Minutes of Proceedings, May 26, 1992

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

HELD

MAY 26, 1992

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

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

There were present:

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

Herman Badillo
Blanche Bernstein
Sylvia Bloom
Gladys Carrión
William R. Howard

Charles E. Inniss
Harold M. Jacobs
Susan Moore Mounier
Calvin O. Pressley
Thomas Tam

Robert A. Picken, ex officio

Secretary Genevieve Mullin
Robert E. Diaz, General Counsel and Vice Chancellor for Legal Affairs
Lillian W. Phillips, Executive Assistant

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Mucciono
President Raymond C. Bowen
President Roscoe C. Brown, Jr.
President Josephine Dunbar Davis
President Ricardo R. Fernandez
President Leon M. Goldstein
President Matthew Goldstein
President Bernard W. Harleston
President Frances Degen Horowitz
Acting President James N. Loughran
President Edison O. Jackson
President Augusta Souza Kappner
President Shirley Strum Kenny

President Paul LeClerc
President Gerald W. Lynch
President Charles E. Merideth
President Isaura S. Santiago
President Kurt R. Schmeller
President Edmond L. Volpe
Sr. Vice Chancellor Donal E. Farley
Vice Chancellor Joyce F. Brown
Acting Vice Chancellor Allan H. Clark
Vice Chancellor Jay Hershenson
Acting Vice Chancellor Marcia V. Kelz
Vice Chancellor Richard F. Rothbard
Dean Haywood Burns
Dean Stanford R. Roman, Jr.

The absence of Mr. Cenci, Mr. Del Guidice, Mr. Fink, and Mr. LaMarre, was excused.
A. WELCOME TO NEW TRUSTEE: Chairman Murphy, on behalf of the Board, said it was a privilege and a pleasure to welcome Trustee Charles E. Inniss and that the Board is looking forward to working with him.

B. TRUSTEE HONORS: Professor Robert A. Picken was re-elected as Chairman of the University Faculty Senate. Therefore, Dr. Picken will continue to serve on the Board of Trustees.

Ms. Gladys Carrion was honored by the Catholic Interracial Council of New York, whose current president is Gerald Lynch, at a recent annual affair. The Council is one of the oldest organizations in the country committed to interracial justice.

C. DEATH OF PRESIDENT HOROWITZ'S MOTHER: On behalf of the Board, Chairman Murphy offered condolences to President Frances Degen Horowitz on the death of her mother Mrs. Elaine Moinester Degen.

D. DEATH OF PROFESSOR THOMAS MCNULTY (QCC): Chairman Murphy noted the sudden passing of Professor Thomas McNulty who had served at Queensborough Community College for 25 years in the Department of Student Services and was also a PSC Chapter Chairperson. Chairman Murphy mentioned his personal dealings with Professor McNulty and mourned his passing as a great loss.

E. PRESIDENTIAL HONORS: (a) President Roscoe C. Brown Jr. (Bronx Community College) will receive an honorary degree from his alma mater Springfield College, Springfield Massachusetts.

(b) President Josephine Dunbar Davis (York College) has been appointed as a member of the American Council on Education's Commission on Minorities.

(c) President Leon Goldstein (Kingsborough Community College) received the Distinguished President Award from the Kingsborough Community College Women's Center at its first Awards for Excellence Ceremony.

(d) President Matthew Goldstein will be inaugurated at the June 3rd Commencement ceremonies for Baruch College.

(e) President Paul LeClerc (Hunter College) has been appointed to the Board of Directors of the Museo del Barrio. He is the first non-Latino to be appointed to the Board.

F. FACULTY HONORS: (1) Guggenheim Fellowships - Three members of the faculty have been awarded Guggenheim Fellowships:

a. Janet Dean Fodor, Distinguished Professor of Linguistics at the Graduate School.

b. Richard C. McCoy, Professor of English at Queens College and the Graduate School.

c. Israel Rosenfield, Professor of History at John Jay College of Criminal Justice.

(2) Fulbright Scholar Award – Nancy Woronov, Assistant Professor of English at Borough of Manhattan Community College has received a Fulbright Scholar Award to lecture in the Czech and Slovak Republic this year.

(3) Miscellaneous Faculty Honors:

a. Audrey Maurer, a teacher of Russian and French at Hunter College High School has been named a Teacher-Scholar by the National Endowment for Humanities and the Dewit Wallace-Reader's Digest Fund.

b. Bruce Saylor, Professor of Music at Queens College and the Graduate School, has been named composer-in-residence at the Lyric Opera of Chicago.

c. Merrick T. Rossell, Associate Professor at the CUNY Law School, has been appointed to the Governor's Task Force on Sexual Harassment and serves as co-chair of its Law and Regulation Committee.
G. STAFF HONORS: (a) Chancellor W. Ann Reynolds was presented with the Distinguished Educator Award by the Women's Center at Kingsborough Community College at its first Awards for Excellence Ceremony for '...individuals who have made a difference not only in their communities, but throughout the nation and the world.'

(b) Barbara Ginsberg, Director of the "My Turn Program" (Kingsborough Community College) has been honored for outstanding achievement in computer student and adult learner services by the American College Personnel Association.

(c) Herminio Martinez, Associate Provost (Baruch College) has been asked to serve on the Board of Directors of the National Council of La Raza (NCLR), one of the largest national Hispanic organizations which acts as the umbrella organization for more than 120 affiliated Hispanic community based organizations.

(d) Florence Howe, founder and Director of the Feminist Press at CUNY received a Women of Excellence Award from the CUNY Women's Coalition.

H. STUDENT HONORS: (a) Baruch College 1) Florence Eng, a Dean's list graduating senior, was honored with a Women of Excellence Award from the CUNY Women's Coalition.

2) The Baruch Student Chapter of the American Marketing Association won the Outstanding Chapter Award at the recent AMA Conference in New Orleans.

(b) Borough of Manhattan Community College – One hundred and eight (108) students at the Borough of Manhattan Community College were inducted into the Alpha Kappa Chapter of Phi Theta Kappa Honor Society, the national honor society for junior colleges, in a ceremony earlier this month.

(c) The City College – Lily Sa, who earned her Master's in Fine Arts at the age of 82, was among five winners who received this year's Women of Excellence Awards from the CUNY Women's Coalition.

(d) Hunter College – Two students will be participating in the 1992 Summer Olympics in Barcelona, Spain: Benito Telesca, representing Panama, will compete in the cross-country event. Ian Gray, representing Belize, Central America, will compete in the track and field event.

(e) Medgar Evers College – Seltha Brown, was the recipient of a Women of Excellence Award from the CUNY Women's Coalition.

(f) Queens College – Carmen de la Cruz and Juan Guillermo Garcia were among the 25 students chosen nationwide to receive Rockefeller Brothers Fellowships.

I. COLLEGE HONORS: (a) Kingsborough Community College, in conjunction with the New York State Education Department, is establishing a Small Business Development Center.

(b) John Jay College – Vice Chair Everett noted that she had recently attended an event in celebration of the 10th Anniversary of the Department of Conflict Management, chaired by Maria Volpe. This is the only such department in the University and is eminent within New York City and nationally.

J. GRANTS: The Chairman presented for inclusion in the record the following report of Grants $100,000 or above received by the University since the last Board meeting:

BARUCH COLLEGE:

a. $100,255  New York State to Professor H. Jack Shapiro, Center for Management, for "Child Support Enforcement Training and Video."

b. $154,507  U.S. Department of Education to Professor Herminio Martinez, Associate Provost, for "Educational Personnel Training Program: Project BETA."
THE CITY COLLEGE:


b. $225,000 NSF to G. Baumslag, Mathematics, for "Computational Group Therapy."

c. $150,000 US Nuclear Reg Comm to C. Miller, Civil Engineering, for "Hualien Soil Structure Interaction (SSI) Experiment."

d. $111,816 NIH to T. Myers, Physiology, for "Microcirculation in Diabetes Mellitus."

GRADUATE SCHOOL AND UNIVERSITY CENTER:

a. $100,840 ED to Professor Barbara Heller, for "The Impact of Structured and Non-Structured Work on College Student’s Attitudes, Values, and Performance."

b. $100,000 Mrs. Nancy M. Buckley for the establishment of The John H. E. Fried Memorial Fellowship in International Law and Human Rights.

HUNTER COLLEGE:

a. $1,562,603 Public Health Service/National Institutes of Health to President Paul LeClerc, and Erwin Fleissner, Dean of Sciences and Mathematics, for the continuation of institutional research grant, "Research Center in Minority Institutions: Center for Gene Structure and Function/AIDS Infrastructure Grant."

b. $128,500 American Planning Association to Eugenie Birch and Peter Salins, Department of Urban Affairs, for the continuation of publication grant, "Editorship of the Journal of the American Planning Association."

c. $100,000 Aaron Diamond Foundation to Frank Bonilla and Pedro Pedraza, Centro de Estudios Puertorriqueños, for new community service grant, "An Informal Minority Science Education Curriculum."

d. $494,670 National Science Foundation to Alan Lomax, Association for Cultural Equity, for new program development grant, "A Cross-Cultural, Multi-Media, Ethnographic Database."

e. $992,337 Robert Wood Johnson Foundation to Nicholas Freudenberg, Health Sciences, for new program development grant "Program to Reduce Substance Abuse among Jail Inmates."

f. $325,000 Aaron Diamond Foundation to Barbara Russo, School of Nursing, for new student recruitment grant, "Student Nurse Recruitment Project."

g. $129,193 PHS/NR/National Institute of Nursing to Catherine Wondolowski, School of Nursing, for the continuation of training grant, "Master's Level Gerontological Nurse Practitioners Program."

h. $622,000 DeWitt Wallace-Reader’s Digest Fund to Hugh Scott, Dolores Fernandez, and Sherryl Graves, Programs in Education, for new teacher education grant, "Pathways to Teaching Program."

i. $668,933 PHS/NH/National Institute of General Medical Sciences to Erwin Fleissner, Dean of Science and Mathematics, with faculty mentors: William Cohen, Robert Dottin, David Foster, Ann Henderson, Peter Lipke, Shirley Raps, Rivka Rudner, Thomas Schmidt-Glennon, Stuart Taylor, Max Diem, Richard Franck, David Mootoo, William Sweeney, Maria Tomasz, Steven Greenbaum, Gordon Barr, Cheryl Harding, Victoria Luine, and Susan Manning, for the continuation of biomedical research training grant, "Minority Biomedical Research Support Program."
Minutes of Proceedings, May 26, 1992

j. $131,495 PHS/NIH/National Institute of Child Health & Human Development to Victoria Luine, Psychology, for the continuation of research grant, "Serotonergic Systems and Hormone Dependent Sexual Behavior."

k. $593,409 New York State Department of Social Services to Rose Dobrof and Pasquale Gilberto, Brookdale Center on Aging, for renewal of training grant, "Training of Professionals Working in the Field of Gerontology."

l. $100,000 Aaron Diamond Foundation to Frank Bonilla, Pedro Pedraza, and Klaudia Rivera, Centro de Estudios Puertorriquenos, for new community outreach grant, "El Barrio Popular Education Program."

JOHN JAY COLLEGE:

a. $140,000 U.S. Department of Education to Roberta Blotner, CUNY Substance Abuse Center, for the continuation of program "Schools Involving Parents in Prevention."

HERBERT H. LEHMAN COLLEGE

a. $200,000 U.S. Department of Education to Anne L. Rothstein, Principle Investigator, for "Improvement and Reform of Schools and Teaching: Walton/Lehman Preteaching Academy to Prepare Teachers for Urban Settings."

NEW YORK CITY TECHNICAL COLLEGE

a. $128,558 United States Department of Health and Human Services to Professor Shirley Tyson, for "Gerontological Nursing Curriculum and Faculty Development."

QUEENS COLLEGE

a. $113,727 U.S. Department of Education to Dr. Stephen Parrish, Dean of Students Office, for grant, "Student Support Services Program."

b. $167,359 NIH/National Cancer Institute to Dr. Wilma Safran, Chemistry Department, for grant, "Psoralen Damage - Induced Repair and Recombination"

c. $230,822 NIH/National Heart, Lung and Blood Institute to Dr. Robert Bittman, Chemistry Department, for grant, "Structural Properties of Membranes."

d. $283,084 NIH/National Institute of General Medical Sciences to Dr. Corinne Michaels, Department of Biology, for grant, "The Regulation of Maltose Fermentation in Saccharomyces."

QUEENSBOROUGH COMMUNITY COLLEGE

a. $203,240 United States Department of Education to Merrill Parra, for "Project BRIDGE - Student Services Program."

J. ORAL REPORT OF THE CHANCELLOR: Chancellor Reynolds joined Chairman Murphy in welcoming Trustee Charles Inniss, noting his standing as a respected corporate and civic leader. Mr. Inniss is a Vice President at Brooklyn Union Gas and has had a long-term association with CUNY and with education.

The Chancellor reported that she and Chairman Murphy recently met with Governor Cuomo. The benefits of the Early Retirement Incentive Program were explained to the Governor, and data on the results of the 1990 Retirement Incentive were provided. Also provided were comparisons of funding for New York State and that of other States, to indicate how deep, drastic, and dreadful were the cuts to CUNY's budget over the last two years. The need for a major fresh infusion of dollars to provide for planning was stressed, citing CUNY's very strong enrollment, and the fine quality of the Board, the presidents, faculty and staff of the University. Also discussed were the College Preparatory Initiative, the role of CUNY in New York City, and four-year status for Medgar Evers College. A strong appeal was made for Capital Program needs, which have not received support over the last two years. Sr. Vice Chancellor Farley will meet with Mr. Ray Wolfe, Division of the Budget, and push for a $91 million program.
Chairman Murphy added that at the meeting with Governor Cuomo it was emphasized that the University was there not only to seek funding to remedy its fiscal condition, but to present its "agenda of hope." It was stressed that the University is a principle engine for vitalizing the City of New York through its job-training efforts -- preparing many people for a full variety of job needs in the City. The Governor was receptive and it is thought that specific programs could be fashioned which would help in funding the University in its move forward.

The Chancellor reported further that she, Deputy Chancellor Mucciolo, and Director of Security, Jose Elique, testified at a hearing held by Senator Kenneth LaValle, primarily on security, as well as on student issues and the CPI. An appeal was made on behalf of the University with regard to the pressing budget issues it is facing. Subsequent to the hearing, meetings on the budget, capital outlay programs, and early retirement were held with Speaker Saul Weprin, Lieutenant Governor Stan Lundine, and Budget Director Patrick Bulgaro.

Speaker Peter Vallone and Councilman Herbert E. Berman, Chair of the Education Committee, are optimistic that the early June target date for adoption of the City Budget will be met. The University is appealing, with support from the presidents, for an additional $12 million for the community colleges. Copies of this proposal have been sent to the Board. She noted that an appeal for the proposal was also made at the City Council Breakfast, which was well attended by Trustees, Presidents, and City Council members.

Chancellor Reynolds reported that last week she, Acting Vice Chancellor Clark, and representatives from Brooklyn, City, Hunter, Lehman, Medgar Evers, New York City Technical, and Bronx Community Colleges went to the National Science Foundation in Washington to present a proposal on "Alliance for Minority Participation," which would yield about $1 million a year in NSF funds to all of those campuses. She said that this very strong proposal was the result of a lot of work and the truly unified effort of several CUNY campuses, and pointed to the effort as a beginning of what the University could achieve collaboratively from Federal sources. She was optimistic about the proposal and promised to keep the Board informed.

In response to an inquiry from Rev. Pressley, Chancellor Reynolds advised that the New York City Technical College and John Jay College fiscal problem was not discussed with the Governor. However, this issue was at the top of the agenda in the meeting with Mr Bulgaro, because the recommendation of that fiscal trade-off emanated from the Office of the Budget. Also, in discussions with Speaker Saul Weprin this issue was identified as a top priority item for the 1993-94 budget. She said the problem must be resolved in order to relieve the University of the burden of having to focus on restoration issues each year, in addition to other major overall budget issues.

Chancellor Reynolds noted that the re-election of Professor Picken as Chairperson of the University Faculty Senate is a tribute to his leadership ability.

Dr. Jacobs stated that the Governor should be advised of the steps already taken by the University to cut costs. He stressed the need for still more cuts in certain areas to show that the University is conscientious in its efforts to ease its fiscal situation.

Upon motions duly made, seconded and carried, the following resolutions were adopted (Calendar Nos. 1 through 9)

NO. 1. UNIVERSITY REPORT: RESOLVED, That the University Report for May 26, 1992 (including Addendum Items) be approved as revised as follows:

(a) ADDENDUM: Revise the following:

1. MEDGAR EVANS COLLEGE

Pp 1-15 D1, D2, and D3: All resolutions are subject to the approval of Calendar item 9. A. MEDGAR EVANS COLLEGE - RESTRUCTURING OF THE ACADEMIC ADMINISTRATION.
D2.E. DEPARTMENT OF MATHEMATICS: The entry for Ying Wei Chow is withdrawn from the list of faculty in the Department of Mathematics and hereby included in the list of faculty in the Department of Physical Sciences and Computer Sciences (D2.F) under TENURED as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Present Rank</th>
<th>Former Division</th>
<th>Seniority Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ying Wei Chow</td>
<td>Professor</td>
<td>Nat. Sci. &amp; Math</td>
<td>9-1-77</td>
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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.

Dr. Picken expressed his reservation to the resolution restructuring the academic administration (Cal. No. D3 Addendum) at Medgar Evers College which was accompanied by the resolution amending the Medgar Evers College Governance Plan (Cal. No. 6.C and No. 9). He took issue with only one aspect of the restructuring—the establishment of new departments. He objected to the creation of 14 academic departments for 7 teaching divisions with a faculty of only 121 full-time people, and the concomitant increase from 9 divisional chairpersons, to 16 departmental chairs (14 academic and 2 non-teaching) plus 3 deans who would head the three schools. He entertained the possibility that the estimated cost of $80-100 thousand could amount to five times as much. Dr. Picken emphasized that the expansion of a department would send the wrong message, and be inconsistent in these present times of austerity with considerations of abolishing and consolidating small departments. In addition, he believed the restructuring would establish a complex, costly administrative structure for the administration of a modest-sized faculty.

Chairman Murphy noted that the resolutions had been reviewed at the campus level and discussed in the Committee on Academic Affairs as well as the Committee on Faculty and Staff Relations. It was agreed the adoption of this item would be contingent upon the Board's disposition of Cal. No. 9.

NO. 2. CHANCELLOR'S REPORT: RESOLVED, That the Chancellor's Report for May 26, 1992 (including Addendum Items) be approved as revised as follows:

(a) ERRATA: Add the following:

1. NEW YORK CITY TECHNICAL COLLEGE:

PART A: ACADEMIC MATTERS

P A001 SECTION 16.1: NEW YORK CITY TECHNICAL COLLEGE POLICY EXTENDING THE "F" GRADE RESOLUTION TO THE GRADE OF "D": The entry is withdrawn in its entirety.

2. CENTRAL OFFICE:

P B001 REAPPOINTMENT WITHOUT TENURE, CCE, OR 13.3.B. (ANNUAL): The entry for Georgette L. Harvin is withdrawn.

P B004 REAPPOINTMENT WITHOUT TENURE, CCE, OR 13.3.B. (ANNUAL): The department for the reappointment of Douglas J. Henderson is revised to read University Security Office.

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. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the regular Board meeting of April 27, 1992 be approved.
NO. 4. BOARD MEETING DATES FOR 1992 - 1993 ACADEMIC YEAR: RESOLVED, That the following schedule of meeting dates be approved for the academic year 1992-93, with the understanding that a meeting will also be held in December if the need arises:

- September 30, 1992 (Wednesday)
- October 26, 1992 (Monday)
- November 23, 1992 (Monday)
- December 21, 1992 (Monday)
- January 25, 1993 (Monday)
- February 22, 1993 (Monday)
- March 22, 1993 (Monday)
- April 26, 1993 (Monday)
- May 24, 1993 (Monday)
- June 28, 1993 (Monday)

Dr. Bernsteln abstained.

NO. 5. COMMITTEE ON FISCAL AFFAIRS, FACILITIES AND CONTRACT REVIEW: RESOLVED, That the following items be approved:

A. MEDGAR EVERS COLLEGE – REHABILITATION PROJECTS:

RESOLVED, That the Board of Trustees of The City University of New York approve a service contract with the firm of Walter P. Bishop for engineering services for the design and supervision of construction for various rehabilitation projects at Medgar Evers College, CUNY Project No. CU030-089 (ME007-089, ME008-089, ME009-089, ME010-089, ME011-089) at a fee not to exceed $41,600 chargeable to City Capital Budget HN-206 and CUNY Project No. CU030-089 (ME016-089) at a fee not to exceed $30,000 chargeable to City Capital Budget HN-K001.

EXPLANATION: In order to implement the University's Capital Construction Program at Medgar Evers College, the firm now proposed was selected in accordance with procedures established by The City University to provide design and supervision of construction services for the rehabilitation projects which have an aggregate budgeted cost of $524,000.

The Project consists of:

- ME007-089: Protective Window Screens - Install protective window screens on the Crown Street side of new building for security reasons at a budgeted cost of $36,000.
- ME008-089: Parking Lot Security - Upgrade lighting in parking lots of new and Carroll Street buildings and install additional closed circuit television system in Carroll Street building parking lots for security reasons at a budgeted cost of $48,000.
- ME009-089: Standby Power Supply - Install uninterruptable power system as a standby power supply during power failure to feed mainframe computer system in Carroll Street building, at a budgeted cost of $60,000.
- ME010-089: Building Security - Install intrusion alarm system, detection devices and access control system in the new Business Office and Bursar's Office at a budgeted cost of $18,000.
- ME011-089: Psychology Laboratory - Upgrade existing classroom space to create a new psychology laboratory required for expansion of the College's program in psychology at a budgeted cost of $142,000.
- ME016-089: Replace Gymnasium Ventilation with Air Conditioning - Replace existing ventilation system with a new air conditioning system in the existing gymnasium of the Carroll Street building to convert the room to a multi-functional space for athletic activities, conferences, performances, registration, commencements, etc., at a budgeted cost of $220,000.

B. BOROUGH OF MANHATTAN COMMUNITY COLLEGE, KINGSBOROUGH COMMUNITY COLLEGE AND QUEENSBOROUGH COMMUNITY COLLEGE – RENOVATION PROJECTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the contract documents as prepared by the firm of Stone & Webster Engineering Corporation and authorize the Office of Facilities Planning, Construction and Management, after public advertising and receipt of bids, to award contracts to the lowest responsible bidders for construction of various renovation projects at Borough of Manhattan Community College, Kingsborough Community College and Queensborough Community College chargeable to the City Capital Budget; and be it further
RESOLVED, That the Director of City Office of Management and Budget be requested to approve the funding necessary to award this contract.

EXPLANATION: The project consists of:

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

1. Improve HVAC for classrooms (MC001-088) ($256,000)
2. A/C system for six areas (MC002-088) ($224,000)
3. Dehumidification for swimming pool (MC004-088) ($102,000)
4. Noise proofing of lecture theater (MC008-088) ($74,000)
5. Redesign Emergency Lighting (MC016-088) ($138,000)

KINGSBOROUGH COMMUNITY COLLEGE

1. Replace HVAC system (KG003-088) ($179,524)

QUEENSBOROUGH COMMUNITY COLLEGE

1. Elevator Rehabilitation (QB009-088) ($88,000)

The estimate of $1,061,524 includes construction contingencies and cost escalation to bid date.

The Board of Trustees of The City University of New York approved a service contract with the firm of Stone & Webster Engineering Corporation, for the design and supervision of construction of this project on September 25, 1989, Case No. 4.A.(2)

C. HOSTOS COMMUNITY COLLEGE - UNIFORMED GUARD SERVICE:

RESOLVED: That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Hostos Community College to purchase uniformed guard service. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the College pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $1,640,000 for the annual period from July 1, 1992 to June 30, 1993, chargeable to FAS Code 2-348-01-419. The contract shall include up to four annual options for the College to renew in its best interest. The contract shall be subject to approval by the University Director of Security and as to form by the University Office of General Counsel.

EXPLANATION: The present contract expires June 30, 1992. Uniformed guard service is needed to safeguard the faculty, staff, students and property of the College. The cost estimate includes provision for the College providing six months of security service for two new facilities, the Savoy Manor and the East Academic Campus.

D. THE COLLEGE OF STATEN ISLAND - UNIFORMED GUARD SERVICE:

RESOLVED: that the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of The College of Staten Island for uniformed guard service. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the College pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $750,000 for the annual period from July 1, 1992 to June 30, 1993, chargeable to FAS Code 234801409. The contract shall include up to four annual options for the College to renew in its best interest. The contract shall be subject to approval by the University Director of Security, and as to form by the University Office of General Counsel.

EXPLANATION: This contract is required to provide uniformed guard service to safeguard the faculty, staff, students and property of the College.
E. UNIVERSITY-WIDE LONG DISTANCE TELEPHONE SERVICES:

RESOLVED, That the Board of Trustees of The City University of New York authorize the University to purchase long distance telephone services from U.S. Sprint for the annual period from July 1, 1992 to June 30, 1993, under existing City of New York Contract Number 9088888 pursuant to law and University Regulations. Such purchase shall not exceed a total estimated annual cost of $1,305 million chargeable to the appropriate college FAS Code.

EXPLANATION: CUNY colleges currently use $1,305,000 in long distance telephone services. Most CUNY colleges do not now have an optimized long distance telephone service arrangement. The rates and services under such an arrangement could represent a saving of 15% to 25% (approximately $150,000 to $250,000 per year) of the current long distance costs of the University and significantly improve the cost effectiveness of our telephone services.

As a result of their technical complexity, the competitive procurement of and contract administration for such services is difficult and costly at both the college and University level. The NYC Department of General Services has had such a contract in place since 1989 for City agencies, providing optimal rates and services, and has committed to an ongoing process of upgrade, maintenance and re-bid. This resolution permits the University to obtain the reduced rates currently available to the City without engaging in the costly procurement process on its own.

F. UNIVERSITY-WIDE SUNY/OCLC SHARED CATALOGING AND INTERLIBRARY LOAN SYSTEM:

RESOLVED, That the Board of Trustees of The City University of New York approve the renewal of the master agreement between the State University of New York and The City University of New York to continue all nineteen campus libraries and the Central Office as participants in the SUNY/OCLC shared cataloging and interlibrary loan system for the period July 1, 1992 through June 30, 1993 at an estimated cost for service maintenance and administrative fees not to exceed $650,000 chargeable to the appropriate budget codes, subject to financial availability.

EXPLANATION: The master agreement permits CUNY libraries to access the on-line computer library center (OCLC) database for cataloging, reference services and interlibrary loan, and for tape services in support of the Integrated Library System. The services are offered exclusively through an office of The State University of New York, a State agency. Previously, each campus entered this agreement separately by processing its own resolution and related paperwork. This resolution consolidates the process in anticipation of reducing subsequent annual costs of processing. In addition, the University-wide direction allows consideration of more economical telecommunications protocols in future years.

Mr. Howard reported that in response to the Committee’s continued concern about whether the Board would be put into the position of voting new tuition increases again in September he met with the Chairman and the Chancellor prior to their meeting with Governor Cuomo. The Chancellor indicated that she would have a number of proposals regarding savings within the University at the September meeting of the Committee on Fiscal Affairs. In response to Mr. Howard’s question of whether there was some sense of the Governor’s moving towards or away from another tuition increase, Chancellor Reynolds said that the Board’s dilemma with and struggle over tuition, as well as the Board’s abhorrence to tuition increases, had been accurately relayed. She indicated that the 1993-94 budget is not yet under consideration by the Legislature and that it would not be possible, at this point, to get a commitment from anyone in the Division of the Budget (DOB). The DOB has informed the University that 1% of the 1992-93 budget will be held back as a contingency for budget shortfalls. The University’s focus is on the 1992-93 budget — the early retirement bill, and marginal restorations. Chancellor Reynolds indicated that the Governor is very alert to the fiscal problems of CUNY, and very eager to see proposals making the University a part of the City’s recovery, as well as program designs to aide and abet the young people of New York.

Dr. Picken stated that the 1% budget hold back was causing extreme problems for the colleges in deciding the difference between retrenchment and non-retrenchment of staff. In response to Dr. Picken’s query, Vice Chancellor Rothbard advised the Board that every State agency was being subjected to the 1% hold back. The latest word on when it would be released, if at all, would be towards the end of the State’s fiscal year, March 31, 1993. There is also the likelihood of there being an increase in the percentage of funds held back.
NO. 6. COMMITTEE ON FACULTY, STAFF, AND ADMINISTRATION: RESOLVED, That the following items be approved:

A. DISTINGUISHED PROFESSORS: RESOLVED, That the following be designated Distinguished Professor in the department, and the college, and for the period indicated, with compensation of $20,000 per annum in addition to his regular academic salary, subject to financial ability:

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Graduate School &amp; University Center</td>
<td>Swinney, David</td>
<td>PH.D. Program in Linguistics</td>
<td>6/1/92 – 8/31/93</td>
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President Frances Degen Horowitz introduced Professor Swinney to the Board, and, noting his national and international reputation, indicated pleasure at his joining the CUNY faculty. Professor Swinney thanked the Board for the honor and the recognition.

B. GRADUATE SCHOOL AND UNIVERSITY CENTER - RENAMING THE INSTITUTE FOR HOLOCAUST STUDIES:

RESOLVED, That the Board of Trustees of The City University of New York approve the remaining of the Emeric and Ilana Csengeri Institute for Holocaust Studies at the Graduate School and University Center of The City University of New York, the Rosenthal Institute for Holocaust Studies at the Graduate School and University Center of The City University of New York.

EXPLANATION: The remaining of the Institute is occasioned by the cessation of funding by the previous benefactors (Emeric and Ilana Csengeri) and the new financial support provided by Jack Rosenthal. Mr. Rosenthal is the third benefactor this Institute has had since its founding in 1971.

Mr. Rosenthal's support will enable the Institute for Holocaust Studies to continue its activities of seminars and lectures, national and international conferences, videotaping survivors' testimonies, in-service courses on the Holocaust for primary and secondary school teachers, fellowship support for graduate students, and research and publications. In an era when the very existence of the Holocaust is being questioned, quality scholarship and teaching in this area assume special significance.

C. MEDGAR EVERS COLLEGE - AMENDMENTS TO GOVERNANCE PLAN:

RESOLVED, That the proposed amendments to the Governance Plan of Medgar Evers College be approved.

EXPLANATION: The proposed amendments to the Medgar Evers College Governance Plan have been approved by the College Council and ratified by a referendum vote of the college constituencies. The amendments are recommended by the college president.

The proposed amendments to the Governance Plan represent a comprehensive revision designed to bring the governance plan into conformance with the restructuring of the academic units of the college from seven teaching divisions to 14 teaching academic departments organized into three schools. The three schools will be the School of Business and Public Administration; School of Liberal Arts and Education; and School of Science, Health and Technology. Each school will be headed by a dean.

The number of faculty and student representatives on the College Council will be increased to provide representation from the departments rather than the divisions. There will be about 92 members on the College Council consisting of 51 faculty representatives, 22 students, the president, all deans (7), five other administrative employees, three civil service employees, two members of the community council, and the president of the alumni association.

The number of college standing committees is reduced from 14 to 12. Eliminated are the college development, scholarship and financial aid, research, and publications committees. Added are committees on governance and ratification. All committees will have student and faculty representation.
Departmental Personnel and Budget (P&B) Committees, are established which parallel the old divisional committees. Provision is made for two students being on each departmental P&B committee, elected by and from students majoring in each department, which is a continuation of the past practice at the college of having two students on each divisional P&B committee.

The College-Wide Faculty P&B Committee will consist of the 16 department chairpersons (including the Dean of Students and Chief Librarian), four at-large faculty representatives, three students and the Provost.

The following five personnel committees are eliminated: Assistant Professor Promotion Committee; Associate Professor Promotion Committee; Professor Promotion Committee; Tenure Committee; and Waiver Committee. The functions of these committees, which were somewhat duplicative, will be assumed by the departmental and college-wide P&B committees.

NOTE: The revised governance plan is at the end of the May 26, 1992 minutes.

This point Calendar No. 6.A. was considered next.

ADDED ITEM

NO. 9. COMMITTEE ON ACADEMIC POLICY, PROGRAM, AND RESEARCH: RESOLVED, That the following item be approved.

A. MEDGAR EVERS COLLEGE - RESTRUCTURING OF THE ACADEMIC ADMINISTRATION:

RESOLVED, That the restructuring of the Medgar Evers College Academic Administration, as organized into the Departments listed below, be approved effective July 1, 1992.

EXPLANATION: The present academic structure of Medgar Evers College is organized into academic divisions. The proposed new academic structure will be organized into academic departments.

The teaching instructional departments of the college will be organized into three schools as follows:

I. SCHOOL OF LIBERAL ARTS AND EDUCATION:

1. Department of Social and Behavioral Sciences
2. Department of Interdisciplinary Studies
3. Department of Education
4. Department of Languages, Literature, Communication Skills, and Philosophy
5. Department of Mass Communications, Creative and Performing Arts, and Speech

II. SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION:

1. Department of Accounting, Finance, Economics, and Business Law
2. Department of Business and Public Administration
3. Department of Computer Applications and Office Technology

III. SCHOOL OF SCIENCE, HEALTH AND TECHNOLOGY:

1. Department of Biology
2. Department of Nursing
3. Department of Allied Health Professions and Physical Education
4. Department of Physical Science and Computer Science
5. Department of Mathematics

There will be three additional service departments:

1. Department of Special Programs
2. Department of Student Affairs and Services
3. Department of Library and Information Services
Since Medgar Evers College was established in 1971, its college academic structure has remained virtually the same despite changes in higher education, in general, and changes within the demographic profile of the College's clientele, as well as in the Brooklyn communities that the College serves. Medgar Evers College now proposes to restructure the organization of its academic administration and revise the College Governance Plan in order better to meet the challenges confronting urban public education today and to prepare its students for the demands of the 21st century.

The planned restructuring is intended to increase accountability and efficiency. It reduces the duplication of administrative effort by organizing faculty into smaller academic departments and thereby affords faculty greater autonomy over the academic program. This structuring will help the college to manage more effectively the way it provides education to its students. The primary goal of the restructuring is to enhance the academic program, thereby enhancing the teaching-learning process.

The attendant resolutions for approval of the academic departments and the transfer of faculty into new departments have been entered into the addendum to the May, 1992 University Report for Medgar Evers College.

The proposed restructuring provides a mechanism for determining seniority for tenured instructional-staff that is advantageous for all concerned.

All relevant constituency groups within the College—the faculty-at-large, faculty organizations, PSC-MEC Chapter, Student Government Association, Alumni, the Community Council, and the College Council—were consulted. Each group has approved the proposed changes.

Dr. Jacobs reported that the Medgar Evers proposal was considered by both the Committee on Faculty and Staff which considered the Amendments to the Governance Plan, Cal.No.6C, and the Committee on Academic Affairs which considered the Restructuring of the Academic Administration, Cal.No.9A, and was jointly recommended for approval by both Committee chairs. Dr. Jacobs noted that this item had been approved by the College Council, ratified by a referendum vote of the college constituencies, and recommended by President Jackson. The proposed amendments to the Governance Plan represent a comprehensive revision designed to bring the governance plan into conformity with the restructuring of the academic units of the college from 7 teaching divisions to 14 academic departments in three schools. Dr. Bernstein indicated that the proposal had received strong support in the Academic Affairs Committee.

President Jackson spoke in support of the proposal noting that it was the result of approximately two years of deliberation with faculty and other campus constituencies. He believed that the restructuring would give the college a new lease on life, in keeping with the his "Blueprint for Excellence," a document which he had developed as a plan for Medgar Evers College. It would also allow the college to make good on the promise of admission to those who apply, revitalize and strengthen academic programs, provide more responsibility and accountability for faculty, and give the college an opportunity to develop a new academic enterprise to meet the demands of a highly competitive job market and the challenges of the 21st century. He said the educational philosophy driving the creation of this new structure was the understanding of the capacity of education to transform, and the awareness that students come to the college to have their lives transformed. In the past three year the student body has grown from 2,700 to 4,256 students, a 65% increase in enrollment. The faculty supported the new structure by a vote of 90 of out of 100. He stressed that, because of redirected resources, the estimated cost of $85,000 is small, a modest price to pay for improved academic standards, for academic excellence, for making good on the College's promise to students. He asked that the Board approve the resolution. In response a question from Vlce Chair Everett, President Jackson clarified that the $85,000 represented the net additional cost of the restructuring.

Dr. Picken reiterated his objection with respect to the establishment of new departments.

Chancellor Reynolds supported President Jackson's statement, stressing that the new governance plan is based upon an anticipation of further expansion to deal with continued growth in students and faculty. She also noted that the constraints of the old governance plan made it difficult for the college to function efficiently — to deal with the current enrollment increases and the programmatic demands of the students.
NO. 7. COMMITTEE ON PUBLIC AFFAIRS: RESOLVED, That the following report be noted:

A. REPORT: Mrs. Bloom presented the following reports:

Mrs. Bloom reported that the Robert J. Kibbee Award Committee met on May 17, 1992, and identified several finalists for consideration. The Committee will consult with the Chancellor and, thereafter, the Committee will meet to recommend the 1992 recipient.

Mrs. Bloom reported that the Committee on Public Affairs would continue to monitor campus events, to consider the Public Policy implications of State and City budget issues, and would report to the Board, as appropriate.

Mrs. Bloom reported that the May 21, 1992 Breakfast given for the City Council by the Board of Trustees was well attended. She added that the statements made by the Council leadership were encouraging and hopefully "redeemable" at the City's Budget Bank. She added that it was important for the University to keep the pressure on during the City budget discussions as suggested by Councilman Herbert Berman.

Mrs. Bloom announced that the Board of Trustees has confirmed eight Salk Scholarship recipients and seven alternates. On May 27, 1992 the Salk Scholarship winners would be honored at a Breakfast reception at the Graduate School. Mr. Earl Ubell, of WCBS T.V. Science Editor, and a City College graduate, class of 1948, will speak. Representatives of the Salk Scholars Society, which was established by Vice Chair Everett, will also attend. The Trustees were urged to attend.

Mrs. Bloom also announced that a reception to honor members of the University community who have worked to bring major institutional grants to their colleges will be held in the Atrium at John Jay College on May 29, 1992. Mr. Howard Clark, Chief Executive Officer of Shearson Lehman Brothers Inc., and Chair of CUNY's Business Advisory Council, will be the speaker.

Mrs. Bloom indicated that last week she had attended a very beautiful function honoring President Santiago Santiago, and congratulated President Santiago on behalf of the Board.

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

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<tr>
<th>COLLEGE</th>
<th>DEGREE</th>
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<tr>
<td>BARUCH COLLEGE</td>
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<tr>
<td>Sung San Park</td>
<td>Doctor of Commercial Science</td>
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<tr>
<td>HUNTER COLLEGE</td>
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<tr>
<td>Suzanne Keller</td>
<td>Doctor of Humane Letters</td>
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<tr>
<td>Helen Parthenay Langner</td>
<td>Doctor of Science</td>
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<tr>
<td>Anthony (Tito) Puente</td>
<td>Doctor of Music</td>
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<tr>
<td>Stephen Schwartz</td>
<td>Doctor of Humane Letters</td>
</tr>
<tr>
<td>Michi Weglyn</td>
<td>Doctor of Letters</td>
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(b) RESOLVED, That the following University honorary degree, approved by a University Faculty Committee on University Honorary Degrees convened for the purpose of reviewing this degree, and recommended by the Chancellor, be presented at the Borough of Manhattan Community College commencement exercises in June as specified:

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<th>DEGREE</th>
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<tr>
<td>Henry Louis Gates, Jr.</td>
<td>Doctor of Humane Letters</td>
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Upon motions duly made, seconded and carried, the Board went into executive session to consider a personnel matter. The public meeting was adjourned at 6 P.M.

SECRETARY GENEVIEVE MULLIN
MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK

HELD

MAY 26, 1992

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

The Chairperson called the Executive Session to order at 5:55 P.M.

There were present:

James P. Murphy, Chairperson
Edith B. Everett, Vice Chairperson
Herman Badillo
Blanche Bernstein
Sylvia Bloom
Gladys Carrion
William R. Howard

Robert A. Pickens, ex officio

Charles R. Inniss
Harold M. Jacobs
Susan Moore Mouner
Calvin O. Pressley
Thomas Tam

Secretary Genevieve Mullin
Robert E. Diaz, General Counsel and Vice Chancellor for Legal Affairs
Lillian W. Phillips, Executive Assistant

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Muccillo

The absence of Mr. Cencl, Mr. Del Guidice, Mr. Fink, and Mr. LaMarre, was excused.

Upon motions duly made, seconded and carried, the following resolution was adopted:

NO. E1. APPOINTMENT OF ACTING VICE CHANCELLOR FOR FACULTY AND STAFF RELATIONS: RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Judith R. Bronstein as Acting Vice Chancellor for Faculty and Staff Relations, effective June 1, 1992, at the established salary level for a Vice Chancellor, subject to financial ability.

EXPLANATION: Dean Bronstein currently serves as University Dean for Faculty and Staff Relations. For the past seven years she has served as University Dean and University Associate Dean in the Office of Faculty and Staff Relations. Dean Bronstein served previously at New York City Technical College in the Office of the President from 1979 to 1985 and in the Office of the Dean of Faculty from 1986 to 1978. University Dean Judith R. Bronstein holds two degrees from The City University of New York, including a Master’s Degree in Higher Education Administration from Baruch College.

Upon motions duly made, seconded and carried, the Executive Session was adjourned at 6:05 P.M.

SECRETARY GENEVIEVE MULLIN
GOVERNANCE PLAN OF MEDGAR EVERS COLLEGE
OF THE CITY UNIVERSITY OF NEW YORK

ARTICLE 1 - DEFINITIONS:

Section 1 Definitions: For the purpose of this Governance Plan, the following definitions shall apply:

a. "Administrative Title Series" refers to persons employed in administrative positions of the College under the following titles:
   
   Executive Titles
   HEO Title Series

   (1) "Executive Titles" refers to persons employed in the Executive Compensation Plan titles and REM titles including, but not limited to:

   President
   Dean
   Associate Dean
   Assistant Dean

   (2) "HEO Title Series" refers to persons employed in the College under the following titles:

   Higher Education Officer
     Higher Education Associate
     Higher Education Assistant
     Assistant to Higher Education Officer
     Higher Education Aide

b. "Alumni Association" refers to that body whose membership consists of graduates of Medgar Evers College.

c. "Civil Service Organization" refers to that body whose membership consists of the Civil Service Staff at Medgar Evers College.

d. "Civil Service Staff" refers to persons who are members who are employed at the College and are members of the classified Civil Service Staff.

e. "College Community" refers to the aggregate of the following constituencies: Administration Title Series, Alumni Association, Civil Service Staff, College Laboratory Technicians, Community Council, Faculty and Student Body.

f. "College Laboratory Technician Series" refers to persons employed in departments of the College under the following titles:

   Chief College Laboratory Technician
   Senior College Laboratory Technician
   College Laboratory Technician

g. "Community Council" refers to that body known as "The Community Council of Medgar Evers College" which has assumed an advisory function to the President of the College.

h. "Department" refers to the teaching and non-teaching instructional units of the College:

   (1) "Teaching Instructional Unit" refers to the following units:

   Department of Accounting, Finance, Economics & Business Law
   Department of Allied Health Professions & Physical Education
   Department of Biology
   Department of Business & Public Administration
   Department of Computer Applications & Office Technology
   Department of Education
   Department of Interdisciplinary Studies
   Department of Languages, Literature, Communication Skills & Philosophy
   Department of Mass Communications, Creative and Performing Arts & Speech
Department of Mathematics
Department of Nursing
Department of Physical Sciences, and Computer Science
Department of Social & Behavioral Sciences
Department of Special Programs

(2) "Non-Teaching Instructional Unit" refers to the following units:
Department of Library and Information and Services
Department of Student Affairs and Services

i. "Faculty" refers to persons employed in the Departments under the following titles:

Professor
Associate Professor
Assistant Professor
Instructor
Lecturer
Adjunct Teaching Titles

j. "Faculty Organization" refers to that body whose membership consists of faculty of Medgar Evers College.

k. "HEO Organization" refers to that body whose membership consists of persons employed at Medgar Evers College in HEO Series titles.

l. "School" refers to an amalgamation of instructional units. The certified Schools as of July 1, 1992 are:

School of Business & Public Administration
School of Liberal Arts & Education
School of Science, Health and Technology

m. "Student Government Association" refers to all degree or non-degree seeking students registered full-time or part-time at Medgar Evers College.

ARTICLE 2- POWERS AND FUNCTIONS OF THE COLLEGE COUNCIL

Section 1 Powers of the College Council: The Medgar Evers College Council is established as the legislative body of the College. It is responsible for policy formation on all matters not reserved now or hereafter by the New York State Education Law or the Bylaws of the Board of Trustees of The City University of New York. It shall be responsible for legislative and advisory functions related to the programs, standards, and goals of the College.

Section 2 Policy Functions of the College Council: The College Council shall administer policy functions concerning the following:

a. Academic affairs, including the development of curriculum, interdisciplinary programs and the awarding of credit.

b. Academic requirements and regulations governing academic standing.

c. Instruction and the evaluation of teaching.

d. Long-range planning to achieve the overall goals of the College.

e. Campus life and activities that promote the total educational program.

f. Practices and procedures for the safeguarding of the academic and other rights of all members of the Medgar Evers College Community.

g. Recommendations from the Standing Committees and other committees of the College Council.

h. Other policy matters which may come to the attention of, or be assigned to, the College Council.
Section 3 Legislative Functions of the College Council: The College Council shall have the following legislative functions:

a. To adopt by legislation the aforementioned policy functions.
b. To take such other legislative actions as the Council may deem necessary.

Section 4 Advisory Functions of the College Council: The College Council shall have the following advisory functions:

a. To propose amendments to, and revisions of, the Bylaws of the Board of Trustees, and to recommend action to other bodies with jurisdiction over The City University of New York.
b. To advise the President in the determination of budgetary priorities.
c. To advise the President and the Provost concerning policies and procedures pertaining to faculty personnel matters.

ARTICLE 3 - MEMBERSHIP OF THE COLLEGE COUNCIL

Section 1 Representation: The College Council shall consist of representatives of the Administrative Title Series, Alumni Association, Civil Service Staff, College Laboratory Technician Series, Community Council, Faculty and Student Body.

Section 2 Voting Members of the Administrative Title Series: The voting members of the Administrative Title Series shall be as follows:

a. All Deans
b. One (1) representative elected from and by the full-time Administrative Series Title Staff in the Office of the President and in the Office of the Provost (exclusive of the Civil Service Staff).
c. One (1) representative elected from and by the full-time Administrative Titles Series Staff in the Office of the Dean of Finance and Development.
d. One (1) representative elected from and by the full-time Administrative Titles Series Staff in administrative titles in Adult and Continuing Education.
e. One (1) representative elected from and by the full-time staff in Administrative Titles Series Staff in the Office of the Comptroller.
f. The President of the HEO Organization.

Section 3 Voting Member of the Alumni Association: The President of the Alumni Association shall be a voting member of the College Council.

Section 4 Voting Members of the Civil Service Staff: The voting members of the Civil Service Staff shall be three (3) representatives elected from and by the Civil Service Staff.

Section 5 Voting Members of the Community Council: The voting members of the Community Council shall be as follows:

a. The President of the Community Council or his/her designee.
b. One (1) representative elected from and by the non-college membership of the Community Council.

Section 6 Voting Members of the Faculty: The voting members of the faculty shall be:

a. The chairpersons of the departments listed in Article 1 Section 1.h (1) and (2) of the Governance Plan.
b. One (1) representative elected from and by the full-time faculty members of each department.
c. Faculty representatives "at large" from each school equal in number to the number of departments in that school, and three (3) faculty representatives "at large" from among the faculties of the Departments of Library and Information Services, Special Programs, and Student Affairs and Services, elected at a meeting of the faculties.
d. One (1) representative elected "at-large" by the adjunct faculty of the College. In the event that this position is not filled by October 1st, the full-time faculty shall elect the adjunct representative by December 1st at a stated meeting of the faculty.

e. The President of the Faculty Organization.

f. One representative elected by the Faculty Organization.

Section 6.1 Procedures for Faculty Who Resign: If a member of the faculty resigns during his/her term as a member of the College Council, the affected constituency shall, within two weeks, replace the resigning faculty member. The newly elected member shall serve the remainder of the term of office.

Section 6.2 Procedures for Faculty Who are Non-Reappointed: If a member of the faculty is non-reappointed, his/her status as a member of the College Council and the Council's committees shall cease. In such an event, the departmental Chairperson shall call for and conduct an election to replace the non-reappointed faculty member within two weeks of the date of notification of non-reappointment. The newly elected faculty member shall serve the remainder of the term of office.

Section 7 Voting Members of the Student Body: The voting members of the student body shall be:

a. One (1) representative elected from and by each instructional department.

b. One (1) representative elected from and by the students of Adult and Continuing Education.

c. The President of each class or an alternate.

d. The President of the Student Government Association or an alternate.

Section 8 Voting by The President of the College: The President of the College shall not vote except to break a tie.

Section 9 Term of Office of Members: The term of office of all elected members of the College Council shall be two years. No elected voting member shall serve more than two consecutive terms.

Section 10 Loss of Membership: An elected voting member of the College Council who has been absent for three consecutive meetings shall lose membership. Notification to that effect will be transmitted to the respective constituency for selection of a successor for the unexpired term. Voting members of the College Council who are serving by virtue of a position shall lose membership upon termination in the position. Voting members entitled to an alternate under this plan or the CUNY Bylaws may be represented by that alternate at the Council's meetings. The presence of the alternate shall constitute an excused absence for that member.

ARTICLE 4 - ELECTIONS

Section 1 Call for Elections to the College Council: The chairperson of the College Council or a designee shall call, in writing, for all elections to the College Council by April 15th of each year. Additionally, the Chairperson or designee shall inform all constituent bodies of their election responsibilities and certify the results of elections.

Section 2 Time for Elections: Elections of representatives to the College Council shall be held by the end of the first full week in May. Election of student representatives to the College Council shall be held by September 30th of each year.

Section 3 Method of Voting: Each constituency eligible to elect representatives to the College Council shall do so by secret ballot at a meeting called for that purpose.

Section 4 Election Results: Election results shall be submitted in writing to the chairperson of the College Council no later than five work days following the date of the election.

Section 5 Student Representatives: The Student Senate of the Student Government Association shall be responsible for conducting the election of student representatives, with the assistance of the Dean of Student Affairs and Services or a designee.

ARTICLE 5 - OFFICERS OF THE COLLEGE COUNCIL

Section 1 Chairperson: The President of the College shall be the chairperson of the College Council. The chairperson shall preside at all meetings of the College Council.
Section 2 Vice-Chairperson: The Vice-Chairperson of the College Council shall be elected from the voting membership of the College Council. The Vice-Chairperson shall serve as chairperson pro tem in the absence of the chairperson.

Section 3 Secretary: The Secretary of the College Council shall be elected from and by the voting membership of the College Council. The Secretary shall keep and disseminate a record of the proceedings of business conducted by the College Council.

Section 4 Parliamentarian: The Parliamentarian shall be appointed by the Chairperson with the approval of the Executive Board. The Parliamentarian shall be one versed in the rules and procedure of parliamentary law and the current edition of Robert's Rules of Order Newly Revised, and shall advise the Chairperson on question of procedure in transacting the business of the College Council. The Parliamentarian may vote only if he/she is a voting member of the College Council.

Section 5 Election of Officers and Term of Office: The election of officers for this Council shall be held in October of the year in which the elections for voting members are held. The term of office of officers of the College Council shall be two years. Officers will remain in office until their respective successors are duly elected.

ARTICLE 6 - THE EXECUTIVE BOARD OF THE COLLEGE COUNCIL

Section 1 Members: The Executive Board of the College Council shall have the following members:

a. The Chairperson of the College Council who shall serve as Chairperson of the Executive Board.

b. The Vice-Chairperson of the College Council who shall serve as Chairperson pro tem in the absence of the Chairperson.

c. The Secretary of the College Council who shall serve as the Secretary of the Executive Board.

d. The Parliamentarian of the College Council (Non-Voting)

e. Two representatives elected from among the faculty members of the College Council.

f. Two representatives elected from among the student members of the College Council.

g. One representative elected from among the administrative title series members of the College Council.

h. One representative elected from among the three Civil Service Staff members of the College Council.

i. One representative elected from among the Community Council members of the College Council.

Section 2 Executive Board Quorum: A quorum of the Executive Board shall be a simple majority of the voting members.

Section 3 Duties and Responsibilities: The Executive Board shall have the following duties and responsibilities:

a. To schedule and prepare the agenda of all College Council meetings.

b. To conduct business between regular meetings of the College Council.

c. To conduct emergency business between regular meetings of the College Council. The College Council reserves the right to review all actions taken by the Executive Board to determine whether or not they become permanent policy.

d. To publish and distribute meeting notices and agenda at least one calendar week preceding the scheduled meeting of the College Council. Such notices shall be posted in visible locations throughout the College, in addition to being distributed to all members of the College Council.

e. To maintain all records of the College Council, one copy of which shall be housed on reserve in the Library and available for examination.

f. To fulfill other responsibilities as assigned by the College Council.

Section 4 Notice of Meetings: The members of the Executive Board shall be given notice, orally and in writing, one calendar week in advance of the date and agenda of Executive Board Meetings.
Section 5 Term of Office of Elected Members of the Executive Board: The term of office of the elected members of the Executive Board shall be two years.

ARTICLE 7 - MEETING PROCEDURES

Section 1 College Council Quorum: A quorum for College Council meetings shall be 40% of the voting membership.

Section 2 Rules of Order: The business of the College Council and the Executive Board shall be conducted according to the current edition of *Robert's Rules of Order Newly Revised* unless, with a quorum present, two-thirds of the members present and voting deem otherwise.

Section 3 Seating Plan: There shall be a seating arrangement which separates voting members from non-members. A membership list shall be provided at each meeting of the College Council.

Section 4 Voting Procedure: Except for the vote on approval of the minutes, which shall be by show of hands, all voting shall be by secret ballot unless, with a quorum present and the majority voting in favor, the Council decides to use one of the following methods:

a. Voice vote (ayes and nays)
b. Show-of-hands or standing
c. Roll call
d. General consent

ARTICLE 8 - MEETINGS

Section 1 Number of Meetings and Methods of Calling Meetings: The College Council shall convene at least two (2) regular meetings each semester. Special or emergency meetings of the College Council may be convened by any of the following methods:

a. By call of the Chairperson of the College Council
b. By call of the Executive Board with at least half of the membership of the Executive Board voting in favor
c. By call of one-third of the members of the College Council

Section 2 Attendance at Meetings: Members of constituent bodies of the College Community may attend meetings of the College Council and, after gaining recognition by the Chairperson, speak on any issue before that body.

Section 3 Proposal of Agenda Items: Any member of the College Community may propose items to the Secretary for the College Council agenda. The agenda shall be prepared by the Executive Board and shall allow for items to be added from the floor.

Section 4 Moving Meetings to Executive Session: All meetings of the College Council shall be open; however, with a quorum present and two-thirds of the members present voting in favor, a meeting can be moved to executive session without any non-members present save invites.

ARTICLE 9 - COMMITTEES

Section 1 General Charge: The College Council shall, at its discretion, establish committees, determine how they are to be constituted and charge standing and special committees.

Section 2 Committee on Committees: The College Council shall meet during the second week in May to elect a Committee on Committees.

a. Functions: The Committee on Committees shall recommend a slate of standing and special committees and shall review periodically the work of all committees and submit its reports to the Executive Board for dissemination and inclusion in the agenda of the College Council. Additionally, it shall review the election results for all standing committees to ensure compliance with regard to the membership and election procedures for each committee. This review of committee membership shall be submitted to the Executive Board prior to the day of the June commencement of the College.

b. Membership: Membership on this Committee shall consist of Seven (7) members elected from among the College Council membership according to the following distribution: four (4) faculty, two (2) students, and one (1) member of the Administrative Title Series.
c. Election Procedures: Representatives of the constituent groups shall be elected by the members of the respective groups during the second week in May.

Section 3 Election of Committee Officers: Each committee shall elect a Chairperson and Secretary from among its members. The Committee shall submit reports to the College Council by the last meeting of each semester and at other times as necessary. The College Council Executive Board shall establish a calendar for committee reports.

Section 4 Standing Committees: Standing committees of the College Council shall be as follows:

a. Committee on Academic Standards and Regulations

(1) Functions: The Committee on Academic Standards and Regulations shall recommend policy governing academic regulations of the College, including probation status and graduate certification. It shall also be responsible for recommending policy on college-wide requirements for all academic programs offered in the College. It shall oversee and review the implementation of academic regulations, shall serve as an appeal body for students on academic matters, and shall submit recommendations to the College Council.

(2) Membership: Membership on this Committee shall consist of one (1) faculty member from each department, two (2) students, and the Provost. The Registrar, the Director of Admissions shall be non-voting members.

(3) Election Procedures: Faculty representatives to the Committee shall be elected from and by the full-time faculty in each department. The two (2) student representatives shall be recommended by the Executive Board of the Student Government Association and approved by the Student Government Association.

b. Committee on Affirmative Action:

(1) Functions: The Committee on Affirmative Action shall review policies of The City University of New York on affirmative action and recommend affirmative action policies to the College Council. This Committee shall also review the implementation of all affirmative action policies in the College, and make appropriate recommendations to the College Council.

(2) Membership: The membership of this Committee shall consist of one (1) faculty member from each school; one (1) faculty member from among the Departments of Library and Information Services, Special Programs, and Student Affairs and Services; two (2) members from the HEO Title Series; one (1) member from the Civil Service Staff; and (1) member of the Administrative Title Series in the Office of Personnel; two (2) students; one (1) alumnus; one (1) representative from the Community Council; and the Affirmative Action Officer.

(3) Election Procedures:

i) The faculty member from each school shall be drawn by lot by the President from a panel consisting of one (1) nominee from each department of the school.

ii) The faculty member from among the Departments of Library and Information Services, Special Programs, and Student Affairs & Services shall be drawn by lot by the President from a panel consisting of one (1) nominee from each of the departments.

iii) The two (2) members from among the HEO Title Series shall be drawn by lot by the President from a panel of five (5) nominees elected by the HEO Organization.

iv) The Civil Service member shall be drawn by lot by the President from a panel consisting of three (3) nominees elected by the Civil Service Staff.

v) The Administrative Title Series member from the Office of Personnel shall be drawn by lot by the President from among those members working in the Office of Personnel.

vi) The two (2) student members shall be drawn by lot by the President from among a panel of five (5) students elected by the students.

vii) The Alumni Association member shall be drawn by lot by the President from a panel consisting of three (3) nominees elected by the Alumni Association.

viii) The Community Council member shall be drawn by lot by the President from among a panel of three (3) nominees elected from the membership of the Community Council.

c. Committee on Commencement:

(1) Functions: The Committee on Commencement shall coordinate the arrangement for the annual commencement ceremonies and other special events associated with commencement.
(2) Membership: The membership of the Committee on Commencement shall consist of one (1) faculty member from each department, two (2) members from the Administrative Title Series, the Provost, the Dean of Student Affairs and Services, the Director of Institutional Advancement and Public Affairs, the Senior Class President, President of SGA, the Treasurer of SGA, three (3) senior class representatives, two (2) members of the Community Council, and one (1) member of the Alumni Association.

(3) Election Procedures: Each member is to be elected by the full-time members of the respective constituency.

d. Curriculum Committee:

(1) Functions: The Curriculum Committee shall recommend college-wide policy in matters pertaining to academic programs, including new curriculum, and changes in existing curricula. It shall also review the implementation of curricula.

(2) Membership: Membership on this Committee shall consist of the following: one (1) faculty member from each department; one (1) student from each department, two (2) of whom shall have voting privileges; the Provost; and one (1) representative from the Community Council. The Registrar shall be a non-voting member of the Curriculum Committee.

(3) Election Procedures: Faculty representatives to the Committee shall be elected by the full-time members of their respective departments. Student representatives shall be elected by the students in their respective departments. The voting student members shall be elected by the student representatives. The Community Council representative shall be elected by the membership of the Community Council.

e. Committee on Governance:

(1) Functions: The Committee on Governance shall review, on a continuing basis, the process of governance at the College. It shall recommend changes in the administrative and governance structure and practices, and amendments to the Governance Plan. The Committee shall consider recommendations from the administration, faculty, staff, and students for changes in this document. The Committee shall prepare and present to the College Council a bi-annual evaluation of the College Governance Plan.

(2) Membership: Membership of this Committee shall consist of the President of the Faculty Organization, the Chairperson of the Campus Chapter of the Professional Staff Congress/CUNY, five (5) faculty members, one (1) student member from each class, and two (2) members from the Administrative Title Series, and one (1) member from each of the following groups: the Student Government Association, the Alumni Association, the HEO Title Series, the Community Council, and the Civil Service Staff.

(3) Election Procedures: The faculty members shall be drawn by the President from a panel consisting of one (1) nominee from each department. The other members shall be elected by the members of their respective groups.

f. Library Resource Committee:

(1) Functions: The Library Resource Committee shall maintain active liaisons with the librarians assigned to college department, and shall recommend ways of expanding and improving the library collection and services.

(2) Membership: Membership of this Committee shall consist of one (1) faculty member from each department, and one (1) student from each instructional department.

(3) Election Procedures: Faculty representatives shall be elected by the full-time members of their respective departments. Student representatives shall be elected by the students from their respective departments.

g. Master Plan Committee:

(1) Functions: The Master Plan Committee shall review long-range plans emanating from the President's Office.
(2) Membership: Membership of this Committee shall consist of the following:

   i) The President
   ii) One (1) tenured or certificated faculty member from each department
   iii) All Deans or their designees
   iv) Class Presidents or designee
   v) SGA President or designee
   vi) One (1) representative from the Community Council
   vii) One (1) representative from the Alumni Association

(3) Election Procedures: Faculty representatives shall be elected by the full-time faculty in their respective departments. The Community Council Representative shall be elected from the Community Council membership. Student and alumni representatives shall be elected by their respective groups.

h. Committee on Recruitment, Admissions, and Retention

(1) Functions: The Committee on Recruitment, Admissions, and Retention shall review, propose, and recommend policies pertaining to student recruitment, admissions, and retention.

(2) Membership: Membership on this Committee shall consist of one (1) faculty member from each department; eight (8) students elected by the Student Government Association; one (1) member from the Administrative Title Series; the Assistant Dean for Recruitment and Enrollment Management Services; the Dean of Student Affairs and Services; the Chairperson of the Academic Standards and Regulations Committee; and one (1) representative from the Community Council.

(3) Election Procedures: Faculty representatives to the Committee shall be elected by the full-time faculty in their respective departments. Each student representative shall be elected by the Student Government Association. The representative from the Administrative Title Series shall be elected from among the full-time members of that group. The Community Council representative shall be elected from among the membership of the Community Council.

i. Committee on Teaching Evaluation and Development:

(1) Functions: The Committee on Teaching Evaluation and Development shall review and recommend policies consistent with appropriate Board Bylaws of The City University of New York and the applicable collective bargaining agreement. It shall continually assess the evaluation instruments and procedures with a view toward their improvement. The Committee shall seek input from faculty and students regarding areas of concern and problems that may be addressed.

(2) Membership: Membership of this Committee shall consist of one (1) faculty member from each department, one (1) student member from each department, the Deans of Schools, and one (1) member from the Office of the Provost.

(3) Election Procedures: Faculty members shall be elected by the full-time faculty of their respective departments. Student members shall be elected from and by the student members of their respective departments and the elections shall be supervised by the Student Government Association. The Provost shall select the representative from the Office of the Provost.

j. Committee on Student Life:

(1) Functions: The Committee on Student Life shall recommend policies regarding the improvement and expansion of student services. It shall survey the faculty and students, on at least an annual basis, to determine views on these aspects of student affairs.

(2) Membership: Membership on this Committee shall consist of one (1) faculty member from each department; one (1) student from each department; two (2) members from the Administrative Title Series; the Dean of Student Affairs and Services; the Athletic Director; the President of the Student Government Association; the Director of Student Life; and one (1) representative from the Community Council.

(3) Election Procedures: Faculty representatives to the Committee shall be elected by the full-time faculty of their respective departments. Student representatives shall be elected from and by the student members of their respective departments and the elections will be supervised by the Student Government Association. The representatives from the Administrative Title Series and the Community Council shall be elected by their constituent groups.
k. Administrative Advisory Committee:

(1) Functions: The Administrative Advisory Committee shall recommend policy on issues related to administrative support activities of the College (e.g. office services and equipment, security, and space allocation).

(2) Membership: Membership on this Committee shall consist of one (1) faculty member from each School; one (1) faculty member from among the Departments of Library and Information Services, Special Programs, and Student Affairs and Services; two (2) members of the Administrative Title Series; one (1) member of the Civil Service Staff; one (1) student; and the Dean of Finance and Development, ex officio.

(3) Election Procedures: Each faculty representative to this Committee shall be elected from and by the respective faculty at a meeting of the faculty. The Administrative Title Series representative shall be elected from among the Administrative Title Series Staff at a meeting of its members. The Civil Service Staff representative shall be elected from among the Civil Service Staff at a meeting of the Civil Service Staff. The student representative shall be selected by the Executive Board of the Student Government Association and approved by the Student Government Association.

l. Ratification Committee:

(1) Function: The Ratification Committee shall be responsible for conducting the vote to consider ratification of amendments to the Governance Plan in accordance with ARTICLE 13 - AMENDMENTS.

(2) Membership: Membership on this Committee shall consist of the Secretary of the College Council, and one (1) member from among the representatives of each of the following constituent groups: Faculty, Students, Administrative Title Series, Civil Service Staff, and Community Council Representative of the College Council.

(3) Election Procedures: The election of the members of this Committee shall be by the College Council members at the time they elect the Executive Board.

ARTICLE 10 - DEPARTMENT-SCHOOLS - ORGANIZATION AND AFFAIRS

Section 1 Autonomy of Departments: The decentralized units for academic administration are the departments. Each department, subject to the approval of the College Council and the provisions of the Bylaws of the Board of Trustees of The City University of New York, shall have substantial autonomy in directing its affairs, including control over educational policies. In elections for chairpersons, committee members and other elected officers, each full-time member of the faculty shall be allowed one vote. Except as specified in this document and by the Bylaws of the Board of Trustees, the organizing and functioning of a department shall be determined by its members.

Section 2 Rules of Order: The business of the departments shall be conducted according to the current edition of Robert's Rules of Order Newly Revised, except when a quorum of 50% plus 1, is present and a simple majority of the members present and voting deem it necessary to alter this requirement. Voting shall be conducted by secret ballot if requested by any member.

Section 3. Chairperson: The executive officer of each department shall be the department chairperson, who shall carry out the department's policies, as well as those of the faculty and the Board, as outlined in ARTICLE IX - ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS, Section 9.3, of the Bylaws of The Board of Trustees of The City University of New York.

Section 4 Election of Chairpersons: Each department, except the Departments of Library and Information Services, Special Programs and Student Affairs and Services, shall by secret ballot elect its own chairperson from among the tenured professorial ranks for a term of three years. Exception: Where there are fewer than three tenured professors, associate professors and assistant professors in a department, and where the department has been in existence for less than seven years, the President may, after consultation with the departmental faculty, recommend the appointment of a chairperson to the Board from among the members of the department who hold professorial rank. Where the department chairperson is recommended by the President pursuant to this sub-division, the chairperson need not be tenured. (Article IX, Section 9.1, Paragraph d. of the Bylaws of the Board of Trustees of The City University of New York.)

A Chairperson shall be declared elected when the election results show that a candidate has received the highest number of votes and that the number of votes received is at least 50%+1 of the departmental membership eligible to vote.

The Chief Librarian, the Director of Special Programs and the Dean of Student Affairs and Services shall serve, by Presidential appointment, as chairpersons of their respective departments.
Section 5 Supervision of Election of Chairpersons: These elections shall be supervised by the Provost and Dean of Academic Affairs and be subject to the approval of the President and the Board of Trustees. Elections shall be held during the first full week of May in the year in which the chairperson's term expires. The new chairperson shall take office as of July 1, of the year in which the election is held.

Section 6 Deputy Chairpersons: A deputy chairperson may be appointed annually by the chairperson. The deputy chairperson shall assist the chairperson in administering the department and shall serve on behalf of the chairperson in the absence of the chairperson.

Section 7 Acting Chairpersons: A deputy chairperson shall, in the absence of the chairperson serve as acting chairperson for a period not to exceed one month. If the chairperson of a department is absent for more than a month, or is absent beyond the end of a semester, the members of the department shall hold an election for an acting chairperson.

Section 8 Personnel and Budget Committee: In accordance with the Bylaws of the Board of Trustees of The City University of New York, each department shall establish a Personnel and Budget Committee to advise the chairperson on all questions related to the department's budget and personnel matters including appointments, reappoints, promotions, and tenure. Exception: In departments with fewer than four (4) 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 a committee on appointments or a committee on personnel and budget. (Article IX, Section 9.1, of the Bylaws of the Board of Trustees of The City University of New York).

Section 8.1 Voting Members: The Personnel and Budget Committee of each department shall consist of the following voting members:

a. The chairperson of the department, who shall serve as the chairperson of the Personnel and Budget Committee. The Chairperson’s membership on this Committee shall cease when he/she leaves office.

b. Full-time faculty representatives according to the following schedule:

1. In departments having fewer than sixteen (16) full-time faculty members, four (4) faculty representatives elected by the full-time faculty members of the department. For the first election one (1) representative shall be elected for a three-year term, one (1) for a two-year term, and two (2) for a one-year term. Subsequent elections shall be for a three-year term.

2. In departments having sixteen (16) to thirty (30) full-time faculty members, five (5) faculty representatives elected by the full-time faculty members of the department. For the first election one (1) representative shall be elected for a three-year term, two (2) for a two-year term, and two (2) for a one-year term. Subsequent elections shall be for a three-year term.

3. In departments having thirty-one (31) or more full-time faculty members, six (6) faculty representatives elected by the full-time faculty members of the department. For the first election two (2) representatives shall be elected for a three-year term.

4. In departments of fewer than four (4) full-time faculty, excluding the chairperson, all the full-time faculty shall constitute the department's P&B committee membership.

c. At least four (4) members of a Departmental Personnel and Budget Committee shall be tenured, except as stated in 7.1. b. 4, and have the rank of Assistant Professor or above. In departments with more than four (4) full time faculty, excluding the chairperson, but fewer than four (4) tenured full-time faculty, all tenured full-time faculty will be on the department's Personnel and Budget Committee. Any remaining position shall be filled by election from the rank of lecturer with the Certificate of Continuous Employment and non-tenured full-time faculty of the Department. Only full-time reappointed faculty shall be allowed to vote at these elections.

d. Student representatives to be elected as follows:

Two (2) students shall be elected in a general election conducted annually in May from among the students majoring in the department. The Student Government Association shall conduct the election of student representatives to the Personnel and Budget Committees of the Departments of Library and Information Services, Special Programs, and Student Affairs and Services.
Section 8.2 Time of Elections and Appropriate Representation: Elections shall be held annually during the first week in May. Each department shall develop a plan to ensure appropriate representation from all disciplines within the department.

Section 8.3 Replacements: If a faculty representative to the Personnel and Budget Committee resigns or is not reappointed, or if a student representative leaves the department for any reason, the departmental chairperson shall call a special meeting of all eligible voting members to elect a replacement. The Student Government Association shall conduct elections to replace student representatives to the Personnel and Budget Committees for the Departments of Library and Information Services, Special Programs and Student Affairs and Services.

Section 9 Alternates to College-wide Faculty Personnel and Budget Committee: Each department Personnel and Budget Committee shall elect from among its faculty membership an alternate to the College-wide Personnel and Budget Committee, who will exercise the voting rights of the chairperson when the chairperson is unable to attend the College-wide Faculty Personnel and Budget Committee meetings. Tenured faculty members shall be given preference as alternate to the College-wide Personnel and Budget Committee.

Section 10 Committee of Chairpersons: There shall be a committee of department chairpersons in each school to coordinate the work of the departments. The Dean of the School shall serve as Chairperson of the Committee of Chairpersons. The Committee of Chairpersons shall elect a sub-committee to advise the Provost on personnel matters related to Deans of Schools.

Section 11 Schools: The teaching instructional departments of the College shall be amalgamated into schools as follows:

a. School of Business and Public Administration:
   (1) Department of Accounting, Finance, Economics and Business Law
   (2) Department of Business and Public Administration
   (3) Department of Computer Applications and Office Technology

b. School of Liberal Arts and Education:
   (1) Department of Education
   (2) Department of Interdisciplinary Studies
   (3) Department of Languages, Literature, Communication Skills and Philosophy
   (4) Department of Mass Communications, Creative and Performing Arts and Speech
   (5) Department of Social and Behavioral Sciences

c. School of Science, Health and Technology:
   (1) Department of Allied Health Professions and Physical Education
   (2) Department of Biology
   (3) Department of Mathematics
   (4) Department of Nursing
   (5) Department of Physical Sciences and Computer Science

Section 11.1 Dean of School: The administration of a school shall be the responsibility of a dean with faculty rank in a department of that school, who will execute his/her responsibilities as Dean of the School under the general supervision of the Provost. Each Dean of School shall carry out the policy of the school as determined by its faculty. Each Dean of School will be responsible for developing and maintaining a School Management Information System that will provide the faculty with information concerning courses and curricula, degrees and programs, student records, budget and facilities, and other information as determined by the department chairs and the faculty, to assist them in the performance of their duties.

Each Dean of School shall, under the general supervision of the Provost:

a. Initiate and facilitate policy and action concerning the recruitment of faculty and school affairs subject to the powers delegated to the chair and staff of the departments in regard to educational policy, and to the appropriate departmental committees in personnel matters.

b. Guide departmental chairmen in the performance of their duties.

c. Provide careful observation of and guidance for the department chairs.

d. Perform curricula and program audits at regular intervals.
e. Initiate, facilitate and encourage the school's faculty to be innovative in exploring alternative teaching strategies.

f. Initiate, facilitate and encourage faculty development programs for his/her school.

g. Initiate, facilitate and inspire his/her faculty to write grant proposals.

h. Initiate, facilitate and guide school faculty in the area of student recruitment and overall guidance of students of the school.

i. Develop in consultation with department chairpersons and the Assistant Dean for Enrollment Management, student recruitment/marketing programs for his/her respective School as well as retention strategies.

j. Initiate, facilitate and perform research on student progress in programs within their respective schools. (Retention Studies).

k. In addition, each Dean of School shall be charged with such other duties as the Provost may assign, which do not infringe upon the powers delegated by this Governance Plan and the Bylaws of the Board of Trustees of The City University of New York to department chairs and faculty. Each Dean of School shall be evaluated at least once every two years by the faculty of each school. For purposes of this section, the term Dean shall apply to Dean, Associate Dean or Assistant Dean.

Section 11.2 Voting on College Council: The Deans of Schools shall be voting members of the College Council.

Section 11.3 Voting on Committees: The Deans of Schools shall be voting members of the Master Plan Committee and the Teaching Evaluation and Development Committee.

ARTICLE 11 - COLLEGE-WIDE FACULTY PERSONNEL AND BUDGET COMMITTEE

Section 1 Function: The College-wide Personnel and Budget Committee shall advise the President on all matters related to the Faculty and the College Budget.

Section 2 Chairperson: The President of the College shall be the chairperson of the College-wide Faculty Personnel and Budget Committee.

Section 3 Voting Membership: The members of the College-wide Faculty Personnel and Budget Committee shall be as follows:

a. one (1) tenured faculty representatives "at large" from each school, elected by and from the faculty of the respective school.

b. one (1) tenured or certificated faculty representatives from among the Departments of Library and Information Services, Special Programs and Student Affairs and Services, elected by and from the respective faculties.

c. Two (2) Students elected "at large" by the student body during its spring elections (Day and Evening Vice President may serve as alternates), and the President of the Student Government Association or a designee. The Student Government Association shall conduct the elections.

d. Department Chairpersons.

e. The Provost.

Section 3.1 Replacements: If a voting member, under Section 3.a through 3.e of Article Eleven, is unable to complete his/her term of office by reason of non-reappointment, resignation, etc., the President shall call upon the constituency losing the member to elect a replacement to complete the unexpired term. Likewise, replacements shall be elected for student members who are unable to complete their terms of office.

Section 4 Non-Voting Members: The non-voting members of the College-wide Faculty Personnel and Budget Committee shall be as follows:

a. The Affirmative Action Officer

b. The Executive Assistant to the President or such other presidential assistant as may be appointed by the President.
ARTICLE 12 - THE ACADEMIC REVIEW COMMITTEE

Section 1 Functions: The Academic Review Committee shall review all recommendations of Departmental Personnel and Budget Committees regarding appointments, reappointments, promotions, and appointments with tenure or certificate of continuous employment, and make appropriate recommendations to the President.

Section 2 Procedures: The Provost shall serve as the chair of the Committee and be responsible for scheduling the meetings.

Section 3 Membership: The membership on this Committee shall consist of the following:

a. The Provost, ex officio (non-voting)

b. One (1) tenured or certificated faculty member from each department, who is not a member of the College-wide Faculty Personnel and Budget Committee, elected at a meeting of the faculty of each department.

c. Two (2) student representatives selected by the Executive Board of the Student Government Association and approved by the Student Government Association.

ARTICLE 13 - AMENDMENTS

Section 1 Amendments to the Governance Plan: Amendments to the Governance Plan shall be adopted by a two-thirds vote of the College Council membership and ratified by the College Community.

Section 2 Notice to Membership: The College Council shall be notified at least five work days in advance of the date of the meeting at which changes in the Governance Plan are to be considered. Before action may be taken, the Secretary shall read the proposed changes at no fewer than two successive meetings of the College Council.

Section 3 Ratification: Amendments to the Governance Plan shall be ratified by a referendum vote of the College Community and are subject to the approval of the Board of Trustees of The City University of New York before being implemented. The Ratification Committee shall conduct the ratification by vote. An amendment for ratification shall be presented to the college community prior to the ratification vote. Such vote shall be by secret ballot over a time period of not less than one (1) week. An amendment shall be considered ratified when four (4) of the seven (7) college constituencies listed in Article 1, Section 1.e, approve the amendment by a majority vote of their membership. The referendum vote shall be certified by the College Council Chairperson.

ARTICLE 14 - EMPLOYEE DUE PROCESS

Section 1 Due Process: Due Process shall be enforced as declared in Article VII and Article XIV, of the Bylaws of the Board of Trustees of The City University of New York, except to the extent that the same have been superseded by the provisions of the applicable collective bargaining agreements and the Rules and Regulations of The City University of New York Civil Service Commission.

ARTICLE 15 - PROCEDURES FOR APPOINTMENTS, PROMOTIONS, REAPPOINTMENTS, AND REAPPOINTMENTS WITH TENURE OR CCE

Section 1 Appointments: The procedures for all appointments, including the appointment of deans and directors, must conform to the Policies and Practices of The City University of New York, and to municipal, state and federal laws and regulations, appropriate advertisements and searches must be conducted for all full-time positions, otherwise the position can be designated as acting. Under no circumstances can an acting position be converted into a permanent position without undertaking a proper search.

Section 2 Reappointments: Candidates for all reappointments shall be presented to the appropriate committees by the respective chairpersons. In the event that a candidate is a chairperson, the candidate shall be presented by the Dean of the School, except that chairs of departments not aligned with schools shall be presented by the Provost. No person who is applying for reappointment with tenure or certificate of continuous employment may participate as a member of the College-wide Faculty Personnel and Budget Committee, or the Academic Review Committee, when these committees are considering candidates for reappointment to the positions for which the member is a candidate. In this event alternates may serve in their place.
Section 3 Promotions: Candidates for promotions shall be presented to the appropriate committees by the respective chairperson. In the event that a candidate is a chairperson, then the candidate shall be presented by the Dean of the School, except that chairs of departments which are not aligned with schools shall be presented by the Provost. No person who is applying for promotion may participate as a member of the College-wide Faculty Personnel and Budget Committee, or the Academic Review Committee, when such committees are considering candidates for promotion to the professorial rank for which the member is a candidate. In this event, alternates may serve in their place.

ARTICLE 16 - TABLE OF DATES

By April 15 Election to College Council is called by the chairperson in writing.

May 1 to 7 Election of voting representatives to the College Council for the following year; Election of departmental representative to standing committees; Elections for Academic Review Committee Members; Election Department Chairpersons; Elections of Department Personnel and Budget Committee members.

May 1 to 31 Elections of faculty representatives to the College-wide Personnel and Budget Committee (for two years) at a Stated Meeting of the Faculty; Election to the departmental Personnel and Budget Committee of two students from among the students majoring in each department.

May 7 to 15 Election of Committee on Committees by the College Council; Election results submitted in writing to the Chairperson of the College Council.

By May 31 Submission to Committee on Committees of all recommendations for membership on standing committees.

July 1 to June 30 Term of office for all representatives.

By Oct. 1 Election of one (1) representative “at large” by the adjunct faculty of the College.

By Dec. 1 Election, at a Stated Meeting of the Faculty, of one additional full-time faculty representative “at large” to the College Council, if an adjunct faculty representative has not been elected by October 1st.

By Dec. 15 Election, called by the department Chairperson, of replacements for non-reappointed faculty.

ARTICLE 17 - NOTICES

Section 1 Notice of Proposed Changes: The College Council shall have at least (5) five work days notice before changes in the Governance Plan may be considered.

Section 2 Notice of the Agenda: The members of the Executive Board shall be given one calendar week’s notice, orally and in writing, of the date and agenda of Executive Board meetings.

Section 3 Notice of Publication of Proposals: The publication and distribution of proposals to be considered by the College Council shall be completed at least two weeks before the meeting of the College Council at which they are to be considered.

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Approved by the Board of Higher Education on 10/25/78, amended on 6/22/81, and amended on 5/26/92.