other faculty members. Four of the faculty members of the committee must be either tenured or hold a certificate of continuous employment except if the department has fewer than four such members. Faculty serving in visiting or substitute titles and those faculty on retirement leave are not eligible to serve. The department chairperson shall be the chairperson of the Committee.

The four faculty members shall be elected by a majority vote of the faculty in the department. Election shall be held at the same time that the department chairperson is elected. A vacancy in the office of the chairperson prior to the expiration of the term of office when such vacancy necessitates an election for a new chairperson shall not affect the term of the committee.

In departments with fewer than four tenured faculty members, the President, after consultation with the departmental faculty, shall appoint an ad hoc committee to make recommendations on appointments with tenure in lieu of an Appointments Committee.

h) Each department may name such other committees as it chooses and shall have the fullest measure of autonomy consistent with the maintenance of general educational policy.

Section 2. Departmental Appointments Committee

The Appointments Committee shall be responsible for making recommendations for its faculty members and for titles in the College Laboratory Technician series concerning appointments, reappointments, tenure and budget. It shall also serve as a departmental Executive Committee. The department chairperson shall serve as chairperson of the departmental Appointments Committee.
The Committee shall keep minutes of its proceedings. The proceedings shall conform to ROBERT'S RULES OF ORDER, NEWLY REVISED. The actions of the Committee shall be by secret ballot and the results of the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be available only to the committees and individuals responsible for the review and recommendation of appointments, reappointments, promotions and tenure. It shall be the duty and responsibility of the chairperson to communicate to the candidate the action of the Committee in accordance with the procedures of the Board, but no reason shall be assigned for a negative recommendation. The affirmative recommendations of the Committee shall be submitted by the department chairperson to the President and College Personnel and Budget Committee in accordance with the procedures set forth in the Bylaws of the University.

Section 3. Duties of Department Chairperson

The department chairperson shall be the executive officer of the department and shall carry out the department's policies as well as those of the faculty and the Board of Trustees which are related to it. The chairperson shall provide leadership in the areas of teaching effectiveness, curriculum and program development, and in the fostering of collegial and professional relationships among the staff.

More specifically, the chairperson shall: 1) be responsible for departmental records, 2) assign courses to and arrange programs of instructional staff members of the department, 3) be responsible for the recruitment of faculty subject to the approval of the department Appointments Committee, 4) represent the department before the College Council, the College Personnel and Budget Committee, the faculty and the Board of Trustees, 5) preside at meetings of the department, 6) be responsible for the work of the department's Appointments Committee, 7) prepare the tentative departmental budget, subject to the approval by the department's Executive Committee, 8) transmit the tentative Departmental budget to the President with his/her own recommendation, 9) arrange for careful observation and guidance of the department's Instructional staff members, in accordance with the provisions of the collective bargaining agreement, 10) make a full report to the President and to the College Personnel and Budget Committee of the action taken by the department Appointments Committee when recommending an appointee for tenure on the following: a) teaching effectiveness. b) professional and creative work. c) service to the department, college, profession, and community, 11) hold evaluation conferences in accordance with the provisions of the collective bargaining agreement, and 12) generally supervise and administer the department.

Section 4. Appointments

a) Recommendations for appointment of faculty to a department shall be initiated by the department. The President may also initiate a recommendation for appointment in accordance with responsibilities as listed in section 11.4 of the Bylaws of The University. The President may recommend that such appointee be designated as department chairperson. Such recommendation by the President for appointment and designation as department chairperson may be made either at the time of election of department chairperson or at such other time as the educational interests of the college may require. Before recommending such appointment or designation, the President shall confer with the members of the department and with the College Personnel and Budget Committee.

b) All appointments and reappointments of faculty and reappointments with tenure to a department shall be recommended to the College Personnel and Budget Committee by the chairperson of the department after consultation with the President in accordance with the vote of the majority of the members of the department's Appointments Committee. A minority of any Appointments Committee shall have power to submit a minority recommendation to the College Personnel and Budget Committee.

c) All appointments and reappointments of faculty, individuals in titles in the College Laboratory Technician series and reappointments with tenure to a department, shall be recommended to the President by the College Personnel and Budget Committee in accordance with the vote of the majority of the members of the Committee. A minority of the Committee shall have power to submit a minority recommendation to the President.
Appeals from negative recommendations of the College Personnel and Budget Committee may be initiated pursuant to the provisions of Article IV.

Section 5. Promotions

Promotions to the rank of assistant professor, associate professor and full professor shall be recommended to the College Personnel and Budget Committee by the chairperson of the department only after an affirmative vote of a majority of all faculty members of the department, as defined in Article I, Section 2(a), holding rank higher than the rank of the candidate under consideration. Faculty serving in visiting or substitute titles and faculty on retirement leave are not eligible to serve on a promotions committee.

In departments containing fewer than three full professors, promotion to the rank of full professor shall be recommended by all full professors and associate professors in the department.

A minority of any departmental promotion committee shall have the power to submit a minority recommendation to the College Committee on Personnel and Budget. A candidate for promotion who fails to receive an affirmative recommendation from the departmental committee shall have the right to appeal to the College Personnel and Budget Committee.

Section 6. Voting Procedures

a) No administrator in a title on the University's executive staff shall be eligible to vote for, serve, or be counted in determining a quorum or toward any required majority involving any departmental committee, including the Appointments Committee, the office of the chairperson or departmental recommendation on promotion.

b) A vote of a simple majority, a quorum being present, is necessary to enfranchise visiting and substitute faculty to vote on departmental matters, pursuant to Article V, Section 1(a).

c) Election of Chairpersons and Department Appointments Committee: In an election for department chairperson and the members of the department Appointments Committee, majority of the whole number of members of the department eligible to vote pursuant to Section 1(a) and (b) of this article, must be present at the time of the vote, and majority of the whole number of members eligible to vote, must vote affirmatively.

d) Affirmative votes on appointments, reappointments, reappointments with tenure, and certificates of continuous employment:

In any vote involving a recommendation for appointment, reappointment, reappointment with tenure, and a certificate of continuous employment, a majority of the whole number of voting members must be present, and a majority of the whole number of voting members, in secret ballot, must vote affirmatively to pass a positive recommendation.

e) Affirmative votes on promotion: In a vote involving a departmental recommendation for promotion, a majority of faculty eligible to vote pursuant to Section 5 of this article must be present and voting; provided, however, that eligible faculty on fellowship leave or leave for special purpose who are not present at the time of the vote, shall not be counted to establish a quorum or the whole number of voting members. An affirmative recommendation shall be by a majority vote.

In a vote involving a promotion recommendation by the College Personnel and Budget Committee and the College Appeals Committee, a majority of the whole number of voting members must be present, and a majority of the whole number of voting members, in secret ballot, must vote affirmatively to pass a positive recommendation.

f) Meetings of the Entire Department and Department Committees: The conduct of the proceedings, including the determination of a quorum and of a majority affirmative vote, shall conform to ROBERT'S RULES OF ORDER, NEWLY REVISED.
g) Tie Votes: A tie vote in a case affecting an appointment, a reappointment or a promotion shall be considered as a failure of the motion to prevail. Tie votes or a failure to achieve a majority in the election of a department chairperson or for representation on Appointments Committees or on the College Council shall be resolved by action of the President.

Section 7. Procedures for Department Committees

Each department committee shall keep minutes of its proceedings. The proceedings shall conform to ROBERT'S RULES OF ORDER, NEWLY REVISED. It is the responsibility of the department chairperson, except as specified below, to circulate the minutes of each departmental committee to all members of the department.

ARTICLE VI - INSTITUTIONAL PLANNING COMMITTEE

The Institutional Planning Committee shall establish the future directions for the college and establish priorities in the achievement of the college's goals.

It shall consist of eight faculty, five of whom shall be elected by members of the full-time faculty, and three of whom shall be appointed by the President in consultation with the Executive Committee, and seven appointees of the President.

The Institutional Planning Committee shall report to the appropriate college bodies regularly at the request of the College Council Executive Committee.

ARTICLE VII. CONSTITUTION OF THE STUDENT GOVERNMENT

Section 1. Guiding Principle

The College of Staten Island of The City University of New York hereby establishes the Student Government of the College in accordance with Article XV of the Bylaws of the Board of Trustees, which enumerates the principles and procedures governing the rights, conduct, and organizations of students. As formulators of this constitution, we impose our intention upon all officers charged with its enforcement: that they shall govern impartially and grant funds and services equitably to all qualified students under the aegis of the College.

Section 2. Name

The responsibility for government shall be entrusted to one body, the Student Senate.

Section 3. Eligibility for Franchise and for Office

All students who pay their student activity fee shall be eligible to vote. All voters in good academic standing and with at least 2.0 grade-point average shall be eligible for nomination and for office. If at any time the grade-point average of a student elected to the Senate falls below 2.0, said student will be automatically dropped from the Senate.

Section 4. Student Senate

a) Membership

The Student Senate shall be composed of 20 representatives as follows:

1) One representative from each academic class (i.e., one freshman, one sophomore, one junior, one senior and one graduate student). Freshmen must have completed at least twelve credits to be eligible to run for office;
2) Five at-large students from the junior and senior classes of the college;

3) Ten at-large students from the freshman and sophomore classes of the college. The percentages of students enrolled in each of the four classes shall be verified every four years to ensure that the above representation is accurate. If the representation is not accurate, the Student Senate must present a system of adjusted representation at the next annual election for vote of the entire student body.

b) Elections

An annual election shall be held by the first week of May. A special election to fill vacancies shall be held by the last week in October. Subsequent vacancies shall be filled by a majority vote of the Senators currently serving on the Senate after a minimum of one week's appropriate public notice.

c) Terms of Office

Senators elected in the annual election shall hold office for the next academic year beginning with the first Senate meeting of the following September.

Senators elected by special election shall hold office for the remainder of the academic year. The term of office for all senators shall automatically expire upon graduation, withdrawal, or dismissal from the college. Any Senator absent from three consecutive regular or six total meetings of the Senate during the academic year shall be automatically removed from office.

d) Meetings

1) Regular Meetings. The Senate shall hold regular meetings during the first and second weeks of the fall semester and at least every second week thereafter, and during the first and second weeks of the spring semester and at least every second week thereafter, except upon waiver by two-thirds of the Senate.

2) Special Meetings. Special meetings may be called by the president of the Senate, or by a petition signed by one-third of the Senate, or by a petition signed by 5% of the student body. Special meetings are defined as one at which one item of business is discussed. Notification of such meetings must be made in writing to all Senators at least three days prior to such a meeting.

3) Annual Meeting. The annual meeting shall be held at the end of the spring term for the purpose of accepting annual reports. The President of the Senate shall be responsible for convening this meeting.

4) Quorum. One-half plus one of the total senators currently serving shall constitute a quorum.

5) Parliamentary Rules. Procedures shall accord with "ROBERT'S RULES OF ORDER" NEWLY REVISED, except when inconsistent with this Constitution, Article XV of the bylaws of the Board of Trustees and the laws of the City, State and Nation.

e) Duties and Responsibilities

The Student Senate shall:

1) Elect the President of the Senate and the chairpersons of its commissions;

2) Approve commission memberships;
3) Consider disciplinary action against any officer, Senator, commission member, or any other person responsible to and under the jurisdiction of the Senate, on receipt of formal written charges by the Senate. (The Senate must act on the charges within ten days of receipt. ROBERT'S RULES OF ORDER, NEWLY REVISED shall prevail at hearings or trials);

4) Advise and inform the student body, the faculty, and the administration on pertinent matters;

5) Investigate and act on any matter affecting the general welfare of the student body;

6) Direct the president of the Senate as to the implementation of any measure enacted by the Senate;

7) Refer any pertinent matter to a referendum of the student body;

8) Call meetings of the student body, pursuant to Section 4 of this Constitution;

9) Remove from office any Senator who has missed three consecutive regular or a total of six meetings during the academic year;

10) Determine the disposition of the Student Government portion of the student activity fee, such portion known as the Student Government activity fee, pursuant to Article XV of the Bylaws of the Board of Trustees which provides for a public hearing;

11) Charter or otherwise authorize teams (excluding intercollegiate), publications, organizations, associations, clubs or chapters, and refuse, suspend, or revoke any charter or authorization for cause after a hearing;

12) Delegate responsibility for the implementation of its regulatory functions hereunder to any officer or committee it may appoint;

13) Interpret this Constitution by majority vote of its total currently serving membership;

14) Elect, from its number, a deputy for the president, should the president be absent from a meeting.

Section 5. President of the Senate

a) Election and Term of Office
The Senate shall elect, from its number, a President who shall serve for one academic year. The election process for president shall begin at the first meeting of the Senate. A two-thirds vote of those Senators present shall be required for election. If difficulties arise in the election of a president, the chair will rotate on an alphabetical basis until a president is elected. Upon resignation, dismissal, or incapacitation of the president, a new election shall be held immediately, the new president serving until the end of the academic year.

b) Duties and Responsibilities
The President of the Senate shall:
1) Preside over meetings of the Senate;
2) Serve as chairperson of the Commission on Academic and Curricular Affairs;
3) Prepare the agenda for meetings of the Senate;
4) Implement measures enacted by the Senate and submit periodic progress reports;
5) Preside over meetings of the student body;
6) Represent the student body at official functions;
7) Represent the student body in the College Council either directly or through a designee.
Section 6. Commissioners

The Senate shall elect one of its number as chairperson of each of eight standing commissions charged with drafting legislation for consideration by the Senate and recommending methods of implementing such legislation. Each Commissioner shall appoint additional members, such appointments being subject to the approval of the Senate. The Commissions are as follows:

- Commission on Finances,
- Commission on Clubs and Organizations,
- Commission on Student Center,
- Commission on Student Services
- Commission on Publications,
- Commission on Academic and Curricular Affairs,
- Commission on Elections,
- Commission on Part-time Students.

a) Election and Term of Office

Only Senators shall be eligible to serve as Commissioners. The election process for Commissioners shall begin at the first meeting in September. Commissioners will be elected by majority vote of the Senators present and shall serve for a term of one academic year.

b) Duties and Responsibilities

The Commissioners shall:

1) Submit to the Senate a written description of the commission's organization, budget, and operating procedure, for approval, within two weeks of the election of the Commissioner;

2) Report periodically to the Senate on the operation of the commission;

3) Deposit, record, and maintain the commission's funds in conformity with the accounting procedure of The College of Staten Island Association, Inc.;

4) Recommend commission membership, which may comprise no more than two Senators, in addition to the Commissioner, to the Senate for approval;

5) Submit reports monthly on the finances and activities of the commission.

Section 7. Meetings of the Student Body

The Senate may call discretionary meetings of the student body to inform the students of actions taken by the Senate, to discuss other pertinent matters, and to solicit student opinion. Motions passed at such meetings shall be considered resolutions advising the Senate without binding effect.

Section 8. Representatives on Other Bodies

At the annual election to be held by the first week in May, student representatives shall be elected to serve on the following bodies:

a) College Council,

b) Faculty-Student Disciplinary Committee,

c) Auxiliary Services Corporation,

d) CSI Association.
ARTICLE VIII. GOVERNANCE REVIEW AND AMENDMENTS

Section 1. Governance Committee

The Governance Committee shall review the College Governance Plan periodically to recommend modifications. It shall consist of two presidential appointees, four faculty members elected by the College Council, and one student selected by the Student Senate and approved by the President.

Section 2. Amendments to Article I through VI

A proposal to alter any provision of Articles I through VI may be initiated by the President or by a two-thirds vote of the College Council. Such proposals shall then be submitted to a referendum of the Instructional staff. The proposed amendment is to be deemed adopted if approved by a majority of those voting (provided that at least 30% vote), by the President, and by the Board of Trustees.

Section 3. Amendments to Article VII

Amendments to Article VII (Constitution of the Student Government) may be proposed by: a) a majority of the Senators present at a meeting of the Senate, or b) a petition containing the signatures of 10% of the student body. An amendment shall be adopted when approved by majority vote of the student body in referendum, provided that at least 15% of the student body vote, by the President and by the Board of Trustees.

The Chairperson called the Executive Session to order at 5:41 P.M.

There were present:

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

   Blanche Bernstein
   Sylvia Bloom
   Maria Josefa Canino
   Louis C. Cencel
   Stanley Fink

   Martin J. Warmbrand, Secretary of the Board
   Michael D. Solomon, Acting General Counsel and Vice Chancellor for Legal Affairs
   Etta G. Grass, Assistant Secretary of the Board

   Gregorlo Mayers, ex officio
   Shirley Ullman Wedeen, ex officio

   Chancellor Joseph S. Murphy
   Deputy Chancellor Laurence F. Muccilo
   Vice Chancellor Ira Bloom
   Vice Chancellor Jay Hershenson
   Vice Chancellor Carolynn Reid-Wallace

The absence of Ms. Carrlon, Mr. Del Gludlce, and Mrs. White was excused.

E1. RESOLUTION REGARDING EXTENSION OF APPOINTMENT AS UNIVERSITY PROFESSOR: The amended resolution was moved and seconded and failed of adoption.

Upon motions duly made, seconded and carried, the Executive Session was adjourned at 6:25 P.M.

SECRETARY MARTIN J. WARMBRAND