Minutes of Proceedings, September 30, 1992

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

HELD

SEPTEMBER 30, 1992

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

The Vice Chairperson called the meeting to order at 4:38 P.M.

There were present:

Edith B. Everett, Vice Chairperson

Blanche Bernstein
Sylvia Bloom
Gladys Carron
Louis C. Cencl

William R. Howard
Charles E. Inniss
Harold M. Jacobs
Susan Moore Mouner
Thomas Tam

Robert A. Picken, ex officio

Secretary Genevieve Mullin
Lillian W. Phillips, Executive Assistant

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Mucclolo
President Raymond C. Bowen
President Roscoe C. Brown, Jr.
Acting President Stephen M. Curtis
President Ricardo R. Fernandez
President Leon M. Goldstein
President Matthew Goldstein
President Frances Degen Horowitz
President Vernon Lattin
President Edison O. Jackson
Acting President Augusta Souza Kappner
President Shirley Strum Kenny

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
Vice Chancellor Richard Freeland
Vice Chancellor Jay Hershenson
Vice Chancellor Richard F. Rothbard
Dean Haywood Burns
Dean Stanford R. Roman, Jr.

The absence of Mr. Murphy, Mr. Badillo, Mr. Del Guidice, Mr. Fl.ink, and Rev. Pressley was excused.
A. WELCOMING ADDRESS: On behalf of the Chairman, herself, and the Chancellor, Ms. Everett welcomed everyone present to the first Board meeting of the 1992-1993 academic year. Ms. Everett extended a special greeting to the new college presidents and Central Office staff: President Vernon E. Lattin of Brooklyn College, who graciously acknowledged the recognition and solicited the support of the Board, President Augusta Souza Kappner who will serve in her new capacity as Acting President of The City College, Acting President Stephen M. Curits of Borough of Manhattan Community College, Dr. Richard M. Freeland, new Vice Chancellor for Academic Affairs, and Dr. Joyce F. Brown, in her new capacity as Vice Chancellor for Student Affairs and Urban Affairs.

B. ORAL REPORT OF THE CHANCELLOR: Chancellor Reynolds reported that Dean Haywood Burns is now the Dean of the accredited City University School of Law at Queens College. She also reported that LaGuardia Community College, under the leadership of President Bowen, was re-accredited and that City College received a favorable re-accreditation report during the summer.

The Chancellor announced that she has asked Mr. Don Glickman of the Office of Faculty and Staff Relations to fill in during the absence of Acting Vice Chancellor Judith Bronstein, who will be recovering from back surgery over the next several weeks. The Chancellor acknowledged Acting Vice Chancellor Bronstein’s diligent work on the Early Retirement Incentive Program and the TIAA-CREF issues during the summer, and extended best wishes for a speedy recovery. Dean James Murtha will be filling in for Budget Director Sherry Brabham, who is on maternity leave.

The Chancellor thanked the Board and the presidents for their extraordinarily strong support and work on the Early Retirement Incentive Program.

During the summer the Governor and the Legislature approved an Applied Science Institute proposal, giving CUNY access to $15 million in funding, primarily in the area of photonics. The Chancellor acknowledged the strong support of Governor Cuomo, Speaker Saul Weprin, Mr. Carl Carlucci, and their respective staffs.

On September 28th the Chancellor met with State Budget Director Patrick Bulgaro to discuss the lifting of the bond cap imposed upon the University, work force issues, and funding needs. She said she was encouraged by recent comments made by Governor Cuomo regarding the budgets of both CUNY and SUNY. The University is beginning to work on its 1993-94 State budget request with the hope that some of the more promising ideas will be carried out by the Governor and his staff.

The City has asked all agencies to participate in its budget deficit reduction program this year. The University has asked for an exemption based upon increased community college enrollment, amounting to over 5,000 students over the last two years, and its pivotal work with the high schools. The University has indicated that in actually, it needs more support than the City is currently offering.

As of the close of registration at our colleges, student enrollment is up to 203,182, the highest enrollment level since 1976. A preliminary review of the numbers shows that freshmen enrollment is up by 4.5%, transfers are up 6%. An interesting trend, as evidenced by a higher FTE level, is that students are taking increasing loads. A full analysis will be sent to the Board.

CUNY has had a very effective voter registration drive this fall, with the support of Barnes & Nobles, using posters of the authors Alice Walker, Stephen King, Terry McMillan, and Jay McInerney. With the assistance of President Lynch, a press conference on voter registration was held during the enrollment process at John Jay College. Students are being encouraged to register to vote and to participate in the electoral process.

The Chancellor expressed her pleasure at having attended the inauguration of President Frances Degen Horowitz on September 17th, and is looking forward to the inauguration of President Josephine Dunbar Davis on October 2nd.

At the Chancellor’s request, Sr. Vice Chancellor Farley advised that the model on display was that of the new Allied Health Center at Hostos Community College which was designed by the architectural firm Voorsanger & Associates, in affiliation with the firm of Hirsh-Danois, and for which they have already received two prestigious architectural awards, from the Municipal Arts Society and the New York State Chapter of the American Association of Architects. They will also receive the New York City Club Bard Award of Merit in Architecture and Urban Design. The Sr. Vice Chancellor introduced the project designers; Mr. Bart Voorsanger of
Voorsanger & Associates, Mr. David Danois of Hirsh-Danois, and Mr. Tom Bashaeres of Voorsanger & Associates who was project manager and lead architect. They received a well-deserved ovation. Mr. Voorsanger spoke of the challenge of the project and of their gratification in the receipt of recognition from such distinguished national and City organizations. He described the project as intensely collaborative, citing the teamwork of the architectural firms, along with Hostos Community College, the University, and the Dormitory Authority. President Santiago stated that the faculty and staff of Hostos credited these architects with bringing about a small miracle in the creation of a state-of-the-art environment for instruction, and an environment which could help bring the community more closely together. She thanked Sr. Vice Chancellor Farley and the Dormitory Authority for playing a key role in helping the project come in on time and on budget.

Ms. Everett inquired about whether the windows in the new Hostos Community College building could open for ventilation. Mr. Voorsanger indicated that the windows were closed for security, but were operable by a key for cleaning or in case of a mechanical shut-down.

Chancellor Reynolds indicated her personal debt of gratitude for the good architectural design of the facilities built on City University campuses through the 70's and 80's. She gave tribute to Senior Vice Chancellor Farley, and to the Board which has overseen the projects, indicating her eagerness that the momentum continue.

The Chancellor announced the appointment of Dr. Robert Carter as Acting University Director of Affirmative Action, effective October 1, 1992, gave a brief outline of Dr. Carter's educational background and University service, and introduced him to the Board.

Dr. Picken read the following statement into the record regarding fiscal constraints and the increase in enrollment:

Statement by Robert A. Picken - Concerning Budget Cuts:

Once again this year, the September meeting of the University Faculty Senate was devoted, in part, to receiving reports from each of the colleges on the academic impact of budget reductions, and I would like to share with the Board, as I did last September, some of the most striking comments. My colleagues and I fully realize that each college has had to make difficult choices, choices between personnel and supplies, for example, or between library collections and student support services. In many cases, faculty have participated in these choices. But in these times of extreme fiscal constraint even the most judicious choices can have devastating effects.

Perhaps the most important point made in the campus reports was that the 1992-93 reductions cannot be viewed independently from the preceding three years. The damage done to the University is cumulative. One of the areas hardest hit is class size. While the numbers in a given class may increase by only two or three in a semester, the sum total of increases over the past several years has necessarily altered the way in which many faculty teach their classes. Fewer writing assignments, abandonment of collaborative learning techniques in favor of more lectures, a greater reliance on multiple choice examinations are some examples of what faculty have been forced to do to meet the demands of classes whose size may be as high as 50% over what they were three years ago. These adaptations are at odds with what we as faculty know to be the most effective means of instruction. Some particularly egregious numbers reported to the Senate were: 4047 in basic math at a community college, nursing classes of 60, and composition sections which have increased to 50% above the number recommended by accrediting agencies.

The inability of the University to fill tenure-track positions vacated as a result of the last two early retirement incentives has lead to an unacceptable increase in the number of sections taught by adjuncts, a subject on which I have previously addressed the Board. But to give you some ideas of what is happening this year, I must report that at one senior college, 75% of writing sections are taught by adjuncts, and in one community college, the ratio of part-time to full-time faculty is three to one.
One of the areas that Chancellor Reynolds has identified as priority for the University is that of scientific education and research. I applaud the emphasis that is now being given to this area and commend the chancellory on its successful efforts to gain support for the Center for Advanced Technology. However, I must advise you that the conditions under which science is taught at a majority of our colleges elicited lengthy critical discussion at the Senate. Faculty reported inadequate laboratories and out-of-date equipment. Of special note are increases in class size beyond the number of laboratory workstations resulting in obviously impossible instructional situations. One colleague raised the issue of laboratory safety in the face of cutbacks in staff and supplies.

Availability of sufficient sections of courses in demand is a pressing problem in most of our colleges as Members of the Board will know from the press. In at least one college, students are experiencing difficulty in registering for 12 credit hours of courses appropriate to their programs, and thus cannot maintain their full-time status with all that this means for TAP and for student loan eligibility. At another college not enough GED course sections are available to meet the demand.

To conclude, I would like to tell you about one department that was described at our meeting. It is a department of economics in one of our most prestigious colleges. This department traditionally graduates a substantial number of the college's majors. At the end of August, just before classes began, the department canceled 27 fully enrolled sections, each with at least 35 students. That totals 845 students affected; a minimum of 845 displaced students. Of the remaining seats offered, 103% are now filled. Coverage is assured by adjuncts in substantially over 50% of the sections. It is now impossible for a full-time student to graduate with a major in economics from this college in under five years, and it is quite possible that that student, when he or she does graduate, will not have encountered a single full-time faculty member in completing the major. Such a situation is unconscionable.

I fear that we are rapidly approaching the point, indeed in many cases may have reached it, where colleges, particularly the weaker ones, not to mention understaffed and underfunded departments and professional programs, will experience difficulty in maintaining accreditation as the periodic reviews by outside accrediting authorities take place.

Ms. Everett thanked Dr. Picken for his statement, and emphasized the importance of reiterating the problem to make the public and the Legislature aware that although it appears the University is adjusting to and accepting these budgetary cuts, in reality it is not. It is important that the Legislature and the powers-that-be are constantly reminded that with such deficiencies, the University cannot do the job that it would like to do, and cannot do the right things for the students.

C. TRUSTEE APPOINTMENTS: (1) Search Committee for President of The City College will be Chaired by Trustee Calvin Pressley. Also serving on this Committee will be Vice Chair Edith Everett, Trustees Gladys Carrion, and Louis Cenci.

(2) Search Committee for President of Bronx Community College will be Chaired by Trustee Thomas Tam. Also serving on this Committee will be Trustees Sylvia Bloom, Charles Inniss, and Susan Moore Mouner.

D. STAFF HONORS: Dagmaris Cabezas, former Vice President for External Relations and Community Affairs (The City College), received the Human Rights Award from the National Alliance Against Racist and Political Repression (NASRPR).

E. FACULTY HONORS: (1) Mona Fabricant, Professor of Mathematics (Queensborough Community College), was honored by the New York State Mathematics Association of Two-Year Colleges for her "outstanding contributions to mathematics education."

(2) Alberto Cordero, Associate Professor of Philosophy (Queens College), has been awarded a fellowship by All Souls College, Oxford, for research on the philosophy of quantum theory.

(3) John Chaffee, Professor of Humanities (LaGuardia Community College) was named the 1992 Educator of the Year by the New York Association for Development Education.

(4) Ralph Della Cava, Professor of History (Queens College and the Graduate School) has been awarded a grant by the German Marshall Fund of the United States.
F. STUDENT HONORS: Christopher Phillips, a student at Borough of Manhattan Community College majoring in corporate and cable communications, was the only CUNY student winner of a summer 1992 internship from the Partnership for Service Learning at Westminster College, England, one of the Oxford University colleges.

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

BROOKLYN COLLEGE:

a. $409,324 NYC Department of Employment to Dr. Christine Persico, Adult and Community Education, for "Employment and Training Initiative: Adult Training Program."

b. $189,488 US Department of Education to Professor Laura Barbanel, School of Education, for "Bilingual-Multicultural School Psychology Training Program."

c. $170,534 National Institutes of Health to Professor Theodore Raphan, Computer and Information Science, for "Multidimensional Dynamics of the Vestibulo-Ocular Reflex."

d. $119,500 Veterans Administration to Professor Shlomo Silman, Speech, for "The Effect of Lack of Amplification on Persons with Unilateral Hearing Loss."

THE CITY COLLEGE:

a. $245,751 Medisclence Tech Inc. to R. Alfano, Physics, for "Mediphotonic Laboratory."

b. $200,487 ENZON INC. to D. Calhoun, Chemistry, for "Research and Development Activities for Enzyme Therapy for Fabry Disease."

c. $291,200 NIH to R. Callender, Physics, for "Spectroscopic Studies of Visual Pigments."

d. $160,395 NSF to I. Chavel, Mathematics, for "Problems in Geometric Analysis."

e. $100,000 NEH to M. Kelvin, English, for "The Collected Letters of William Morris, Volumes III and IV."

f. $100,000 NASA to J. Koplik, Levich Institute, for "Molecular Dynamics of a Fluid-Solid System."

g. $125,000 ARO to T. Saadawi, Elec. Engineering, for "Development and Analysis of a Multimedia FDDI Network and its Management Based on OSI/NM."

h. $100,000 NYS Metro Trans Coun. to M. Scherr, Transportation, for "Private Sector Initiative in New York Metropolitan Region (Phase IV)."

i. $203,994 NIH to H. Schulz, Chemistry, for "Fatty Acid Metabolism in Heart and its Regulation."

j. $194,112 NIH to W. Stanhope, Med., for "Physician Assistant Program."

k. $106,353 NIH to M. Steinberg, Chemistry, for "Protease Inhibitor Effects on Epithelial Transformation."

l. $105,324 ONR to G. Triantafylou, Levich Institute, for "Numerical/Analytical Investigation of Laminar Turbulent Wakes."
m. $204,129 NIH to S. Weinbaum, Mech. Engineering, for "Regulation of Microcirculatory Muscle-Skin Heat Transfer."


o. $132,664 NIH to A. Kierszenbaum, Cell Biology/ANA, for "Bioregulation of Spermatogenesis."

THE GRADUATE SCHOOL AND UNIVERSITY CENTER

a. $147,259 NIDOCD to Professor Richard Schwartz for "Input-Output Relationships in Speech-Language Impairment."

b. $115,947 NICHD to Professor David Bearison for "Peer Interaction and Cognitive Development."

c. $372,748 ED to Professor Delores Perin for "Workplace Literacy for Psychiatric Health Care Workers."

d. $129,000 NSF to Professor Dennis Sullivan for "Dynamical Systems, Geometry and Quasiconformal Homeomorphisms."

e. $193,050 The Japan Foundation Center for Global Partnership to Professor Benjamin Rivlin, for "The United States and Japan in the Changing Environment of Multilateral Organizations: Collective Security and Peace."

f. $183,726 NIDOCD to Professor Harry Levitt, for "Video-Processing of Speech for Hearing-Impaired Persons."

g. $250,000 The Rockefeller Foundation to Professor Martin Duberman, for "The Center for Lesbian and Gay Studies' Rockefeller Foundation Resident Fellowships in the Humanities."

h. $481,488 NSF to Professors Bonnie Brownstein and Brian Schwartz, for "Action Physics: Science and Mathematics Education through the Physics of Movement."

HUNTER COLLEGE

a. $298,924 Public Health Service/National Institute of Health/National Institute of Environmental Health Sciences to Ann Henderson, Biological Sciences, for "Does Exposure of Human Cells to Electromagnetic Fields Cause Cancer?"

b. $100,290 Martin Marietta Energy Systems to Ann Henderson, Biological Sciences, for "Exposure of Human Cells to Electromagnetic Fields at 60 Hz."

JOHN JAY COLLEGE

a. $125,000 New York State Department of Education to Robert Mercedes, for a "Liberty Partnership Program" to provide services to 150 students at-risk of dropping out of high school.

b. $145,000 National Science Foundation Department to Ira Sommers, Criminal Justice Center, and Deborah Baskin, Law and Police Science, for "Criminal Careers of Female Offenders."

c. $251,000 U.S. Department of Education to Karen Deluca, for "Upward Bound Program" to provide comprehensive college prep activities to 50 low-income high school students.

LEHMAN COLLEGE

a. $1,999,985 Nihon Anzen Kizai, Co., Ltd. to President Ricardo R. Fernandez for "CUNY/Lehman Hiroshima College."

b. $1,164,000 DeWitt Wallace Reader's Digest to Richard Sterling, Project Director, "National Writing Project Urban Sites Network."
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c. $717,085 U.S. Department of Education to Anne L. Rothstein, Project Director, for "School Dropout Demonstration Assistance Program."

d. $580,596 National Institutes of Health to Karyl Swartz, Project Administrator, for "Minority Biomedical Research Support Program."

e. $136,732 New York State Education Department/AEA to Richard Sterling, Project Director, for "Adult Learning Center."

f. $131,931 New York City/MAC to Richard Sterling, Project Director, for "Adult Learning Center."

QUEENS COLLEGE

a. $114,270 NIH/National Institute of Drug Abuse to Dr. Richard Bodnar, Psychology, for "Opioid Receptor Subtype Roles In Feeding Behavior."

b. $150,000 The Pew Charitable Trusts to Dr. Barry Commoner, The Center for Biology of Natural Systems, for "Maximizing Recycling in the New York City Waste Management System."

c. $137,597 NIH/National Institute of Mental Health to Dr. Jeffrey Halperin, Psychology, for "Validation of Inattentive and Aggressive ADHD Subtypes."

d. $138,874 NIH/National Institute of Mental Health to Dr. Joan Borod, Psychology, for "Emotional Processing in Brain-Damaged Patients."

e. $182,191 National Science Foundation to Dr. Mark Miksic, Physics, and Dr. Daniel Brovey, School of Education, for "Secondary Science Teacher Career Ladder."

f. $266,200 New York City Board of Education to Dr. Paul Longo, School of Education, for "I.S. 227/Queens College."

g. $306,000 National Endowment for the Humanities to Dr. Elaine Maimon, Dean of Experimental Programs, for "The Raw Material of History: First and Later Drafts."

h. $310,480 U.S. Department of Education to Paula Anderson, Dean of Students Office, for "Upward Bound Program."

YORK COLLEGE

a. $993,148 National Institutes of Health to Dr. Leslie A. Lewis, Natural Sciences, for "Minority Biomedical Research Support Program."

Upon motions duly made, seconded and carried, the following resolutions were adopted: (Calendar Nos. 1 through 7)

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

Ms. Carrion indicated that she did not object to the Board's voting on the Report, however, she would like to discuss in Executive Session a personnel matter appearing on the report. Dr. Picken called the attention of the Board to a number of actions on the Report which he felt to be considerably ill-timed and ill-considered.

Statement by Robert A. Picken - Concerning Executive Compensation:

In connection with the University Report, I would like to call the attention of the Board to a matter I consider to be an outrage, and one that other faculty, students and the public at large will, I am sure, view in a similar fashion. Despite the fact that the University is under the most severe budget constraints, despite the fact that regular members of the instructional staff have been without a contract for over two years, despite the fact that tenured members of the faculty
and other members of the instructional staff are being retrained, despite the fact that thousands of students are closed out of classes with the result than many cannot complete their programs in a timely fashion, a significant number of senior administrators are being recommended for raises in the Executive Compensation Plan, some of them very substantial.

In the category "Change in Salary of Executive Compensation Plan Personnel," seven raises are being recommended, two at City College, two at Queens College, one at Baruch, one at Queensborough, and one (in the Addendum) at CSI. Need I remind the Members of this Board that retraining of instructional staff have occurred at City and at Baruch and that seven tenured faculty members at CCNY have received notice of retraining. Still CCNY can award raises of $2,500 and $3,580 and Baruch a raise of $4,551. The total amount involved in this particular category for the seven individuals involved is perhaps not an enormous sum, $22,799. Still, that is enough to fund nine supplementary three-hour courses taught by adjunct lecturers.

But the category "Change in Salary of Executive Compensation Plan Personnel," is only the tip of the iceberg. Throughout the University Report and its Addendum, one can find instances where appointments have been manipulated so as to provide senior executives with raises, some of them very large indeed. To cite a few examples:

- At Queens College, the institution I know best, an individual who has been serving as an acting Academic Dean is being given a permanent appointment, but at a salary $4,266 higher than his previous one. That brings the raises for Queens Deans to a total of $12,738. I might point out that the College library has no funds budgeted for books this year and that the parking fees for faculty have just been raised by $40. Perhaps the increased parking fees will cover the Deans' raises.

- At the Central Office, an individual who has been serving as an Acting Assistant University Dean is being appointed Associate University Dean with a salary increase of approximately $15,000 and with a waiver of search. The reason given for this most extraordinary action is "expansion of job responsibility." In these stressful times, all of us, I would submit, have expanded job responsibilities, particularly professors of English composition who have 37 students in each section they teach instead of 17, but only a favored few senior executives receive increased compensation.

- At York College, an Acting Assistant Dean of Academic Affairs is being promoted to the title of Acting Associate Dean with an increase in salary of $28,000. Another Acting Assistant Dean of Academic Affairs has had her appointment manipulated in such a way as to receive a raise of $22,000. I would point out that this month's Chancellor's Report contains notice of the discontinuance of three members of the instructional staff of York College mandated by financial exigency. Finances at York, however, are not so exigent as to preclude $50,000 in raises for deans.

There are a number of other examples, perhaps as many as 12 or 15, in which senior executives are receiving appointments in acting titles or new appointments with salary increases, or where in REM positions, underlying appointments are being transferred from professorial lines to HEO lines so that base salaries can be increased.

I am appalled at the extent to which this is occurring given the conditions that exist in the University, and I call on this Board to put a stop to these practices. The point is rapidly approaching at which, when the faculty who are asked to bear ever heavier burdens in keeping this University and its instructional program going, will look at the favoritism shown senior-level administrators and will say no!

Chancellor Reynolds asked Mr. Don Glickman to respond to Dr. Picken's statement. Mr. Glickman indicated that over the last several years, at the request of the Board and the Chancellor, the members of the Executive Compensation Plan had been reduced by approximately 20%. Specifically from 342 to 267. He objected to the charge that appointments were being manipulated. All of the increases appearing on the Report were in accordance with the rules, policies, and procedures of the Executive Compensation Plan which was approved by the Board of Trustees, the Ways and Means Committee of the NYS Assembly, the NYS Senate Finance Committee, the NYS Division of the Budget, and by the NYS Office of the Comptroller for the senior colleges, and the NYC Office of Management and Budget for the community colleges. Each increase was reviewed and is within the salary availability of the presidents under their managerial discretion. He further
noted that Board policy provides for the payment of a person in an acting capacity as a senior executive at the rate established for that position. Today, twelve of the colleges are functioning with less than the number of the senior executives to which they have been authorized. Furthermore, between 70-80 members of the Executive Compensation plan taught in the Fall 1991 or were scheduled to teach in the Spring 1992 semester. Approximately 90 credit-bearing courses were taught by members of the Executive Compensation Plan. In addition to dissertation supervision, freshman orientation seminars, graduate student supervision, and nursing orientation. Mr. Glickman emphasized that the increases were selective. The seven Items discussed by Dr. Picken, representing approximately 2% of members of the Executive Compensation Plan, were recommended by the college presidents, and reviewed by the Central Office.

Dr. Picken clarified that he recognized the University's need for senior executives and believed the University could scarcely function without its senior executives, who by-and-large do a fine job. However, he felt that these increases were particularly ill-timed and ill-considered. He stressed that the Board had asked for a reduction of the Executive Compensation staff in order to realize a savings, not to redistribute the savings among the remaining. He further clarified his use of the term manipulation of appointments, which he felt appropriately used when a person serving in a professorial line takes a leave from that line to serve as a HEO with a significantly higher salary and a REM.

The Chancellor noted that during these difficult times Mr. Glickman and Acting Vice Chancellor Bronstein had satisfied themselves that these appointments were where people were either taking on significant administrative responsibilities, or taking on administrative jobs for the first time. The appointments were few in order to keep the administrative ranks where they fundamentally need to be. The presidents have deliberated on these appointments and have given their endorsements.

The following resolution was adopted:

RESOLVED, That the University Report for September 30, 1992 (including Addendum Items) be approved, as revised as follows:

(a) ADDENDUM: Revise the following:

1. LEHMAN COLLEGE

P 4 D 6 ADMINISTRATIVE DESIGNATION WITH COMMITTEE APPROVAL (EXECUTIVE COMPENSATION PLAN - AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH): The payroll title is revised to read Sr. Vice President and the functional title is revised to read Sr. Vice President for Academic Affairs and Provost. The salary rate is revised to read $98,399. The first name is revised to read Rosanne.

2. LAGUARDIA COMMUNITY COLLEGE

P 12 D 25 ACTION EFFECTING A LEGAL ORDER, ARBITRATOR'S AWARD OR SETTLEMENT AGREEMENT (INSTRUCTIONAL STAFF) - APPOINTMENT AS A RESULT OF A SETTLEMENT AGREEMENT: The effective dates are revised to read 8/10/92 - 6/30/94.

(b) ADDENDUM: Add the following:

D12 CENTRAL OFFICE - AMENDMENTS TO THE GUIDELINES FOR DISTRIBUTION OF STATE AID TO COMMUNITY COLLEGES:

A. Non-credit Remedial Programs:

Non-credit remedial programs operated by community colleges can be included for State aid if the sponsor contributes its share of operating costs and each program meets the following: Instruction concerned with diagnosing, correcting or improving such basic skills as oral and written communications, reading, analytical concepts and general study habits and patterns, to overcome in part or in whole any particular marked deficiency which interferes with a student's ability to pursue an educational objective effectively. State financial assistance shall be allowed for all non-credit remedial programs, which programs may, as a prerequisite to enrollment, require specific educational requirements heretofore or presently undertaken by community colleges.
B. Basic State Financial Assistance:

(1) Full opportunity colleges. The basic State financial assistance for community colleges implementing approved full opportunity programs shall be the lowest of the following:

(i) two-fifths of the net operating budget of the college, as approved by City University Trustees

(ii) two-fifths of the net operating costs of the college, or

(iii) for the college fiscal years 1991-92 and 1992-93, in accordance with the provisions of chapter 55 of the Laws of 1992, as amended, the total of the following:

(a) except for community colleges located in a city with a population of 1,000,000 or more, the budgeted or actual number (whichever is less) of full-time equivalent students enrolled in programs eligible for State financial assistance multiplied by $1600 plus a $35 increment if, in the college fiscal year 1989-90, or 1991-92 (whichever is more) the financial contribution to the operating costs of the college by the local sponsoring jurisdiction is no less than the equivalent in dollars of one-half mill (50 cents per $1,000) as calculated against the total valuation of taxable real property in such jurisdiction as most recently tabulated by the State Board of Equalization and Assessment; for community colleges located in a city with a population of 1,000,000 or more, the budgeted or actual number (whichever is less) of full-time equivalent students enrolled in programs eligible for state financial assistance multiplied by $1600 plus a $35 increment if in the college fiscal year 1989-90 the financial contribution to the operating costs of the college by the sponsoring jurisdiction is no less than the equivalent in dollars of one half million (50 cents per $1,000) as calculated against the total valuation of taxable real property in such jurisdiction for the year 1989 as tabulated by the State Board of Equalization and Assessment;

(b) the budgeted or actual total average number (whichever is less) of full-time disadvantaged students multiplied by $212 if the average number of full-time disadvantaged students coming from the sponsorship area as a percentage of the total average number of full-time students coming from the sponsorship area is no less than the average number of disadvantaged in the population of the sponsorship area for the calendar year immediately preceding the year in which the community college fiscal year commences as a percentage of the total population in the sponsorship area, as reported in the most recently available census; and

(c) one-half of rental costs for physical space.

(2) Non-full opportunity colleges. The basic State financial assistance for community colleges not implementing approved full opportunity programs shall be the lowest of the following:

(i) one-third of the net operating budget of the college, or campus of a multiple campus college, as approved by the City University Trustees,

(ii) one-third of the net operating costs of the college, or campus of a multiple campus college; or

(iii) for the college fiscal years 1991-92 and 1992-93, in accordance with the provisions of chapter 55 of the Laws of 1992, as amended, the total of the following:

(a) except for community colleges located in a city with a population of 1,000,000 or more, the budgeted or actual number (whichever is less) of full-time equivalent students enrolled in programs eligible for State financial assistance multiplied by [$1400] $1,353 plus a $29 increment if in the college fiscal year 1989-90 or 1991-92 (whichever is more) the financial contribution to the operating costs of the college, by the local sponsoring jurisdiction, is no less than the equivalent in dollars of one-half mill (50 cents per $1,000) as calculated against the total valuation of taxable real property in such jurisdiction as most recently tabulated by the State Board of Equalization and Assessment; for community colleges located in a city with a population of
one-third of the net operating budget or one-third of the net operating costs, whichever is the lesser, for those colleges not

eligible for the federal Jobs Opportunities and Basic Skills (JOBS) program. Services to be provided by community colleges

consistent with federal requirements to implement a program for the provision of education and training services to adults

but not be limited to, high school equivalency, basic education, job skills training, English as a second language, post secondary education, job readiness training, job placement services, case management career
counseling, and assessment and employability planning.

C. Supplemental State Financial Assistance:

year in the amount of $195 for each full-time equivalent student enrolled in technical programs and $82 for each full-time equivalent
student enrolled in business programs, the actual number of which shall be certified by City University Trustees. A
community college which changes its status from non-full opportunity to full opportunity effective with the [1991-92] 1992-93
college fiscal year shall be entitled to receive supplemental State financial assistance. With the exception of a community college
which changes its status from non-full opportunity to full opportunity effective with the [1991-92] 1992-93 college fiscal year, or any
community college located in a city with a population of 1,000,000 or more, such supplemental State financial assistance shall be
made available only if the college's revenues from local sponsor's contributions either in the aggregate or per full-time equivalent
student coming from the sponsorship area, and full-time and part-time student tuition rates, are maintained at not less than the
comparable actual rates in the [1990-91] 1991-92 community college fiscal year. The total State aid paid to any college for the
[1991-92] 1992-93 community college fiscal year may exceed the statutory limitations of one-third or two-fifths of operating costs
of the college only if the amount of aid for full-time equivalent students in technical and business programs approved for a college
pursuant to this section would cause the statutory limitations to be exceeded. In such cases the amount that the total State aid may
exceed the statutory limitations shall not be greater than the amount of supplemental State financial assistance approved pursuant
to this section for full-time equivalent students in technical and business programs.

college fiscal year on the basis of full-time equivalent credit enrollment and non-credit remedial enrollment shall be paid on an
aidable college enrollment defined to be the greater of:
The actual full-time equivalent credit enrollment and non-credit remedial enrollment for the [1990-91] 1991-92 community college fiscal year; or

The sum of the following: 50 percent of the actual full-time equivalent credit enrollment and non-credit remedial enrollment for college fiscal year [1990-91, 1991-92] plus 30 percent of the actual full-time equivalent credit enrollment and non-credit remedial enrollment for college fiscal year [1989-90, 1990-91] plus 20 percent of the actual full-time equivalent credit enrollment and non-credit remedial enrollment for college fiscal year [1988-89, 1989-90]. For such enrollment full assistance is payable as provided in clause (a) of subparagraph (iii) of paragraph (1) and clause (a) of subparagraph (iii) of paragraph (2) of subdivision (c) of this section.

Excess student revenues. Local sponsors may use funds contained in reserves for excess student revenue, excluding any excess student revenues attributable to the [1991-92, 1992-93] community college fiscal year, for operating support of the community college program even though said expenditure may cause expenses from student revenues to exceed one-third of the college's net operating budget provided that such funds do not cause the college's revenues from the local sponsor's contributions in aggregate to be less than the comparable rates for the previous community college fiscal year.

D. Student Tuition and Fees:

The full-time tuition rate for residents of the sponsorship area, and nonresidents of the sponsorship area presenting certificates of residence, shall not exceed [1,750] $2,100 per academic year of two semesters or three quarters.

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

D 32 THE CENTRAL OFFICE - ADMINISTRATIVE DESIGNATION - COMMITTEE APPROVAL NOT REQUIRED (EXECUTIVE COMPENSATION PLAN - AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH)

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D 33 THE CENTRAL OFFICE - ADMINISTRATIVE DESIGNATION - COMMITTEE APPROVAL NOT REQUIRED (REM - AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH)

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

ERRATA: Add the following

1. YORK COLLEGE
P B-1 ADMINISTRATIVE DESIGNATION - COMMITTEE APPROVAL NOT REQUIRED (EXECUTIVE COMPENSATION PLAN - AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH): The entry for Daisy C. DeFilippis is withdrawn.

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

NO. 2. CHANCELLOR'S REPORT: RESOLVED, That the Chancellor's Report for September 30, 1992 (including Addendum Items) be approved, as revised as follows:

(a) ADDENDUM Add the following:

D 5 CENTRAL OFFICE - REPAIR OF BOILER

RESOLVED, that the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract for the repair of the boiler on behalf of the Central Office. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the Central Office pursuant to law and University regulations. The cost of such service shall not exceed a total estimated amount of $15,000, chargeable to Code 212101500. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The boiler, located in the basement of the Central Office, is in need of extensive repairs to correct deteriorating fire bricks and leaks, and to re-insulate and test the system. These repairs are crucial to the operation of the system and must be performed prior to the start of the heating system in October.

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

ERRATA: Revise the following:

1. BRONX COMMUNITY COLLEGE

P B-1 FELLOWSHIP LEAVE - FULL PAY: The entry for Sylvia Miranda is withdrawn.

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 and executive session of June 22, 1992 be approved.

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

(1) SOPHIE DAVIS SCHOOL OF BIOMEDICAL EDUCATION - TEACHING CONTRACT:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary to execute a contract on behalf of the Sophie Davis School of Biomedical Education, City College to enter into an agreement with Mount Sinai School of Medicine for the purpose of providing instruction in Pathology I and II (BMED 463-464) to the students of the school, pursuant to law and University regulations. The total cost shall not exceed $419,336.00 chargeable to FAS Code #218901540. All agreements negotiated shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The Sophie Davis School of Biomedical Education provides its students with courses required for medical school. Previously, the Pathology courses had been provided by Long Island Jewish Medical Center. However, the agreement with LIJMC expired and will not be renewed due to lack of faculty resources at that institution. The terms and cost remain relatively the same except for adjustments made to faculty salary rates.
BOARD OF TRUSTEES

(2) HOSTOS COMMUNITY COLLEGE – RENOVATION OF THE 500 GRAND CONCOURSE BUILDING:

RESOLVED, That the Board of Trustees of The City University of New York approve the selection of the firm of Mitchell/Giurgola Architects, to prepare programs, plans, specifications and cost estimates for the renovation of the 500 Grand Concourse Building at Hostos Community College, CUNY Project No. HS001-090; and be it further

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

EXPLANATION: A committee composed of representatives of The City University of New York, Hostos Community College and the Dormitory Authority interviewed eight prospective design firms on July 8th and July 9th, 1992. After further consideration and investigation, the firm of Mitchell/Giurgola Architects was unanimously selected by the committee.

(3) KINGSBOROUGH COMMUNITY COLLEGE – PURCHASE OF IBM COMPUTER EQUIPMENT:

RESOLVED, That the Board of Trustees of The City University of New York authorize Kingsborough Community College to purchase computer equipment from the IBM Corp. under existing New York State Contract Nos. P38985, and P37366 pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $247,337.00, Chargeable to CUNY Project No. KG021-091.

EXPLANATION: This equipment will serve two purposes. The first is to upgrade aging and obsolete equipment which has become costly to maintain, and in so doing, enhance the capabilities of the existing system to ensure continued computer support to the academic and administrative areas. Specifically, 10 IBM 3370 disk drives will be replaced by IBM 9345/B22 DASD which includes four three-gigabyte modules. The second purpose is to implement use of a LAN System that will maximize the independence and resource-sharing by end-users in administrative areas without burdening the mainframe components. The LAN will consist of an 8580-A31 Server and various adapters that will service 20 personal computers, thereby enabling the upload of current pc files onto the mainframe.

(4) HERBERT H. LEHMAN COLLEGE – ROOF REHABILITATION PROJECTS:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract with the firm of Thomson Architects for architectural and engineering services for the design and supervision of construction for various roof rehabilitation projects at Herbert H. Lehman College, CUNY Project No. LM011-090 and LM013-090. The total estimated cost shall not exceed $91,000, chargeable to the State Capital Construction Fund. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The project consists of an inspection survey and report on the roofs of three (3) buildings. The report is to include recommendations for replacement or repair of each, together with estimated costs. Complete contract documents are to be prepared for roof replacement for two (2) additional buildings. The consultant was chosen in accordance with approved procedures.

(B) Pursuant to action taken by the Board of Trustees on June 25, 1984 (Cal. No.6.R.), approval of the following resolutions were reported to the Board and certification of such approval is on file in the Office of the Secretary of the Board.

(1) PURCHASE OF THIRTEEN DIGITAL STORAGE OSCILLOSCOPES WITH INTERFACE BOARDS FOR ELECTROMECHANICAL TECHNOLOGY DEPARTMENT:

RESOLVED, That the Board of Trustees of The City University of New York authorize New York City Technical College to purchase thirteen Digital Storage Oscilloscopes with internal interface boards from Hewlett Packard, under existing State of New York contract number P001604 pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $30,000, chargeable to FAS code 2-105-01-300.
EXPLANATION: Electromechanical Bachelor of Technology program, transferring from City College to New York City Technical College commencing with the fall 1992 semester requires purchase of equipment to assure the functioning of this program.

(Approved by James P. Murphy (7/21/92), Blanche Bernstein (7/23/92), Edith B. Everett (7/23/92), Harold M. Jacobs (7/23/92)).

(2) PURCHASE OF THREE ELECTRONIC WORK BENCH "QUAD STATIONS" FOR THE ELECTROMECHANICAL TECHNOLOGY DEPARTMENT:

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 New York City Technical College to purchase three Electronic Work Bench "Quad Stations." 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 $24,000, chargeable to FAS code 2-105-01-300. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Electromechanical Bachelor of Technology program, transferring from City College to New York City Technical College commencing with the fall 1992 semester requires purchase of equipment to assure the functioning of this program.

(Approved by James P. Murphy (7/21/92), Blanche Bernstein (7/23/92), Edith B. Everett (7/23/92), Harold M. Jacobs (7/23/92)).

Mr. Howard reminded the Board that Sr. Vice Chancellor Farley would be retiring as of January 1993, and asked the Chancellor to keep this in mind with regard to the Capital Programs. He also reminded the Board that the University has some $25 million in asbestos on the campuses. In response Mr. Howard's request for the an update on the status of the campus surveys, Sr. Vice Chancellor Farley reported that all of the campus surveys on asbestos had been completed, locations with asbestos have been noted, and the program to remove or encapsulate the asbestos has been initiated on a phase basis which does not disturb campus operations. Through the Dormitory Authority, firms have been selected and have begun to do building condition surveys of every facility on the campuses. Some of the preliminary reports have come in and are under review. Results from all the surveys are expected by next spring, and from these reports staff will prepare a prioritized, multi-year Capital Plan for making up all the deficiencies identified. The computer-based data will provide a strong support case for the University's annual capital budgets and the development of a rolling five year Capital Plan.

In response to Ms. Everett's question about the asbestos removal requirements, Sr. Vice Chancellor Farley advised that wherever there is a construction project a licensed asbestos inspector must be called in, and any asbestos problem must be dealt with before the construction can proceed. In certain situations the asbestos does not have to be removed, with the necessary monitoring maintenance program by trained campus personnel or outside consultants. He felt that this matter was under control. Chancellor Reynolds added that she has been following the literature on asbestos and that recent histo-pulmonary studies show that asbestos is less of a hazard than originally anticipated. It becomes a hazard only when it is severely stirred up, and is a very real hazard to individuals who smoke and work with asbestos. It is not advisable to expose people to heavy levels of asbestos for long periods of time, but the panicky nature of public reaction of five or ten years ago turns out to have been overstated.

Dr. Jacobs asked if there were some way to expedite the construction at Baruch College. Sr. Vice Chancellor Farley reported that the Lexington Avenue building project had been delayed because the building was tenanted and access was unavailable. However, the project was back on schedule and progressing, fully-funded, and on budget. Mr. Howard noted that the Board had directed that no tenant be displaced. Sr. Vice Chancellor Farley responded that the Board's direction applied to Site B. He added that there was money available for the acquisition of that site. An environmental impact statement has been completed and the University is in the process of sensitively dealing with the SRO's and interested community groups. There have been a series of meetings and it is hoped that a plan will be developed shortly. This is a difficult problem requiring sensitivity.

At this point Vice Chair Everett recognized as a courtesy a student observer who asked why there was no student representative to the Board, as required by State Law. Vice Chancellor Joyce Brown reported that student representative, Jean LaMarre, graduated and therefore vacated his seat. The USS has met and discussed a schedule for the election of a University Student Senate replacement. It is expected that that election will take place by October 11th, in accordance with Board Bylaws, which would allow for the seating of a student representative by the next Board meeting.
NO. 5. COMMITTEE ON FACULTY, STAFF, AND ADMINISTRATION: RESOLVED, That the following items be approved:

A. HOSTOS COMMUNITY COLLEGE - AMENDMENTS TO GOVERNANCE PLAN:

RESOLVED, That the proposed amendments to the Governance Plan of Hostos Community College be approved:

The revised Governance Plan is at the end of the September 30, 1992 Minutes:

EXPLANATION: The proposed amendments to the Hostos Community College Governance Plan have been approved by the College Senate with representation from the various college constituencies (faculty, staff, and students). The amendments are recommended by the College President and represent a comprehensive revision of the governance plan. The revised governance plan represents the culmination of an effort begun in 1980, by the College Administration, the College Senate, and the various College constituencies, when the Board approved an academic reorganization for Hostos Community College. The following is an outline of the major provisions of the revised Governance Plan.

1. Nine academic departments are established by Article VI Section 1 of the Governance Plan. Within six of these departments, there are 20 units. The departments were previously called divisions, and the units had been called subdivisions. Units within departments have unit coordinators who serve as the primary administrators with respect to their units (Article VI(3)). The unit coordinators are elected by the unit faculty and are members of their Departmental Personnel and Budget Committees (Article VI(3&4)).

2. The College Senate is established as the College governance body charged with the formulation of academic policy, and for consultative and advisory functions related to the programs, standards and goals of the College. The College Senate will have approximately 64 voting members, including 43 faculty members, six non-teaching instructional staff members, two classified staff members, and 13 student members (20%). The College President and deans are ex-officio non-voting members.

3. The Governance Plan provides for the following standing committees with representation from the various college constituencies: Executive; Academic Standards; Admissions; Affirmative Action; Curriculum; Facilities; Grants; Disabled; Instructional Evaluation; Institutional Research; Library; Scholarships and Awards; Budget and Finance; and Elections (Article III).

4. The College-Wide Personnel and Budget Committee will be composed of the college president as chairperson, the dean of academic affairs, the dean of students, the department chairpersons, and four elected at-large faculty members (Article V(1)).

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

A. RESOLUTION OF SUPPORT FOR MAKING PELL GRANTS AN ENTITLEMENT PROGRAM:

WHEREAS, The United States Senate will consider in September a "transfer amendment" to provide additional FY 1993 funding for education, training and health programs; and

WHEREAS, The amendment would transfer 3.85 billion in unspent defense funds to domestic programs, with 1.35 billion going to USED programs; and

WHEREAS, Five hundred million dollars would go to increase Pell Grant funding and $50 million to increase aid to developing higher education institutions (Title III of the Higher Education Act); and therefore

BE IT RESOLVED, That we urge both New York State Senators to support the Harkin transfer amendment when it reaches the Senate floor; and

BE IT FURTHER RESOLVED, We recommend that a copy of this resolution be sent to the offices of both New York State Senators.
B. REPORT: Mrs. Bloom reported that the Society of Salk Scholars will be holding a membership reception on Tuesday, October 27, 1992 at the Griffins Faculty Club. She also reported that Congressman Jose Serrano of the great borough of the Bronx will receive the Friends of CUNY Award at the Belle Zeller Annual Scholarship Dinner scheduled for Thursday, November 5, 1992, at the Grand Hyatt Hotel. Congressman Serrano is a great supporter of the University and one of the earliest advocates of financial aid for part-time students.

Upon motions duly made, seconded and carried, the Board went into executive session to consider personnel matters. The public meeting was adjourned at 5:40 P.M.

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

SEPTEMBER 30, 1992
AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80TH STREET - BOROUGH OF MANHATTAN

The Vice Chairperson called the Executive Session to order at 5:44 P.M.

There were present:

Edith B. Everett, Vice Chairperson
Blanche Bernstein
Sylvia Bloom
Gladys Carrion
Louis C. Cenc

William R. Howard
Charles E. Innlss
Susan Moore Mouner
Thomas Tam

Robert A. Picken, ex officio

Secretary Genevieve Mullin
Lillian W. Phillips, Executive Assistant

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Mucclo
Vice Chancellor Jay Hershenson
First Deputy Counsel Roy Moskowitz
Mr. Donald Glickman

The absence of Mr. Murphy, Mr. Badillo, Mr. Del Guidice, Mr. Fink, Dr. Jacobs, and Rev. Pressley was excused.

E1. PERSONNEL MATTER: NO ACTION

Upon motions duly made, seconded and carried, the Executive Session was adjourned at 6:10 P.M.

SECRETARY GENEVIEVE MULLIN
HOSTOS COMMUNITY COLLEGE GOVERNANCE PLAN

ARTICLE I: FUNCTIONS OF THE COLLEGE SENATE

SECTION 1

The College Senate will, in consultation with the administration and other groups in the College, recommend policy on all College matters, except for those within the domain of the President or any other Officer of the College or The City University of New York, as set forth in the By-laws of the Board of Trustees. The Senate shall be specifically responsible for the formulation of academic policy and for consultative and advisory functions related to the programs, standards and goals of the College.

The College Senate shall undertake any course of action, within its authority, to help achieve the mission of the College within the College community and the City University.

The College Senate shall serve in an advisory capacity and have representation on all committees established by the President or the Deans to further the mission of the College.

It shall have the power to formulate new policy recommendations and to review already existing ones in areas including but not limited to the following:

(a) College admission procedures and requirements
(b) Affirmative Action/504 compliance
(c) Awarding of degrees, honors and credits
(d) College Library
(e) Degree requirements
(f) Development of academic calendar and College schedule
(g) Development of curricula
(h) Development of new academic and student services programs and review of existing ones
(i) Evaluation of faculty
(j) Facilities
(k) Grading practices and standards
(l) Grants
(m) Interdisciplinary and exchange programs
(n) Budget and Finance

Other functions of the Senate will include but not be limited to the following:

(a) Participation in the Search Committees for Vice President and all Deans
(b) Proposing amendments to, and revisions of, the By-laws of the Board of Trustees
(c) Recommending any other actions that the Senate may deem appropriate.

SECTION 2

The College Senate shall have the power to create any standing, ad-hoc and special committees it deems necessary.

All Senate and Senate Committee meetings shall be conducted according to the newest edition of Robert's Rules of Order Newly Revised.
ARTICLE II: MEMBERSHIP IN THE COLLEGE SENATE

SECTION 1 – CONSTITUENCIES

The Senate membership shall consist of representatives from the full time faculty, non teaching instructional staff, students classified staff, and the President and Deans of the College.

SECTION 2 – ATTENDANCE

Every member of the Senate undertakes the responsibility of attending Senate sessions. Members who are absent more than three times per year without a reasonable explanation sent in writing to the Chairperson of the College Senate, will be removed from office and another representative shall be elected in their place.

SECTION 3 – FACULTY MEMBERSHIP

(a) To be a member of the Senate representing faculty, a person must hold the rank of Professor, Associate Professor, Assistant Professor, Lecturer or Instructor.

(b) When a Department of the College is organized into Units, each Academic Unit of the College shall be represented by one (1) representative. The Unit representative shall be nominated and elected at Unit meetings called for that purpose.

(c) Departments without Units (which for the purpose of representation on the Senate will include Counseling) shall be represented in proportion to their faculty members: one representative per every ten (10) faculty members or fraction thereof. These representatives shall be elected at departmental meetings called for that expressed purpose.

(d) There shall be faculty members At Large, to be elected by general ballot according to the following ratio: one faculty member/alternate per every 20 faculty members or fraction thereof. These shall be elected at the Stated Meeting of the Faculty at the beginning of the academic year.

(e) Full-time faculty who are College representatives to the UFS are automatically members of the College Senate. They shall be elected according to the same procedures and criteria that apply to all other Senators.

(f) The PSC Chapter Chairperson shall automatically be a member with full senatorial rights.

SECTION 4 – NON-TEACHING INSTRUCTIONAL STAFF

(a) To be a member of the Senate representing the non-teaching instructional staff be in one of the following non-instructional titles: CLT, Research Assistant, HEO, or Registrar Series.

(b) Each category mentioned above shall be represented in proportion to its membership: one representative per every fifteen (15) members or fraction thereof.

SECTION 5 – CLASSIFIED STAFF

Gittlesons shall have one (1) representative to the College Senate. All other classified staff shall have one (1) representative to the College Senate.

SECTION 6 – STUDENT REPRESENTATIVES

(a) Student representation will constitute one (1) student for every four (4), or major fraction thereof, of the non student voting members of the Senate. Student representatives will be elected as provided by the Student Government Organization Constitution. Additional representatives shall be elected according to procedures for the election of officers stipulated in the Student Government Organization Constitution.

(b) Every student representative to the Senate must be certified by the Registrar’s Office as being full time and in good academic standing.

(c) Student representatives shall serve for a period of one year.
SECTION 7 - EX-OFFICIO

Ex-Officio membership without vote shall be:

A. The College Administration

1. President or designee
2. Deans or designees

B. A Parliamentarian designated by the Executive Committee of the Senate, not a member of the Senate, but who will attend its meetings and rule on questions of procedure.

SECTION 8 - ELECTION PROCEDURES AND TERMS OF OFFICE

(a) All elected faculty and staff members shall serve for a period of two years.
(b) Student representatives shall serve for a period of one year.
(c) The election committee shall run all the necessary elections to the Senate.
(d) All election results shall be determined by a majority of those voting. If necessary additional ballots will be held with the lowest candidate(s) eliminated to the point of having twice as many candidates as positions until the vacant positions are filled. Notification of the election results must be promulgated no later than one week after the close of elections.

SECTION 9 - TIME TABLE

(a) All elections shall be conducted during the second week of classes following the Spring Recess of the second year of the current Senate.
(b) On the last meeting of the Spring semester the Senate shall hold annual elections to nominate a pool of faculty representatives to serve on the Hostos Association, Auxiliary Services, and Discipline Committee. These names will be forwarded to the President, who will appoint members to the Committees/bodies from the list.

SECTION 10 - ELECTIONS OF OFFICERS AND THE COMMITTEE ON COMMITTEES

The Senate Chairperson, and all members of the Executive Committee and the Committee on Committees shall be nominated and elected by simple majority at the first meeting of the newly elected Senate to be called by the outgoing chairperson.

SECTION 11 - THE EXECUTIVE COMMITTEE

A. Membership:

(a) The Executive Committee shall be composed of nine voting Senators: six (6) faculty, two (2) students, and one (1) member of the non instructional staff.
(b) The Chairperson of the Senate will be the Chair of the Executive Committee and one of its nine members.
(c) Non Student members shall serve for two (2) years. Student members shall serve for one (1) year.
(d) The Committee will elect a Vice Chairperson, Recording Secretary, and Corresponding Secretary from among its members.

B. Functions of the Executive Committee:

1. To schedule regular and special Senate meetings, to determine what is appropriate Senate business, and to prepare agendas for such meetings.
2. To meet at least once a month during the academic year to coordinate and expedite Senate business.
3. To transact such business as may be necessary between meetings of the Senate.
4. To serve as liaison between the President of the College and the Senate.
5. To create ad-hoc Committees after consultation with the Senate.
6. To develop any procedures needed to implement any charge given to it and to review existing procedures when needed.
7. To exercise any further powers and duties that may be conferred upon it by the Senate.
C. Functions of the Officers:

1. Duties of the Chairperson shall include but not be limited to:
   a. To conduct elections for the membership of the Executive Committee and Committee on Committees.
   b. To preside at all meetings of the Senate and the Executive Committee.
   c. To initiate election procedures to fill all vacancies of the Senate.
   d. To make pro-temp appointments in the event of any Officer's absence.
   e. To represent the Senate at all academic and official functions.
   f. After consultation with the Executive Committee, to appoint Senators to represent the Senate in non-Senate Committees.

2. The Vice-Chair shall serve as Acting Chairperson in the absence of the Chairperson.

3. Duties of the Recording Secretary shall include:
   a. The taking of minutes of Senate and Executive Committee meetings and submitting them to the Chairperson and the Committee on Committees.
   b. Taking attendance at Executive Committee and Senate meetings.
   c. Maintaining records of all Senate Executive Committee proceedings.
   d. Sending copies of all Senate proceedings to the College Library.

4. Duties of the Corresponding Secretary shall include the distribution of minutes and agendas to appropriate committees or individuals.

ARTICLE III: SENATE MEETINGS

SECTION 1 - REGULAR MEETINGS

(a) The Senate shall hold regular meetings once a month during the academic year on the third Thursday of the month.
(b) The notice of each monthly meeting shall include the agenda, together with a written statement regarding any policy matter to be presented at the meeting.
(c) Such documents shall be distributed to each Senator during the week prior to the meeting.

SECTION 2 - PROCEDURES

(a) The order of business at all meetings shall conform to the newest edition of Robert's Rules of Order Newly Revised.
(b) The Chairperson, in consultation with the Parliamentarian, shall decide on all questions of quorum and parliamentary procedure, unless it is otherwise stipulated in this Charter.
(c) The hour of adjournment shall be specified on the agenda and adhered to and no binding resolutions, motions or general discussions shall be considered beyond that hour without the approval of 2/3 of the voting members present.
(d) All votes shall be by secret ballot except for routine matters by unanimous consent.
(e) All meetings of the Senate shall be open.
(f) All shall have the right to speak at Senate meetings only when recognized by the Chair.

SECTION 3 - MINUTES OF SENATE MEETINGS

A copy of the minutes of each meeting of the Senate shall be distributed to each of the members of the Senate at the same time that the notice of agenda of the meeting is distributed.
SECTION 4 - SPECIAL MEETINGS

(a) Agenda for special meetings shall be distributed with the notice of such meetings.
(b) These meetings may be called by the Executive Committee of the Senate or by any ten (10) Senators upon presentation to the Chairperson of a written and signed request for the meeting.

ARTICLE IV: ACADEMIC STRUCTURE: DEPARTMENTS/DISCIPLINES

SECTION 1

The structure of Hostos Community College shall be composed of Divisions, each headed by a Dean. At present, the College consists of the Divisions of 1. Academic Affairs, 2. Administration, 3. Planning, Development, and Community and Continuing Education, and 4. Student Services. When adding to, or altering these Divisions, the President of the College shall first consult with the Senate.

The Division of Academic Affairs shall be comprised of Departments, Units and Programs of Study.

Within the context of the academic structure, a Department is an administrative entity composed of a single discipline or related disciplines or Programs of Study grouped together to represent the shared interests of the represented Units. A Department may or may not have Units.

An Academic Unit is an administrative entity within an Academic Department; the Unit is responsible for instruction in a particular program, discipline, or related disciplines.

A Program of Study is an organized body of courses that lead to a Certificate or degree or another defined academic goal.

SECTION 2

The Senate shall have the power to review proposals for, and recommend, the creation of new Academic Units and/or Programs of Study, the elimination of existing Academic Units or Programs of Study, and the transfer of Academic Units and/or Program of Study from one Department to another.

The process to be followed for the implementation of such a proposal will be:

(i) Presentation of proposal to the Department(s) that houses (and/or will house) the Academic Unit or Program, followed by a Departmental vote.
(ii) Presentation of the proposal for review to the appropriate Dean(s).
(iii) Presentation of the proposal to the Senate.
(iv) Senate vote and recommendation to the President of the College.
(v) Approval by the President.
(vi) Transmission of the proposal by the President's Office to the Board of Trustees, and the Board's approval.

When a transfer of an Academic Unit or Program of Study or faculty is intended from one Department to another, both Departments must approve the transfer.

ARTICLE V: COLLEGE-WIDE P & B

SECTION 1

The College-Wide Committee on Personnel and Budget shall be composed of the following members:

(a) All Department Chairpersons
(b) The Dean of Students
(c) Four At-Large Faculty Members elected from and by qualified faculty, no two (2) coming from the same Department and no At-Large representative coming from a Unit already represented by the Departmental Chairperson.

(d) The President of the College

(e) The Dean of Academic Affairs

SECTION 2

The President of the College shall serve as Chairperson of the College-Wide P & B; in his/her absence, the Dean of Academic Affairs shall serve as Chair. The Labor Designee and a senior member of the administration designated by the President of the College shall sit with the College-Wide P&B at the invitation of the President.

SECTION 3

Teaching Faculty members holding or released to serve in an administrative position within the College and not teaching at least one course of their regular load are not eligible to serve as At-Large representatives to the College-Wide P & B. Deans and senior administrators cannot serve as At-Large representatives to the P & B.

SECTION 4

The selection and election of the four At-Large faculty representative to the College-Wide P & B shall proceed as follows:

(a) Each academic Department and Student Services shall nominate one candidate.

(b) Such nomination shall occur at the time of Departmental elections.

(c) All nominees must be tenured and hold professorial rank.

(d) The names of all nominees will be submitted to the Election Committee of the Senate, which will conduct the election with the assistance of the office of Academic Affairs.

(e) All faculty members with professorial ranks, lecturers (full-time) and Instructors who have been reappointed on an annual salary basis for a third or later year of continuous full-time service, and Tenured CLTs shall be eligible to vote in College-Wide At-Large Faculty P & B elections.

(f) All eligible voting members shall elect by simple majority vote the four representatives.

(g) In the event no candidates obtain a simple majority, a run-off election will be held. The two candidates with the lowest votes will be dropped.

(h) These procedures shall be repeated until all four (4) At-Large candidates are elected.

(i) There shall only be one (1) At-Large representative from any given Department at any time.

ARTICLE VI: ACADEMIC DEPARTMENTAL STRUCTURE

SECTION 1

The following shall constitute the College's Departments and Units within Departments:

(a) Allied Health Sciences Department
   
   Dental Hygiene Unit
   Radiologic Technology Unit
   Medical Laboratory Technology Unit
   Nursing Unit

(b) Behavioral and Social Sciences Department

   Behavioral Sciences Unit
   Social Sciences Unit
   Public Administration Unit
SECTION 2

Departmental Chairpersons

(a) Each Department shall have a Chairperson (who may also serve as Unit Coordinator).
(b) All Chairpersons, except the Chairperson of the Library Department, shall be elected by secret ballot for a term of three years by a majority vote of all eligible voting members of the instructional staff in the Department.
(c) In accordance with the By Laws, the Chairperson of the Library Department will be appointed by the President of the College.
(d) Voting shall take place during the first full week in May. There shall be discussion prior to the vote.
(e) All professorial ranks (Professors, Associate Professors and Assistant Professors), Lecturers (full-time) and Instructors who have been reappointed on an annual salary basis for a third or later year of continuous full service, and Tenured CLT’s are eligible to vote in departmental elections.
(f) In Departments other than the Library, all professorial ranks with tenure shall be eligible to run for departmental Chairperson. Exception may be made only when a Chairperson is recruited from outside the College without tenure.
(g) Members of the Department who are eligible to vote in P & B elections will be eligible to vote in this election.
(h) The duties of a Chairperson shall follow CUNY By-Laws definition, except as amended by this governance plan.

DUTIES OF DEPARTMENT CHAIRPERSON

(a) The Department chairperson shall be the executive officer of his/her Department and shall carry out the Department's policies as well as those of the faculty and the board which are related to it. He/she shall
1. Be responsible for departmental records.
2. Assign courses to and arrange programs of instructional staff members of the Department. (The execution of this duty has been delegated to the Unit coordinators. See item 4 under duties of the Unit coordinator.)
3. Initiate departmental policy and action concerning the recruitment of faculty and other departmental affairs subject to the powers delegated by these by-laws to the staff of the Department in regard to educational policy, and to the appropriate departmental committees in the matter of promotions.
4. Represent the Department before the faculty and the board.
5. Preside at meetings of the Department.
6. Be responsible for the work of the Department's committee on appointments or the Department's committee on personnel and budget which he/she chairs.
7. After receiving the tentative Unit budgets, prepare the tentative departmental budget, subject to the approval by the Department's committee on personnel and budget.

8. Transmit the tentative departmental budget to the Dean of Academic Affairs with his/her own recommendations.

9. Arrange for careful observation and guidance of the Department's instructional staff members. This duty may be delegated by the Department Chairperson to the Unit coordinator, to the extent permitted by the collective bargaining agreement.

10. Make a full report to the President and to the College Committee on Faculty Personnel and Budget of the action taken by the Department committee on personnel and budget when recommending an appointee for tenure on the following:
   a. Teaching qualifications and classroom work.
   b. Relationship of the appointee with his/her students and colleague.
   c. Appointee's professional and creative work

11. Hold an annual evaluation conference with every member of the Department, other than Full Professors, after observation and prepare a memorandum thereof. This duty may be assigned to a qualified member of the Departmental Committee on Personnel and Budget, to the extent permitted by the collective bargaining agreement. Tenured Full Professors may be evaluated.

12. Generally supervise and administer the Department. The Chairperson may delegate some specific duties to the Unit coordinators. (See item 1 under Duties of Unit coordinator).

13. Hold departmental meetings at least once during a semester.

14. Promote collegial relations and intradepartmental collaboration.

15. Represent all Units within the Department and act as liaison for the Department and its Units to other Departments and Units.

(i) Acting Chairpersons:

1. In case of a temporary vacancy, the Department whose chairperson is leaving will meet in an assembly and nominate candidates from a list of eligible faculty members coming from the Departmental P & B.

2. The name of the departmental candidate for Acting Chairperson, voted upon by the Department shall be submitted to the President.

3. If the President should reject the candidate, the process will be repeated until a suitable candidate is selected.

SECTION 3 – UNIT COORDINATORS

(a) Each Department shall have a Coordinator for each of the existing Units.

(b) The election of Unit Coordinators shall take place following that of Department Chairperson during the first full week of May.

(c) All professorial ranks, tenured and untenured, and lecturers with the Certificate of Continuous Employment shall be eligible to run for Unit Coordinators. There can only be one (1) coordinator who is untenured in any given Department. Tenured CLT's can vote in this election.

(d) Unit Coordinators shall be elected by their own Units.

(e) Unit Coordinators shall serve for a term of three years. Each Unit elects a coordinator. The Department chairperson may also be elected as a coordinator.

Duties of Unit Coordinators:

1. In Departments with Units, Unit Coordinators shall serve as the primary administrators for matters pertaining to their respective Units.

2. Supervise the unit's curriculum.

3. Be responsible for the unit's records.

4. Assign courses to and arrange programs of instructional staff members of the Unit in consultation with the Department chairperson.

5. Initiate action concerning the recruitment of Unit faculty in consultation with the Department chairperson.

6. Prepare the tentative Unit budget.

7. Arrange for careful observation and guidance of the Unit instructional staff members in consultation with the Department chairperson.
(8) Coordinate program accreditation (where applicable).
(9) Disseminate information to and from staff members within the unit
(10) Represent the Unit in the Departmental P & B.

SECTION 4 - DEPARTMENTAL P & B’s

(a) All constituted Departments shall have Departmental P & B’s to review matters pertaining to these areas.
(b) The membership of Departmental P & B’s shall be constituted of:
   1. The Chairperson
   2. Unit Coordinators
   3. In Department with no Units, At-Large faculty members shall be elected as needed in order to reach a minimum of five members; only one of these may be untenured.
   4. In Departments with five (5) or more Units the total membership of the P & B shall be to the nearest odd number, the remaining positions to be elected At-Large. Untenured faculty can only be elected to this position if there are no untenured coordinators.
   5. In Departments with more than one unit, no more than 60% of the membership of the Departmental P & B should come from one Unit.
   6. Tenured CLTs within a Department are eligible to vote in Departmental P & B elections but not to be candidates.
   7. All members of the Departmental P & B shall be elected at the same time as all other departmental elections are held.
(c) The functions of the Personnel and Budget Committee shall include but not be limited to:
   1. Recommendations of all actions concerning initial appointments, reappointments, tenure, CCE, and promotions (except full professor).
   2. Interviewing of all prospective faculty and instructional staff candidates for employment.
   3. Approval of all actions concerning travel money allocations, departmental budget, the departmental plan for the year and budget allocations to Units within the Department.
(d) The term of office of the members of the Departmental P & B shall be three (3) years.
(e) New Units will get automatic representation in Departmental P & B’s as soon as they have been formally approved by all appropriate governance structures.

ARTICLE VII: SENATE COMMITTEES

SECTION 1 - STANDING COMMITTEES OF THE SENATE

The Standing Committees of the Senate shall include but not be limited to the following:

(a) The Executive Committee
(b) The Committee on Committees
(c) Academic Standards Committee
(d) Admissions Committee
(e) Affirmative Action Committee
(f) Curriculum Committee
(g) Facilities Committee
(h) Grants Committee
(i) Committee on the Disabled
(j) Instructional Evaluations Committee
(k) Institutional Research Committee
(l) Library Committee
(m) Scholarships and Awards Committee
(n) Budget and Finance Committee
(o) Elections Committee
SECTION 2 - RULES CONCERNING SENATE STANDING COMMITTEES

(a) All Senate Committees shall keep minutes of their meetings and submit them to the Executive Committee and the Committee on Committees.

(b) All Senate Standing Committees shall follow the Charter as to their functions.

(c) All Senate Standing Committees shall prepare annual summaries of their activities to be submitted to the Executive Committee no later than the last scheduled meeting of the Senate each academic year.

(d) All Senate Committees shall elect their own officers, with the understanding that ex-officio members shall not be eligible to run for office of any Standing, ad-hoc or Special Committee.

(e) All Senate Committees shall submit a schedule of proposed meetings and tentative business to be conducted to the Executive Committee at the beginning of each academic semester. Committees will create their own rules for internal functioning; these rules must be submitted to the Committee on Committees and approved by the Senate.

(f) Unless otherwise stipulated in the Charter or sanctioned by the Senate, each of the Standing Committees shall consist of not less than six (6) and not more than twelve (12) members.

(g) Unless otherwise stipulated, on each Standing Committee there will be two (2) student members and one member representing the non-instructional staff. Student members will serve for a term of one (1) year.

SECTION 3 - ATTENDANCE AT STANDING COMMITTEES MEETINGS

(a) Members of Standing Committees are expected to attend scheduled meetings.

(b) Any member who is absent three (3) meetings without written notification shall be asked to resign and will be replaced by the Committee on Committees.

SECTION 4 - THE COMMITTEE ON COMMITTEES

1. Membership:
The Committee on Committees shall be composed of nine (9) Senate members, including two (2) student members and one member from the non-instructional staff, elected by the members of the Senate. Student members will be elected every year at the first meeting of the Senate. Other members will be elected at the first meeting of each newly formed Senate.

2. Function:
   a. To assign members of the different College constituencies to specific Senate Standing Committees before the second meeting of the Senate for the Academic year.
   b. To determine the number of members to be assigned to each committee, unless otherwise specified in the Charter of Governance.
   c. To advise all Senate Committees in the development of internal operating procedures and to submit these procedures to the Senate for approval.
   d. To consider and resolve issues relating to membership status and replacement of any committee member.
   e. To disseminate information about opportunities for service on all standing and ad-hoc committees.
   f. To maintain current lists of membership in all Senate Committees.
   g. To maintain a file of the minutes of all Standing Committee meetings.
   h. To elect its own officers.

SECTION 5 - ACADEMIC STANDARDS COMMITTEE

1. Membership:
The membership of the Academic Standards Committee will be assigned by the Committee on Committees.
2. Function:
The Academic Standards Committee shall recommend to the Senate policy regarding:
   a. Maintenance of matriculation
   b. Academic Index
   c. Grading structure and grade appeals
   d. Attendance
   e. Student appeals related to the above matters.

SECTION 6 - ADMISSIONS COMMITTEE

A. Membership:
Membership shall be determined by the Committee on Committees to include both regular faculty and the following:
- Director of Admissions
- Director of Recruitment
- Office of the Registrar
- Dean of Student Services
- One Counselor
- One Student representative

B. Function:
1. (a) To review and recommend to the Senate College-Wide policies regarding freshmen and transfer admissions procedures and requirements.
   (b) To review and recommend to the Senate policies regarding the matriculation of non-degree students.
   (c) To review and recommend to the Senate College-wide policies on the acceptance of external course work towards a Hostos Community College Associate Degree.
2. In consultation with all appropriate parties to hear and act upon those student appeals which result from the policies set forth in the above areas.
3. To maintain liaison with University personnel responsible for developing or changing admission, matriculation, and transfer credit criteria on a University-wide basis, and to report any proposals for such changes to the Senate.
4. To maintain liaison with College and University personnel responsible for developing special programs which might affect admission and external course work policies.

SECTION 7 - AFFIRMATIVE ACTION COMMITTEE

A. Membership:
Membership shall be determined by the Committee on Committees
The Affirmative Action Officer shall serve as an ex-officio member.

B. Functions
1. To advise and assist the College Affirmative Action Officer in the implementation of affirmative action regulations and policies at the College, including hiring, tenure and termination of employment.
2. To meet regularly with the President in matters concerning the progress of affirmative action.

SECTION 8 - CURRICULUM COMMITTEE

A. Membership:
The membership of the Curriculum Committee shall be composed of one tenured or CCE representative from each academic Department of the College, one (1) from Student Services, and an elected Student Senate representative duly certified by the Dean of Students. The representatives shall be elected by each Department from its Curriculum Committee and by the Student Services Division and their names submitted to the Committee on Committees for final approval. The Dean of Academic Affairs or his/her designee and the Registrar shall serve as ex-officio members.
B. Function:
The Curriculum Committee shall have the following duties:

(a) To evaluate and recommend new courses in accordance with Board of Trustees guidelines.
(b) To evaluate and recommend any modifications of current courses in the curriculum, including credits, hours, titles, course descriptions, language of instruction, prerequisites, corequisites, etc.
(c) To review and recommend approval of degree requirements and distribution requirements for existing Departments.
(d) To review Letters of Warning and appraise the Senate.
(e) To review and recommend approval of all Letters of Intent and final proposals for all degree and certificate programs.
(f) To recommend to the College Senate the creation of subcommittees as the need arises, to cover such areas as skills across the curriculum, program review, etc.
(g) To present to the College Senate, for its approval, any items voted upon and recommended by the committee.

SECTION 9 - COMMITTEE ON THE DISABLED

A. Membership:
Membership shall be determined by the Committee on Committees. The Coordinator of Services for Disabled Students shall serve as an ex-officio member.

B. Function:
Develop and recommend a cohesive institutional program of policies, procedures and modifications which enable the College to:

(1) Comply with federal and local regulations concerning non-discrimination and educational opportunity for the disabled and;
(2) appropriately respond to the needs of the disabled students.

SECTION 10 - FACILITIES COMMITTEE

A. Membership:
Membership to be determined by Committee on Committees. The Director of Campus Facilities shall serve as an ex-officio member of this committee.

B. Function:
(1) To assess and consult on whether existing College facilities are being utilized to optimal capacity.
(2) To forecast future College needs in regard to facilities.
(3) To recommend policy regarding utilization and allocation of existing space.
(4) To make recommendations regarding acquisition of new space.
(5) To investigate complaints regarding the improper use of facilities.
(6) To report to the Senate on its findings.

SECTION 11 - GRANTS COMMITTEE

A. Membership:
Membership to be determined by the Committee on Committees. The Grants Officer shall serve as an ex-officio member of this committee.

B. Function:
(1) To review grant proposals at their initial stages.
(2) To recommend that grants be initiated in specific areas.
(3) To inform the Senate as to the purpose and nature of all grants awarded to the College.
(4) The appropriate Deans shall report twice a year to the Committee and the full Senate on the status of existing grants.
SECTION 12 - INSTRUCTIONAL EVALUATIONS COMMITTEE

A. Membership:
Membership to be determined by the Committee on Committees.

B. Function:
(1) To develop procedures and instruments for the evaluation of faculty members by peers and by students.
(2) To recommend such procedures and instruments.
(3) To review the student evaluation process and the tabulation of results and make recommendations thereon.
(4) To report to the Senate on the procedures and instruments.

SECTION 13 - LIBRARY COMMITTEE

A. Membership:
Membership to be determined by the Committee on Committees. One of its members must be from the Library. The Chief Librarian shall serve as an ex-officio member of this committee.

B. Function:
(1) To evaluate current Library holdings and Media Services as they relate to the current and future needs of each Department, Unit and program.
(2) To make recommendations
(3) To report to the Senate on the recommendations.

SECTION 14 - SCHOLARSHIPS AND AWARDS COMMITTEE

A. Membership:
Membership to be determined by the Committee on Committees.

B. Function:
(1) To serve as an in-house resource to individuals or groups.
(2) To develop standard criteria for selection of candidates and recipients of scholarships and awards.
(3) To determine the recipients of Hostos Scholarships and prizes in accordance to established criteria.

SECTION 15 - EDUCATIONAL RESEARCH COMMITTEE

A. Membership:
Membership to be determined by the Committee on Committees. The committee will include an equal number of faculty members from Liberal Arts and Career Programs and one (1) faculty member from the Student Services division. A representative from the Office of Institutional Research will be an ex-officio member without vote.

B. Function:
(1) The committee will facilitate research bearing on College educational programs and retention. To that end it will assist research conducted in the College in compliance with the provisions of the Committee on Human Subjects, request data on behalf or research projects, recommend that studies be undertaken, submit all recommendations for research to the full Senate for approval, and disseminate results to the College community.
(2) The committee will collaborate with and serve as a resource for other committees.
(3) The committee will regularly report its findings to the Senate.
SECTION 16 - FINANCE AND BUDGET COMMITTEE

A. Membership:
Membership will be chosen by the Committee on Committees.

B. Function:
1. To research, inform, and make recommendations to the Senate and the College community on financial and budgetary matters.

SECTION 17 - ELECTION COMMITTEE

A. Membership:
Membership will be chosen by the Committee on Committees.

B. Function:
1. To develop and recommend procedures for elections pertaining to the Senate that are otherwise not described in this Charter.
2. To implement those election procedures approved by the Senate.

SECTION 18 - AD-HOC COMMITTEES

The Executive Committee of the Senate shall create ad-hoc committees as the need arises and shall delineate their functions and membership.

ARTICLE VIII: REVISION AND AMENDMENT PROCEDURES

Any modification of this Charter as presently accepted shall be made according to the following procedures:

SECTION 1

Motions to amend this Charter may be proposed only by a member of the Executive Committee or by the written petition of no less than ten (10) Senators.

SECTION 2

Such motions to amend must be discussed at two (2) consecutive meetings of the Senate before being brought to a vote.

SECTION 3

Such motions must be approved by two-thirds (2/3) of the total membership of the Senate.

SECTION 4

Within thirty (30) calendar days following one vote of the Senate, ten percent (10%) of either faculty or students may request a referendum of their constituent body on the proposed amendment. A majority vote of faculty or students participating in the referendum supersedes the vote of the Senate.

SECTION 5

Approved amendments shall be submitted to the President for approval and recommendation to the Board of Trustees.