Minutes of Proceedings, January 27, 1992

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

HELD

JANUARY 27, 1992

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

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

There were present:

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

Herman Badillo
Blanche Bernstein
Sylvia Bloom
Gladys Carlot
Louis C. Cencl

Robert A. Picken, ex officio

William R. Howard
Harold M. Jacobs
Susan Moore Mounier
Calvin O. Pressley
Thomas Tam

Jean C. LaMarre

Secretary Genevieve Mullin
Robert E. Diaz, General Counsel and Vice Chancellor for Legal Affairs

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Muccillo
President Raymond C. Bowen
President Roscoe C. Brown, Jr.
President Josephine Dunbar Davis
President Ricardo R. Fernandez
President Leon M. Goldstein
President Matthew Goldstein
President Bernard W. Harleston
President Frances Degen Horowitz
President Edson O. Jackson
President Augusta Souza Kappner
President Shirley Strum Kenny
President Paul LeClerc

President Gerald W. Lynch
President Charles E. Merideth
President Isaura S. Santiago
President Kurt R. Schmeller
Sr. Vice Chancellor Donal E. Farley
Vice Chancellor Ira Bloom
Vice Chancellor Joyce F. Brown
Acting Vice Chancellor Allan H. Clark
Vice Chancellor Jay Hershensen
Acting Vice Chancellor Marcla V. Kelz
Vice Chancellor Richard F. Rothbard
Dean Haywood Burns
Dean Stanford R. Roman

The absence of Trustee Del Gludicis, and Trustee Fink was excused.
Chairman Murphy announced that there would be an executive session to consider personnel and legal matters following the regular meeting. He welcomed back President Leon M. Goldstein, who was attending his first meeting following his convalescence after open-heart surgery.

A. MEMORIAL RESOLUTION MARKING THE DEATH OF PRESIDENT ROBERT L. HESS: WHEREAS, The death of President Robert L. Hess of Brooklyn College is noted with profound distress and sadness by the Members of the Board of Trustees of The City University of New York; and

WHEREAS, He served with the highest distinction as President of Brooklyn College from 1979 until his most untimely death on January 12, 1992; and

WHEREAS, He served as a national model of presidential leadership in his academic creativity and for his skills in faculty utilization and mobilization; and

WHEREAS, Under his leadership, Brooklyn College adopted a core curriculum which came to be admired and emulated nationwide; and

WHEREAS, His fervent belief and dedication to academic quality—to excellence—helped make Brooklyn College a sparkling educational star, as seen from both near and afar; and

WHEREAS, His understanding of the special nature and particular educational needs of his student body, and of the communities of the Borough of Brooklyn endeared him alike to public officials and community leaders, while making them proud of Brooklyn College and its educational prowess; and

WHEREAS, His high intellect, character, courage, and resolve, and his willingness to be different, earned him the admiration and respect of the entire CUNY community, and indeed of the entire City and State; and

WHEREAS, Sad note is taken that his counsel and his leadership will be sorely missed from the collective community of The City University of New York; therefore

BE IT RESOLVED, That the Board of Trustees of The City University of New York expresses its deepest sympathy to each member of his family and his many friends, and its sincere gratitude for the services rendered to Brooklyn College, the City University, and the people of the Borough of Brooklyn and the City of New York.

The resolution was approved unanimously:

Dr. Jacobs said he was appreciative of the fact that he was chosen to read this resolution.

Mrs. Bloom said that William Howard, Dr. Bernstein, Vice Chancellor Jay Hershenson and herself had paid their respects to the family. Chairman Murphy added that he and several others had also paid a condolence call.

Mrs. Everett stated that if she had made any contributions to this University, perhaps the greatest was having chaired the search that eventually chose Bob Hess as the President of Brooklyn College. She says it as often as anyone wants to hear her say that because his presidency was a great source of pride to her. She is a graduate of Brooklyn College, as many of them know, and the school had some difficulties at the time that he came to it, considerable difficulties. Bob Hess dramatically turned Brooklyn College around and gave them all a renewed sense of pride in that institution. It became again, as it was at the time many years ago when she attended, a nationally recognized institution of quality. She just wanted to say that his loss is a very big one for her personally and for all of us.

Mr. LaMarre said he wanted to add the perspective of the students of Brooklyn College, saying that President Hess would be missed to a very large extent for his contributions to the academic atmosphere at the college. President Hess would take the time to talk to students. Other presidents should emulate him.
B. MEMORIAL RESOLUTION MARKING THE DEATH OF FORMER CHANCELLOR JOHN R. EVERETT: WHEREAS, The death of former and first CUNY Chancellor, John R. Everett, on January 21, 1992, is noted with profound distress and sadness by the Members of the Board of Trustees of the City University of New York; and

WHEREAS, He broke ground as the first Chancellor of the City University immediately after its legislative authorization as the City University, and served as its pioneer chief executive, with diplomacy and academic distinction, from 1960 to 1962; and

WHEREAS, As Chancellor, he advocated and supported the maintenance of the highest possible standards of scholarship at the CUNY colleges, and at the same time the broadest possible access for students enrolled into the four senior and the three community colleges under the jurisdiction of the Board of Higher Education; and

WHEREAS, He supported, and advocated the organization and expansion of doctoral-level studies at the City University on a university-wide basis, and the establishment of a central division of graduate work within the central administrative structure of the University; and

WHEREAS, He accepted the challenge of bringing together into one unique educational structure, the four senior colleges and the three community colleges hitherto loosely associated under the policy oversight of the Board of Higher Education, and thereafter helped to fashion the first academic and administrative ties and interconnections among these formerly separate institutions; and

WHEREAS, He took the first steps in defining and negotiating the powers and functions of the Chancellory of the City University, moving into what had been a vacuum; and

WHEREAS, He also ploughed new ground in helping to work out the relations between the Chancellory and the Board, which were of course, entirely innovative; and

WHEREAS, He undertook the leadership role in re-defining the mission and outreach of the City University, under the new structure, the new circumstances, and the new city demography during the first years of the sixth decade of the 1900's; and

WHEREAS, Following the completion of his services as CUNY Chancellor, he retained his collegial interest in CUNY, serving for a time in recent years as an advisor and counselor to the President of the CUNY Graduate School and University Center; therefore

BE IT RESOLVED, That the Board of Trustees of The City University of New York expresses its deepest sympathy to his family and friends, and its sincere gratitude for his dedicated and distinguished service to the cause of higher education in New York City and in particular to The City University of New York.

The resolution was approved unanimously:

Chairman Murphy commented that he had met John Everett for the first time at the University’s 20th anniversary celebration and the 10th anniversary of Bob Kibbee’s chancellorship in 1981. He was a very impressive, decisive person who really got the University going. His tenure was quick but it was crucial. He certainly had a distinguished, wonderful career at the New School, and the University should be proud to have had the services of Chancellor Everett.

Dr. Bernstein said she was appreciative of the fact that she was chosen to read this resolution. For several years she was at the New School for Social Research at the Center for New York City Affairs where she did much of her research on the welfare problem, while Mr. Everett was president of that institution. Mr. Everett was a particularly interesting person to be in charge.

President Horowitz said that Mr. Everett had been a member of the Board of Visitors at the Graduate Center and had maintained his interest in the University until his death.

Dr. Jacobs suggested that a portrait of Chancellor Everett should be hung in the Board room alongside of the portraits of Chancellors Bowker and Kibbee. Chairman Murphy concurred.
C. CITY COLLEGE TRAGEDY: Chairman Murphy said that on a very sad and tragic note, the worst thing that can happen to any institution, any entity, any family, occurred several weeks ago at City College when nine innocent lives were lost. He asked the Board to follow the suggestion of Dr. Jacobs and observe a moment of silence in the memory of students.

D. TRUSTEE HONORS -- HAROLD JACOBS: Trustee Jacobs was the guest of honor at the Benefit Dinner for the Children of Ohel, the most extensive Jewish Foster Care Program in North America.

E. PRESIDENTIAL HONOR -- CHARLES W. MERIDETH: President Merideth has been named to the American Council on Education Advisory Commission on Governmental Relations.

F. COLLEGE HONORS -- BARUCH COLLEGE: In its January 20th issue, Forbes Magazine placed Baruch's School of Business and Public Administration on its honor role of quality and affordable MBA programs. Baruch is ranked number one nationally on CPA pass rates for students with baccalaureate degrees. It's well known that Baruch is ranked among the top four colleges for the number of alumni who serve as senior executives of America's major corporations.

G. FACULTY HONORS: 1) Belle Zoller is one of 15 scholars profiled in Political Science in America, a collection of oral histories sponsored by the American Political Science Association.

2) Leonard R. N. Ashley, professor of English at Brooklyn College was elected to the Board of Managers of the American Name Society and president of the American Society of Geolinguistics.

3) Mary Jean Erario, associate professor of health, physical education and dance at Queensborough Community College, was inducted into the Hunter College Sports Hall of Fame in September.

4) Howard Engel, lecturer in the Department of Health and Physical Education at Baruch College, has been accepted into the College Baseball Umpires Association.

5) Professors Elinor Garely and James Berson of the Department of Business Management at Borough of Manhattan Community College have been selected to represent CUNY in the CUNY/Shanghai University Exchange Projects.

H. STUDENT HONORS: 1) Brooklyn College senior Loretta Nuves is CUNY's second Rhodes Scholar and one of 32 American students chosen for the prestigious two-year scholarship at Oxford University. She is also a Truman Scholar and a CUNY Woman of Excellence. The previous Rhodes Scholar was Raymond Paretsky, of Queens College, in 1982.

2) Brooklyn College senior and history major Toba Friedman was one of only 40 American students to receive the prestigious Marshall Scholarship. She is a student in the college's Ford Colloquium, a special program for students planning careers as college professors.

3) James Delaney, a Borough of Manhattan Community College continuing education student in the Mental Case Aide project, is the winner of a Kennedy Fellowship Award.

I. GRANTS: Chairman Murphy presented for inclusion in the record the following report of Grants $75,000 or above received by the University since the last Board meeting.

BOROUGH OF MANHATTAN COMMUNITY COLLEGE:

a. $90,487 New York State Education Department to Cynthia Murphy.

BRONX COMMUNITY COLLEGE:

b. $160,139 The University of the State of New York, The New York State Education Department to the Office of Continuing Education to provide basic instruction in reading, mathematics, life skills and English as a Second Language.
b. $350,000 **New York City Department of Youth Services** to the Office of Continuing Education to expand neighborhood access to positive, drug prevention program and to create a safe haven school which involves the entire community.

c. $198,504 **United States Department of Education** to Dr. Joseph O'Sullivan, Office of Academic Affairs, to strengthen the college's administration and coordination procedure; initiate academic program improvement, and enhance student services.

d. $116,880 **The University of the State of New York, The New York State Education Department** to the Office of Continuing Education to provide computer training services to the Hunts Point Local Development Corporation.

e. $775,400 **Department of Employment** to the Office of Continuing Education to provide comprehensive testing, assessment, and job placement services for unemployed New York City residents.

f. $149,983 **The City University of New York** to Dr. Joseph O'Sullivan, Office of Academic Affairs, to provide remedial instruction to students planning to enter college.

g. $70,814 **The University of the State of New York, The New York State Education Department** to the Office of Continuing Education to provide residents of the Bronx and Upper Manhattan with community health education and AIDS prevention instruction.

h. $675,000 **Ford Foundation** to Dr. Richard Donovan, English Department, to assist students in the transfer process from 2-year to 4-year institutions.

i. $136,881 **New York City Municipal Assistance Corporation** to the Office of Continuing Education to provide basic skills instruction in reading, mathematics and English as a Second Language.

j. $200,000 **The City University of New York** to the Office of Continuing Education to provide counseling, job training and development, and basic education to area youth who are out of school and unemployed.

k. $455,827 **New York State Department of Social Services** to the Office of Continuing Education to provide vocational training and employment services for refugees on public assistance.

THE CITY COLLEGE:

a. $1,300,000 **National Science Foundation** to Professor Joseph Barba, Electrical Engineering, for the Center for Minorities in Information Processing Systems.

b. $207,000 **Hamamatsu** to R. Alfano, Physics, for the Photonics Application Laboratory.

c. $127,233 **NIH** to W. Boto, Biology, for "Nucleotide Sequence of Ugandan HIV Isolates."

d. $131,000 **NSF** to R. Callender, Physics, for "Raman Spectroscopic of Guanine Spectroscopic Studies of Guanine Nucleotide Binding Proteins."

e. $110,000 **NSF** to H. Cummins, Physics, for "Experimental Studies of Phase Transitions."

f. $427,500 **Howard University/NSF** to Z. Dagan, Mechanical Engineering, for "Engineering Coalition of Schools for Excellence and Leadership (ECSEL)."

g. $109,250 **DOE** to M. Lax, Physics, for "Electronic Transport and Lasing in Microstructures."

h. $104,000 **New York State Education Department** to M. Marin, Education-Admin, for "CCNY Teacher Opportunity Corps."
BOARD OF TRUSTEES

1. $80,831 BNL to C. Miller, Civil Engineering, for "Review of DOE and NRC Facilities."

2. $98,745 U.S. Department of Education to E. Rorschach, English as a Second Language, "Fluency First as a Second Language Instruction (FIPSE)."


4. $95,213 U.S. Department of Education to P. Sherwin, Humanities-Administration, for "The City College World Civilization Core: Faculty & Curriculum Development."

5. $102,500 DOE to G. Sivashinsky, Levich Institute, for "Studies in Premixed Combustion."

6. $1,209,500 National Institute of General Medical Sciences to Professor Emeritus Myer M. Fishman, Chemistry, for a Minority Biomedical Research Support Program.

THE CITY UNIVERSITY MEDICAL SCHOOL:

7. a. $100,000 Aaron Diamond Foundation, to M. Slater, Medical School-Administration, for "Gateway to Higher Education Program."

THE COLLEGE OF STATEN ISLAND:

8. a. $116,001 USED to Leonard Ciaccio and James Sanders for Project Discovery.

THE GRADUATE SCHOOL AND UNIVERSITY CENTER:

9. a. $91,000 NSF to Professor Bonnie Brownstein for "Networking ..., Women Teachers, Their Students and Scientists."

10. b. $265,269 NSF to Professor Eric Delson for "Research and Training in Evolutionary Primatology."

11. c. $76,928 Hospital for Special Surgery to Professor Suzanne Ouellette Kobasa for "Stress and Stress Resistance in Lupus."

12. d. $93,919 Hospital for Special Surgery to Professor Tracey Revenson for "Patient and Marital Adaptation to Rheumatic Disease."

13. e. $257,586 Lilly Endowment, Inc. to Professors Anthony Stevens-Arroyo and Ronald Hellman, Inc. for the "Program for the Analysis of Religion Among Latinos."

14. f. $270,000 NSF to Professor Eric Delson for "Research and Training in Evolutionary Primatology."

15. g. $260,000 Aaron P. Diamond Foundation to Professor Juan Schine for "The Early Adolescent Helper Program: Outreach; Promoting and Expanding Programs of Service Learning in the Middle Grades."

16. h. $159,661 ED to Professor William Kornblum for "Model Computer-Based Instruction Center for Inner City Youth."

JOHN Jay COLLEGE:

17. a. $130,000 Aaron Diamond to Roberta Blotner, CUNY Substance Abuse Center, to provide training and technical assistance in leadership skills development to parents in four schools to enable their involvement in school improvement.

HERBERT H. LEHMAN COLLEGE:

18. a. $600,000 DeWitt Wallace-Reader's Digest Fund to Valerie Washington for "Pathways to Teaching Program/Teacher Career Ladder Project."
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NEW YORK CITY TECHNICAL COLLEGE:

a. $116,067 United States Department of Health and Human Services to Professor Shirley Tyson for Gerontological Nursing.

b. $123,194 New York State Education Department to Director Janice Rintler for Programs for Deaf and Hearing Impaired Students.

c. $186,909 New York State Education Department to Director Vernon Charms for the Brooklyn Educational Opportunity Center.

d. $206,464 New York State Education Department to Director Karen Shaffel for the Adult Learning Center.

e. $350,000 New York State Division of Social Services to Director Maria Grieco for Public Assistance Comprehensive Employment Program.

f. $274,770 New York State Education Department to Director Arinn Dawkins for Tech Prep.

g. $137,350 New York State Division of Social Services to Director Sydelle Levy for Orientation & Mobility Assistant/Rehabilitation Teachers Assistant Training Program.

QUEENS COLLEGE:

a. $73,898 The Council for Tobacco Research - USA, Inc. to Dr. Zahra Zakeri, Biology for "Mechanisms of Programmed Cell Death."

b. $78,000 National Science Foundation to Dr. Harry Gafney, Chemistry, for Photophysical and Photochemical Behavior of Metal Complexes on Porous Vycor Glass."

c. $91,138 NIH/National Institute on Drug Abuse to Dr. Helen Johnson, Elementary and Early Childhood Education, for "Maternal Crack Use: Perinatal and Infancy Effects."

d. $125,662 U.S. Department of Energy to Dr. Charlotte Schreiber, Geology, for "Evaporites as a Source for Oil."

e. $253,853 New York City Board of Education to Dr. Paul Longo, School of Education, for Intermediate School #227 - Queens."

YORK COLLEGE:

a. $202,177 United States Department of Education to V.P. James Hall/Mr. Ronald Thomas, Adult & Continuing Education, for "Talent Search."

b. $172,946 United States Department of Education to Dean Jacqueline Ray/Mr. Patrick Gao, Student Development, for "Student Support Services Program."

J. APPOINTMENT OF PRESIDENT TO THE COMMITTEE ON FACULTY, STAFF, AND ADMINISTRATION: Chairman Murphy announced that President Shirley Strum Kenny has been elected by the Council of Presidents to replace President Robert L. Hess on the Board's Committee on Faculty, Staff, and Administration.

K. ORAL REPORT OF THE CHANCELLOR: Chancellor Reynolds joined in the beautiful sentiments expressed about President Robert L. Hess. She said she admired his stewardship of the campus enormously, and had cherished her friendship with him and his wife, Fran. His loss is simply irreplaceable.
She welcomed back with great joy President Leon M. Goldstein of Kingsborough Community College and noted that he looked wonderful. Earlier today there had been a celebration commemorating Sr. Vice Chancellor Donal Farley's 25th anniversary with the University.

There are a number of budgetary developments at the City, State, and federal level that should be brought to the attention of the Board. University staff will continue to work with the Board's Fiscal Affairs Committee as they work through these challenges.

She noted that in December the City assigned an additional $5.6 million mid-year cut to the community colleges. This was extraordinarily dismaying because the University has an additional 10,000 student applications coming into the community colleges for the spring. University staff held several meetings with key city officials, including Mayor Dinkins, Speaker Vallone, Budget Director Michael, and Councilman Berman. Presidents Keppner and Jackson were very helpful in pleading the University's case. As a result of the negotiations between the Mayor's Office and the City Council leadership, almost the entire cut was averted, thus enabling the University to enroll all the students who wish to come to the community colleges. She thanked the Trustees and all the presidents for their strong support. It did create protection for the community colleges in this difficult time. The City's financial plan has been delayed and is scheduled for release at the end of the month.

On the State level, the Executive Budget was released last week and an analysis has been sent to all Trustees. The presidents had a briefing session last week. Overall, the budget includes a recommended $500 tuition increase, $25 million in lump sum cuts to the senior colleges; and fails, for the second year in a row, to provide any fresh support for capital projects within the City University of New York. Community college base aid and categorical funding are reduced by $3.9 million and then increased by $6 million for enrollment growth and special needs (net -- a $2.8 million reduction) the major responsibility for the funding of the associate degree programs at New York City Technical and John Jay Colleges - which, through a complicated formula has been reduced to $13 million - is still assigned to the City. Chancellor Reynolds travels to Albany tomorrow, with key staff to meet with members of the Governor's and Budget office staffs to try to deal with the Governor's budget before it is finalized. There are also some technical issues that are of concern to the University. SUNY's operating budget was similarly reduced and Bundy Aid to private colleges and universities was cut by 50%. TAP and APTS were also cut, although the eligibility changes promoted by the Trustees were left intact. She noted that it is still very early in the process, as this is the beginning of the 30-day technical amendment period of the Governor's budget. Legislative hearings on the budget will occur on February 11. The University will try to achieve some improvements in the budget and to put forth the University's concerns.

Senator LaValle has scheduled a hearing in Albany for tomorrow on a number of issues related to the University, including procedures for the designation of department chairs and student conduct. Chair Murphy, herself, several presidents, Dr. Picken, Mr. LeMarre, and several others will be present to give testimony.

At the Federal level, both House and Senate bills on higher education reauthorization should reach floor votes in late February or early March. The University must be mindful of this because it is literally hundreds of millions of dollars for the University's students. The bills are not having easy going, and the University has much work left to do. Both bills still include Pell Grant eligibility for less-than-half-time students. However, it is very critical that the University must ensure that this provision is not knocked out on the floor or in conference. Title XI (Urban Grants) funding, which is critical to the University, is included in both bills and regulations are soon to be developed for the administration of the $8 million in Urban Grant money in the FY 92 appropriation. This is the first time that there has been real money in that Bill and the University would be eligible for many of those dollars. President Bush continues to say he will veto any Higher Education Authorization which includes Pell Grants becoming an entitlement.

Chancellor Reynolds noted her intention to appoint an Advisory Committee on Academic Program Planning -- a blue ribbon Committee, including Distinguished Professors and Presidents to examine programs and activities relating to effective academic planning and to create ways to streamline this University and to make some of the integral academic changes that the University will benefit from. When fleshed out, the plans for this committee will be presented to the Committee on Fiscal Affairs, Facilities and Contract Review at its next meeting.

She announced that there will be two memorial services in honor of the students so tragically killed at City College. The first, an all-City service at which Mayor Dinkins will speak, is to be held on February 1, 1992 from 1:00p.m.-3:00p.m. at Convent Avenue Baptist Church, 425 West 144th Street. The second is a City College Service on February 6, 1992 from 12:00p.m.-2:00p.m.
Mrs. Everett said she wanted to extend recognition to the Chancellor and those of her staff who have been so actively involved in trying to restore the budget and expressed appreciation for all their efforts.

Vice Chancellor Rothbard reported that the portion of the State Budget that provides for the operating budget of the City University as well as the other agencies is going up only 1.4%. As part of that overall budget, the State is attempting to close a gap of $4.8 billion. It is a gap of two pieces: a $3 billion project for 1992-93 and another $1 billion dollars they have to carry over from this year in the sale of deficit notes. The Governor is calling for several actions in order to close the gap including reforms in Medicaid, freezes in revenue, cuts in social service programs, and agencies and other local assistance cuts. In addition the budget anticipates a net reduction of 200 State positions. The University, in addition to having a $500 recommended tuition increase, has an overall reduction of 4.5% that is just under $40 million. That's the bottom line. What really is going on is that State aid of about $95 million is being withdrawn and the difference is being filled with the recommended tuition increase, offsets from the City of New York and other kinds of actions.

Vice Chancellor Rothbard added that the Mayor has requested a delay of two weeks in order to analyze the impact of the State budget on the City. The Mayor's revised plan is due on January 30. In City budget figures prior to release of the State budget, the community colleges were scheduled for a $2.6 million reduction in City support next year. The University has been advised that as a result of the State's budget and its impact on the City those numbers may have to be revised this week. A report on those revisions should be coming next week.

In response to Mr. Howard's question regarding the nature of Senator LaValle's hearing the next day, Chancellor Reynolds said Senator LaValle, as chair of the Senate Higher Education Committee, has asked that the University report on three things: the issues surrounding Professor Leonard Jeffries and his department chairmanship at City College; the University's handling of student unrest last spring and how the University handles student disciplinary procedures; and thirdly, the tragedy at City College and how the University handles security-related matters on the campuses. Mr. Howard asked how this hearing relates to the University's budget and was told by Chancellor Reynolds that this hearing was to help legislators better understand the processes for the University. She, Chairman Murphy, President Jackson, chair of the University's Security Task Force, President Shirley Strum Kenny, President Charles W. Merideth, and the new University security director, Mr. Elique will testify. Acting Vice Chancellor Kelts and Vice Chancellor Diaz will be available for consultation. Lissette Nieves, the University's Rhodes Scholar, Queens College student Jeremy Burton, Trustees Picken and LaMarre, Dr. Pollishook, and Presidents LeClerc and Harleston have also been asked to testify.

Dr. Jacobs asked about the impact of the budget on the Construction Fund. Chancellor Reynolds said the University is very concerned and dismayed about the proposal in the Governor's budget on construction. Senior Vice Chancellor Farley said the State bill is difficult to comprehend, and his office is still analyzing it. Basically it calls for a major restructuring of the current arrangement to take out from under the Unversity the entire Capital Development Staff and put it into the Construction Fund but then recasting the Construction Fund as essentially a State Agency under the direct control of the Budget Division. Dr. Jacobs asked if capital projects that had been started would be completed. Senior Vice Chancellor Farley responded that the State has proposed that smaller rehabilitation projects be funded by taking the money from the Dormitory Authority reserve accounts and using it to substitute for State money. The University is not sure it is legal to do that. Bond counsel of the Authority will have to review that.

Chairman Murphy said that the State is substantially rewriting the process whereby the Administration has been able to build out this University over the last 20, particularly, in the last ten years by stripping away a lot of the reality away from the Construction Fund and the Dormitory Authority. The University has a lot of work to do in the 30-day period, and hopefully we can make some progress.

Mr. Howard cited the example of the John Jay College construction as an example of how the University can save money when the State Dormitory Authority is not involved in the process. He asked about the funding status of John Jay College and New York City Technical College. Chancellor Reynolds responded that it is the State's contention that the City is able to handle the $13 million involved. The University wants to make sure there is agreement between the City and the State on this. Mr. Howard commented that he would not want to see that $13 million spread out among the community colleges and the Chancellor concurred.
Mrs Everett asked what the cut off point for TAP eligibility is for a family of four. Vice Chancellor Rothbard responded that under the Governor's proposal it depends on whether the student is a continuing student or a new student. Dean Proto said that students whose families have over $42,500 net taxable income would no longer be eligible for any TAP award. But there is only a small segment of the University's TAP recipients that fall into this category -- four to five hundred students. Mrs. Trustee Everett observed that that segment may increases as tuition at other Institutions grow, and Dean Proto concurred.

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

**NO. 1. UNIVERSITY REPORT:** The University Report was moved and seconded.

At this point Rev. Pressley left the meeting.

Mrs. Everett moved that Item D.6. be amended to include a provision to permit students in their final semester to take more than 16 credits if they need to in order to meet graduation requirements. In response to his question Mr. Howard was advised that the proposal included a sliding scale of fees for additional credits. He then asked if Mrs. Everett intended that the proposal limit the number of additional credits that could be taken in the final semester. She replied that the president would take the matter under advisement.

Mr. LaMarre moved to divide the question. The motion was seconded and without objection the question was divided.

Mr. LaMarre moved to refer Item D.6. back to Committee, stating that he objected to the item on procedural grounds as well as substantive grounds. Procedurally, since the item was attached to the University Report as an Addendum, the University community really did not have an opportunity to address this issue. Substantively, this discriminates against international students, who quite often have to take more than 16 credits because of the high cost of attending school here. Most importantly, sending this back to Committee will offer the University community an opportunity to address the issue, discuss it, and analyze it before voting on it.

Dr. Picken said this proposal should have been discussed in the Committee on Fiscal Affairs, Facilities and Contract Review before coming to the Board, as it has far-reaching implications. He pointed out that on virtually all of the campuses students who take more than 16 credits require approval of the college's course and standing committee or a similar committee, and approval is not given by the faculty very lightly. Tightening up needs to take place on those campuses where course and standing committee do not rule on the matter and where students can take an overload without permission. By instituting a fee scale of this magnitude what the University is doing, in essence, is punishing its best students.

Chancellor Reynolds stated that this issue came to the Central Office's attention because one campus had incredible abuses where students were taking 30 hours. It was the judgement of Legal Counsel that this was actually outside of Trustees intent and policy. There had been a loophole that allowed students to take far too many credits and it created the notion of a great bargain and was almost an incentive to take a massive overload. It also has severe academic implication as well for students to attempt to take such a massive overload. She noted that spring registration is under way and she is very concerned about students who will be attempting to take 30-hour loads during this term. There are fiscal implications. There is the additional problem of students who register for a 24 hour load taking a valuable place in the course, move through the course, be unable to handle the course load, and then drop large numbers of courses. She suggested that, if there is a desire by the Board to refer the matter back to the Student Affairs Committee for further discussion, the Board take action on an interim basis. She would not want to see this kind of abuse continue during the spring term.

Dr. Bernstein inquired and was informed that the Chancellor has the authority to act on this. Chancellor Reynolds also advised that she had not done so on advice of legal counsel and staff who felt that because a fee was involved it had to at least come to the Board in an informational content.

Mr. Howard reported that he had had conversations with the Chancellor and Vice Chancellor Rothbard on this issue and he agrees that it is within the purview of the Chancellor to act on this. He would encourage the Board to act on it. He would not object to discussing this in the Fiscal Affairs Committee but feels that these issues must be dealt with as they present themselves.
Mr. LaMarre said that it is not a matter of whether or not the act is justified at this time, it is the procedure being followed. This is analogous to a tuition increase. If the University decided to add additional costs for attendance at the City University, it has to come before the Board. Before anything is placed on the calendar, there has to be a public hearing on the item. The people who the Trustees are there to represent feel there is a legitimate need for them to discuss this, to explain to them what this entails, how this is going to affect their lives. You have to give them an opportunity to address this Board on the issue. Procedure has to be followed. The motion to recommit was defeated.

At this point Rev. Pressley rejoined the meeting.

Mrs. Everett's motion to amend Item D.6. of the University Report was passed. Ms. Carfion and Mr. LaMarre voted no.

The following resolution was adopted:

RESOLVED, That the University Report for January 27, 1992 (Including Addendum Items) be approved, as revised as follows:

(a) ADDENDUM: Revise the following:

D6 THE CENTRAL OFFICE - FEE FOR ACCELERATED STUDY: - revise the second resolved as follows:

Resolved, That this policy apply to all undergraduate students and law students registered for credits beyond the established limit of 18 per semester, except in programs where more than 18 credits are currently part of a semester's regular course of study, or, with the approval of the president, the semester in which a student will graduate.

NOTE: Matter underlined is new.

ADDENDUM: Add the following:

D7 THE CITY COLLEGE: ADMINISTRATIVE DESIGNATION - COMMITTEE APPROVAL NOT REQUIRED (AFFIRMATIVE ACTION REPORT ON FILE - REM)

Dear Last First Salary Annual Eff.
Title Name Name Rate Stipend Date
President's Office
HEO/Asst.
Administrator A Waters Ginger $68,210 $7,670 1/28/92

D8 HOSTOS COMMUNITY COLLEGE: ADMINISTRATIVE DESIGNATION - COMMITTEE APPROVAL NOT REQUIRED (AFFIRMATIVE ACTION REPORT ON FILE - EXECUTIVE COMPENSATION PLAN)

Dear Last First Salary Eff.
Title Name Name Rate Date
Dean of Students
Dean
(Dean of Students) Barrios Eugenio $86,310 2/1/92

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

ERRATA: Add the following:
1. THE CITY COLLEGE

Part B: PERSONNEL MATTERS:

PB-001 & 002 PROMOTION WITHIN TITLE: The Effective Dates of the in-title promotions for Sharon A. Gamble, Destine N. Richards, Kimberly Jackson, Judith Trinsey and Becky Nevan are revised to read 1/1/92.

2. HUNTER COLLEGE

Part B: PERSONNEL MATTERS:

PB-004 PROMOTION WITHIN TITLE: The Effective Date of the in-title promotion for Edward D. Pearlmutter is revised to read 1/1/92.

3. BROOKLYN COLLEGE

Part B: PERSONNEL MATTERS:

PB-004 PROMOTION WITHIN TITLE: All entries are withdrawn.

4. YORK COLLEGE

Part B: PERSONNEL MATTERS:

PB-001 APPOINTMENT OF HEO SERIES PERSONNEL (NO PRIOR SERVICE - SUBJECT TO AFFIRMATIVE ACTION SEARCH PROCEDURES – EXCEPT SUBSTITUTES): The entry for Herman W. Wright is withdrawn and hereby reentered under the heading ACTION EFFECTING A LEGAL ORDER, ARBITRATOR’S AWARD OR SETTLEMENT AGREEMENT (INSTRUCTIONAL STAFF). The following note is added: Appointment as a result of a settlement agreement.

5. BRONX COMMUNITY COLLEGE

Part B: PERSONNEL MATTERS:

PB-001 PROMOTION WITHIN TITLE: The entry for Nancy K. Ritze 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 January 27, 1992 (including Addendum items) be approved, as revised as follows:

(a) ADDENDUM: Add the following:

D6 THE CENTRAL OFFICE - EMERGENCY REPAIR OF OIL BURNER AND RELATED HEATING EQUIPMENT

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary to execute a contract on behalf of the Central Office to repair the oil burner and related heating equipment with Commercial Combustion Service & Installation Corporation. The cost of such contract shall not exceed a total estimated amount of $15,000, chargeable to the New York State Capital Construction Fund.

EXPLANATION: On December 30, 1991, at approximately 1:30 a.m., a water main ruptured, flooding the basement of the Central Office with over three feet of water. The oil burner and related equipment sustained water damage which prevented operation. Commercial Combustion Service & Installation Corporation was called in on an emergency basis to effect repairs and restore normal operation. This vendor is on contract with the Central Office for oil burner maintenance; however, the damage sustained was not encompassed by the maintenance contract.
RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of the Central Office to repair and restore telecommunications services with Rhyne Communications, Inc. The cost of such contract shall not exceed a total estimated amount of $49,500, chargeable to the New York State Capital Construction Fund.

EXPLANATION: On December 30, 1991, at approximately 1:30 a.m., a water main ruptured, flooding the basement of the Central Office with over three feet of water and causing a complete shut-down of telecommunications services. Rhyne Telecommunications, Inc. was called in on an emergency basis to make repairs and restore communications as quickly as possible.

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

ERRATA: Add the following:

1. THE CENTRAL OFFICE

Part C: FISCAL MATTERS:

PC-2 Section CIV 1.1 TUITION WAIVER - DIAMOND FELLOWSHIP PROGRAM: The explanation is revised to read as follows:

EXPLANATION: The Aaron Diamond Foundation has joined with CUNY in establishing a program designed to attract and support minority students in choosing a career as a university professor. The funds received from the Aaron Diamond Foundation ($1.2 million over four years) cover direct costs associated with this program, including full instructional, support and clerical costs, OTPS and student stipends. Instructional costs cover the summer and intersession institutes, and student mentoring during the regular academic year. The colleges agree not to count the FTEs generated by this program.

NOTE: Matter underlined is new.

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

Dr. Jacobs inquired about funding for Hunter College's Center for Occupational and Environmental Health and the Center for AIDS, Drugs and Community Health. President LeClerc said they are richly funded from external sources. The Center for AIDS, Drugs and Community Health has received $3.4 million in external funding from a variety of sources, State In particular and also foundations, most recently a $1.9 million two-year grant from the Robert Wood Johnson Foundation. The other Center is funded at about a million dollars. Just the two directorships are paid from tax-levy University funds. Dr. Jacobs suggested that funding amounts and sources should be included in the material presented to the Board.

Dr. Jacobs commented that he has seen quite a few tenure exceptions being presented for approval and wanted to know if the University is monitoring these exceptions. Vice Chancellor Ira Bloom responded that all exceptions are reviewed by the Committee on Faculty, Staff, and Administration, and that few exceptions were being granted.

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the regular Board meeting and executive session of November 25, 1991 be approved.

NO. 3X CUNY TV: Chairman Murphy announced that as of February 1 CUNY-TV is on Cable Channel 75, not 33 or 66, in the outer boroughs.

NO. 4. COMMITTEE ON ACADEMIC POLICY, PROGRAM AND RESEARCH: RESOLVED, That the following items be approved:
A. QUEENS COLLEGE - B.A. IN AFRICANA STUDIES:

RESOLVED, That the program in Africana Studies leading to the Bachelor of Arts to be offered at Queens College be approved effective September 1992, subject to financial ability.

EXPLANATION: The purpose of the proposed program is to offer students the opportunity to study in an in-depth, structured and rational manner, the history, language and literature, institutions, customs, and culture of Africans and people of African descent. The interdisciplinary curriculum is appropriately designed for students to gain firsthand knowledge about Black experiences and to understand that Blacks, nationally and internationally, constitute an important element of politics and of society. The curriculum also will enable students to prepare for careers in education, government, community organization, business, communications, and international relations; for entrance to professional schools such as law, social work, and urban planning; and for graduate study and research in the Social Sciences and Humanities.

The program in Africana Studies is intended to provide students and faculty with access to and identification with an area of study that is now part of the established curricula in many universities nationwide and thus satisfy a significant need in the existing curriculum at Queens College. The proposed program is largely the result of heightened and sustained interest from students at the college. All of the courses in the program are currently being offered on a regular basis at the College. The program is therefore cost effective and an appropriate addition to the liberal arts and career programs offered by Queens College.

B. QUEENS COLLEGE - B.A. IN RELIGIOUS STUDIES:

RESOLVED, That the program in Religious Studies leading to the Bachelor of Arts to be offered at Queens College be approved effective September 1992, subject to financial ability.

EXPLANATION: The purpose of the proposed program is to provide students with an opportunity to study the symbols, myths, and rituals of the world's religions; the role of religion in past and present societies; and the cross-cultural dimensions of a variety of religious tradition. The curriculum embraces a variety of disciplines and religions and is designed as an interdisciplinary major, drawing upon existing faculty and courses.

There are currently over two hundred Religious Studies programs at American colleges and universities nationwide. The impetus for this program is largely the result of heightened and sustained interest sustained over an extended period of time and a response to the multi-cultural character of Queens College. Graduates of the program can pursue careers in various forms of community service or go on to graduate study as well as professional training in such fields as law, social work, journalism, health care, and teaching in elementary and secondary education. All of the courses in the program are currently being offered on a regular basis at the College. The program is therefore cost effective and an appropriate addition to the liberal arts and career programs offered by Queens College.

At this point Ms. Carrion left the meeting.

Professor Picken commented that he is very pleased the Board has taken this action. He noted that the proposals for the B.A. in Africana Studies and the B.A. in Religious Studies were approved by the Queens College Academic Senate in 1986 and 1984 respectively. As a member of the Academic Senate at that time he can discern no significant difference between the proposals approved tonight and those that were approved at the College six and eight years ago with the exception that a number of faculty involved with the programs at their inception have retired and are no longer available to teach in them and several sadly have passed away. He believes that there are two points worthy of consideration in light of this long approval process. First, there should be a concerted effort made by both the College and the Central Office to reduce such a delay. Second, such approvals at the college should have a sunset provision. Such proposals would be good only for a specified period before they would require reconsideration because not only do faculty retire but also the resources of the college shift with the fortunes of the University. Finally, he believes that the approvals history should be a part of all proposals that come before the Board.

Dr. Bernstein noted that there have been several changes in the administration of the Academic Affairs office in the last few years and that might explain the long delay. She recommended that the Committee chair should be advised before any discussion takes place that a program has been under consideration for two years or more.
Mr. Howard commented that a multi-denominational, multi-religious group of clergy have been meeting at Queens College and asked if they had been asked to advise on the development of the Religious Studies program. President Kenny said several of those individuals had served as adjuncts when the Africana Studies and Religious Studies majors were offered as part of the College's independent studies program.

At this point Mr. LaMarre left the meeting.

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

A. THE GRADUATE SCHOOL & UNIVERSITY CENTER - ESTABLISHMENT OF THE JOHN H. KORNBLITH CHAIR:

RESOLVED, That the Board of Trustees of The City University of New York approve the establishment of the John H. Kornblith Chair in the Philosophy of Science and Value at The Graduate School and University Center.

EXPLANATION: John H. Kornblith has made a substantial donation to the Graduate School and University Center, in response to a National Endowment for the Humanities Challenge Grant received by The Graduate School and University Center to provide an endowment for a continuing professorship in the humanities. The income from the endowment shall be used at the discretion of the President of The Graduate School and University Center to provide a salary supplement and/or support services to the holder of the Chair.

Dr. Hartly Field, Distinguished Professor in the Ph.D. Program in Philosophy at The Graduate School and an internationally recognized scholar in the philosophy of science and the philosophy of mathematics, is being recommended as the first holder of the Kornblith Chair.

At this point Mr. LaMarre rejoined the meeting.

B. BROOKLYN COLLEGE - NAMING OF ROOM 3604 IN JAMES HALL:

RESOLVED, That Board of Trustees of The City University of New York approve the naming of Room 3604 in James Hall at Brooklyn College, the William Beer Sociology Club and Seminar Room.

EXPLANATION: Professor William Beer, who died an untimely death in July of 1991, was an outstanding teacher with a deep commitment to his students. The proposed William Beer Room, a former staff room, will house his library, which he willed to the Sociology Department for the use of the Department's students. The Department will raise funds to purchase the necessary furniture and bookcases. This recommendation is supported by the Department of Sociology and by the President of the College.

C. JOHN JAY COLLEGE OF CRIMINAL JUSTICE - AMENDMENT TO GOVERNANCE PLAN: - Item Withdrawn

D. THE GRADUATE SCHOOL AND UNIVERSITY CENTER - ESTABLISHMENT OF THE HAROLD M. PROSHANSKY CHAIR IN JEWISH STUDIES:

RESOLVED, That the Board of Trustees of The City University of New York approve the establishment of the Harold M. Proshansky Chair in Jewish Studies at The Graduate School and University Center of The City University of New York.

EXPLANATION: The Robert H. Arnow and Alan G. Weiler families have donated substantial funds to The Graduate School and University Center to provide an endowment for a continuing professorship in Jewish Studies. The income from the fund shall be used at the discretion of the President of the Graduate School and University Center to provide a salary supplement and/or support services to the holder of the Chair.

NO. 5X. COMMITTEE ON PUBLIC AFFAIRS: RESOLVED, That the following report be noted:

B. REPORT: Mrs. Bloom reported that on February 19 there will be a recognition ceremony in the Trustee Room for participants in the Diamond Fellowship Program and the Faculty Advancement Program. These initiatives involve students who are receiving special incentives to become college professors and faculty and receive assistance to complete their dissertations.
Preparations have already begun for the Spring 1992 Big Apple CUNY Job Fair. Employers are being urged now to participate in this important CUNY-wide service, scheduled for Thursday, April 9, 1992, 11 A.M. to 7 P.M. at the Ramada Hotel at Madison Square Garden, Mezzanine level, 7th Ave. between 32 and 33 Street. She urged Trustees who know of firms interested in recruiting CUNY graduates and graduating seniors to inform her.

At this point Ms. Carron rejoined the meeting.

NO. 6. COMMITTEE ON STUDENT AFFAIRS, AND SPECIAL PROGRAMS: RESOLVED. That the following item be approved:

Ms. Carron stated that the Committee is putting the Board on notice that it is going to recommend a Bylaw Change.

She informed the members that in Spring 1991 the Chancellory undertook a review of the existing disciplinary bylaws. A Committee comprised of presidents and members of the Chancellor's Office drew up a set of proposals which were submitted to the Committee on Student Affairs and Special Programs In November and were circulated to the students at that time. Students, faculty, and other interested parties have had two formal opportunities, in addition to Committee deliberations, to comment on these proposed changes, through public hearings held on December 11, 1991, and January 21, 1992. There were at least 20 speakers at the January public hearing, all of whom spoke opposing the changes. In the Committee the student and faculty members were opposed to the amendment.

A. BYLAW AMENDMENT: Notice was served of the introduction of the amendments to Article XV of the Bylaws of the Board with respect to Student Disciplinary Procedures, Sections 15.3 through 15.7. These amendments will come up for action at the February meeting of the Board of Trustees.

Ms. Carron reported that the Committee is continuing to review the mandate, the budget operations, and the electoral process of the University Student Senate. This continues to be a major part of the work of the Committee. Broad-ranging discussions on reforms of that body are ongoing. The Committee has sought student input as well as input of professionals working directly with students. The Committee is very hopeful that very soon it will be able to present recommendations for reform to the Board for consideration.

ADDED ITEM

NO. 7. AD HOC COMMITTEE ON THE CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE: RESOLVED, That the following item be approved:

A. THE CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE - ACADEMIC STANDING POLICIES AND PROCEDURES: The resolution was moved and seconded.

Vice Chancellor Bloom reported that the Committee unanimously approved the revisions based on the recommendations of the faculty of the Law School, its Dean, and the president of Queens College. The revisions codify the academic standing policies and procedures at the Law School relating to student progress. The action is consistent with recommendations of the ABA accrediting committee and is the result of the long process of deliberation at the Law School.

The following resolution was approved:

RESOLVED, That the revised Academic Standing Policies and Procedures be adopted for The City University School of Law at Queens College, effective with the Spring 1992, semester.
ACADEMIC STANDING POLICIES AND PROCEDURES

1.0 GOOD STANDING REQUIREMENTS

In any semester, if a student fails to meet that semester's requirements for good academic standing, the student will be on probation for the duration of the following semester.

1.1 END OF FIRST SEMESTER

At the end of the first semester, students who fail two courses will be required to meet with the Dean of Students. The purpose of the meeting is (a) to give the student notice that the student may be on academic probation after the second semester; (b) to advise the student that the consequences of academic probation can include repeating the first-year program or dismissal from the Law School; and (c) to counsel the student regarding possible steps to address academic problems.

Students who fail three or more courses will be required to repeat the first-semester courses that they failed before proceeding to the second semester. (This will normally entail a one-semester leave of absence).

Students who fail more than one repeated first-semester course will be dismissed. Students who pass all but one of the repeated first-semester courses may be permitted to proceed to the second semester at the discretion of the Scholastic Standing Committee.

1.2 END OF THE SECOND SEMESTER

Students who fail two or more courses in the second semester will not be in good academic standing.

Students who fail three or more courses in the second semester will not proceed to the third semester unless they take and pass the courses that they failed. (This will normally entail a one-semester leave of absence). Students who fail more than one repeated second-semester course will be dismissed, except that students who fail one, but no more than one, repeated second-semester course may be permitted to proceed to the third semester on probation.

1.3 END OF THIRD SEMESTER

At the end of the third semester, students who have failed a total of two or more courses in the second and third semesters will not be in good academic standing.

1.4 END OF FOURTH SEMESTER

At the end of the fourth semester, students who have failed a total of three or more courses in the second through fourth semesters will not be in good academic standing.

1.5 END OF FIFTH SEMESTER

At the end of the fifth semester, students who have failed a clinic or concentration or who have failed a total of any four or more courses in the second through fifth semesters will not be in good academic standing.

1.6 END OF THE SIXTH SEMESTER

At the end of the sixth semester, students who have failed a clinic or concentration or who have failed a total of any four or more courses in the second through sixth semesters will not be in good academic standing.

2.0 RETURNING TO GOOD ACADEMIC STANDING: CONDITIONS OF PROBATION

Students who are on probation must meet the following conditions during their probationary semester to be returned to good academic standing:
(a) Students must meet for counselling with the Dean of Students (or persons designated by the Dean of Students, including, but not limited to, members of the Scholastic Standing Committee, Individual Skills Development (ISD) teachers or Professional Skills Center personnel) prior to registration for the probationary semester, or if notified after registration, within one week of receiving notification.

(b) Students must pass the Lawyering Seminar, clinic or concentration, if taken during the probationary semester, and all other courses taken during the probationary semester, except that students who fail a total of no more than three courses in the first three semesters may be permitted to proceed to the fourth semester on probation.

(c) At the discretion of the Scholastic Standing Committee, students may be required to enroll in the ISD program during the summer and/or during the probationary semester.

(d) The Scholastic Standing Committee may set other or additional conditions of probation for any student, including, but not limited to, prescribing the number and kind of courses that the student may take, requiring that the student not withdraw from one or more courses, requiring that the student not engage in work outside the Law School during the probationary semester, or setting any other conditions that, in the discretion of the Scholastic Standing Committee, will help the student overcome academic difficulties.

3.0 DISMISSAL FROM THE LAW SCHOOL

Any student who has failed to meet the conditions of probation will be dismissed from the Law School.

4.0 RE-ENTRY AFTER DISMISSAL

The Scholastic Standing Committee, at its discretion, may permit students who are dismissed for academic insufficiency to re-enter the Law School in accordance with the following standards:

4.1 IMMEDIATE RE-ENTRY

Only students who have received no more than one grade of fail or incomplete during the probationary semester may apply for immediate re-entry after dismissal. An application for immediate re-entry must be delivered to the Associate Dean for Academic Affairs within ten (10) days of the student’s receipt of a Notice of Dismissal. An applicant for immediate re-entry must demonstrate that there was sufficient improvement in his or her work during the probationary semester to warrant the conclusion that the applicant is likely to meet the conditions of probation, as set forth in Section 2.0, if permitted to re-enter.

4.2 RE-ENTRY AFTER ONE-YEAR

Any student who is dismissed may apply for re-entry after one year. An application for re-entry after one year must be delivered to the Associate Dean for Academic Affairs no later than thirty (30) days before the beginning of the semester for which re-entry is sought. An applicant for re-entry after one year must demonstrate that her or his circumstances have changed so that, if permitted to re-enter, the applicant would be in a position to remain in good standing and successfully complete the Law School program.

4.3 If the Scholastic Standing Committee grants an application for immediate re-entry or re-entry after one year, the student will be re-admitted on probation. During the first semester after re-entry, the student must satisfy all of the conditions of probation (set forth in Section 2.0), and any additional requirement imposed by the Scholastic Standing Committee.

5.0 INCOMPLETES

5.1 The following conditions will apply to students in good academic standing, who receive an incomplete in a course which, if failed, would place them on academic probation:

(A) Students will receive a notice before the beginning of the next semester informing them that the incomplete must be completed before the end of that semester and informing them of the consequences of not curing the incomplete on time.
(B) Students who do not convert the incomplete to a grade of pass before the end of the next semester will be deemed to have been on academic probation during that semester. If the student failed to satisfy the Conditions for Probation, as set forth in Section 2.0, during that probationary semester, the student will be dismissed.

5.2 The following conditions will apply to students on academic probation who receive an incomplete during their probationary semester:

(A) Incompletes must be cured before the beginning of the next semester, except in exceptional circumstances as determined by the Scholastic Standing Committee. If incompletes are not cured within this time period, the course will be deemed to have been failed for purposes of determining a student's academic standing, and the student will be dismissed.

6.0 CALCULATING GOOD STANDING FOR POST-PROBATIONARY SEMESTERS

6.1 A student who was on probation during the third semester and who met all the conditions of probation during that semester, can be returned to good academic standing, even though the student had failed two or more courses in the second semester.

6.2 A student who was on probation during the third semester and who met all the conditions of probation during that semester, will be deemed, for purposes of calculating whether the student would be in good academic standing at the end of the fourth and subsequent semesters, to have failed no more than two courses in the second and third semesters.

6.3 A student who was on probation during the fourth semester and who met the conditions of probation during that semester, can be returned to good academic standing, even though the student has failed three or more courses in the second through third semesters.

6.4 A student who was on probation during the fourth semester and who met all the conditions of probation during that semester, will be deemed, for purposes of calculating whether the student would be in good academic standing at the end of the fifth and sixth semesters, to have failed no more than three courses in the second through fourth semesters.

6.5 A student who was on probation during the fifth semester and who met the conditions of probation during that semester, can be returned to good academic standing, even though the student has failed four or more courses in the second through fourth semesters.

6.6 A student who was on probation during the fifth semester and who met the conditions of probation during that semester, will be deemed, for purposes of calculating whether the student would be in good academic standing at the end of the sixth semester, to have failed no more than three courses in the second through fifth semesters.

7.0 GRADUATION REQUIREMENTS

The requirements for graduation are separate from the criteria for return to good academic standing. Students must also fulfill all graduation requirements before they may receive a diploma. Students who are placed on probation at the end of the sixth semester may not graduate until they have been returned to good academic standing.

8.0 EFFECTIVE DATE AND TRANSITIONAL PROVISIONS

The policies and procedures set forth herein will become effective beginning in the Spring 1992 semester with the following provisos. Academic performance in the Fall 1991 semester will be evaluated under the Scholastic Standing Policies and Procedures adopted by the CUNY Law School Faculty in the Spring of 1990 (See Student Handbook, Second Education at Pg. 5) to determine academic standing at the conclusion of the Fall 1991 semester and to determine whether students on probation during the Fall 1991 semester have satisfied the conditions of probation. The criteria set forth in the "Good Standing Requirements" section for the 1990 Scholastic Standing Policies will be applied to determine whether students who satisfy conditions of probation during the Fall 1991 semester are returned to good academic standing or remain on probation for the Spring 1992 semester.
EXPLANATION: After thorough deliberation, the faculty and the Dean of The City University School of Law at Queens College, with the concurrence of the President of Queens College, are recommending the revised Academic Standing Policies and Procedures, to be effective with the Spring 1992, semester. The revised policies provide a more elaborated and codified set of academic standing policies and procedures. This action, which is consistent with the recommendations of the ABA Accrediting Committee, should lead to the more effective administration of the School's academic standing policies.

Upon motions duly made, seconded and carried, the Board went into executive session to consider legal and personnel matters. The public meeting was adjourned at 6:04 P.M.

SECRETARY GENEVIEVE MULLIN
Minutes of Proceedings, January 27, 1992

MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK

HELD

JANUARY 27, 1992

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

The Chairperson called the executive session to order at 6:08 P.M.

There were present:

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

Herman Badillo
Blanche Bernstein
Sylvia Bloom
Gladys Carrion
Louls C. Cenci

Jean C. LaMarre

William R. Howard
Harold M. Jacobs
Susan Moore Mouner
Calvin O. Pressley
Thomas Tam

Robert A. Picken, ex officio

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

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Muccolo
President Bernard W. Harleston
Vice Chancellor Ira Bloom
Vice Chancellor Jay Hershenson
Associate Dean Brenda Spatt
University Director Jose A. Ellque

The absence of Mr. Del Giudice and Mr. Fink was excused.

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

NO. E1. DESIGNATION OF ACTING PRESIDENT - BROOKLYN COLLEGE: RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. James N. Loughran as Acting President of Brooklyn College, effective February 1, 1992, with a salary at the applicable college presidential level, subject to financial ability.

EXPLANATION: Dr. James N. Loughran, S.J., has recently completed seven years of service as President of Loyola Marymount University, Los Angeles, California and, earlier, served as Dean of Fordham College at Fordham University. Dr. Loughran, who holds a doctorate in philosophy, brings to the University and the college many years of successful experience as a teacher, researcher, department chair, and university administrator, as well as service on various university boards and professional organizations. A national search has begun for a permanent appointment, which, it is anticipated, will be effective on September 1, 1992.

Upon motion duly made, seconded, and carried the Executive Session was adjourned at 8:00 P.M.

SECRETARY GENEVIEVE MULLIN
Minutes of Proceedings, February 24, 1992

MINUTES OF THE MEETING OF THE BOARD OF
TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK
HELD
FEBRUARY 24, 1992
AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80TH STREET – BOROUGH OF MANHATTAN

The Chairperson called the meeting to order at 4:40 P.M.

There were present:

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

   Herman Badillo
   Blanche Bernstein
   Sylvia Bloom
   Louis C. Cencl

   William R. Howard
   Harold M. Jacobs
   Susan Moore Mouner
   Calvin O. Pressley
   Thomas Tam

   Jean C. LaMarre, ex officio
   Robert A. Picken, ex officio

Secretary Genevieve Mullin
Robert E. Diaz, General Counsel and Vice Chancellor for Legal Affairs

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

   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 Ira Bloom
   Vice Chancellor Joyce F. Brown
   Acting Vice Chancellor Allan H. Clark
   Vice Chancellor Jay Hershenson
   Acting Vice Chancellor Marcia V. Kelz
   Vice Chancellor Richard F. Rothbard
   Dean Haywood Burns
   Dean Stanford R. Roman, Jr.

The absence of Ms. Carrion, Mr. Del Giudice, and Mr. Fink was excused.
A. CONDOLENCES – CHANCELLOR EMERITUS ALBERT H. BOWKER: The Chairman announced with regret the passing on February 1, 1992, of the wife of Chancellor Emeritus Albert H. Bowker, Rosedith Sitgraves Bowker, who was a statistician and taught for many years at Stanford and Columbia. She will be missed. The Chairman, Chancellor, and several other present and former members of the University community attended a memorial service for her in Washington, D.C., on February 15.

B. CONDOLENCES – PRESIDENT SHIRLEY STRUM KENNY: The Chairman announced with regret the passing of the father of President Shirley Kenny, Marcus Leon Strum, on February 20. He extended the Board’s condolences and best wishes to President Kenny and her family.

C. PRESIDENTIAL HONOR – BRONX COMMUNITY COLLEGE: President Roscoe C. Brown, Jr., received the Intrepid Sea-Air-Space Museum’s Meritorious Achievement Award during a salute to Black Military Pioneers of WWII. President Brown, who commanded the 100th Fighter Squadron of the Tuskegee Airmen, is credited with being the first U.S. pilot to down a Nazi jet.

D. ALUMNI HONORS – THE CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE: Sandra J. Lowe, a 1987 CUNY Law graduate, has been appointed Director of the Governor’s Office for Lesbian and Gay Concerns by Governor Mario Cuomo.

E. FACULTY HONORS: 1) President Arpad Goncz has bestowed the Commemorative Medal of 1956 on Professor of Geology Stephen Lakatos of York College for his courageous role against the Hungarian Communist regime in the fall of 1956.

2) Nancy G. Siraisi, Distinguished Professor of History at Hunter College, whose book Medieval and Early Renaissance Medicine was named the outstanding book in the history of science directed toward the general public by the History of Science Society.

3) Daniel D. McCracken, Professor of Computer Sciences at City College, has been selected to receive the 1992 SIGCSE (Special Interest Group on Computer Science Education) Award for Outstanding Contributions to Computer Science Education.

4) Marsha A. Martin, Associate Professor of Social Work at Hunter College, has been named Chief Advisor to Mayor Dinkins on issues affecting homeless women.

5) Michael Parker, Director of the Adult Literacy Program at Borough of Manhattan Community College, received the 1991 Outstanding Student Research Award presented by the National Reading Conference.

6) Camille Stoney Bodden, Assistant Professor of Nursing at Queensborough Community College, was recently named to the American Heart Associate Council on Nursing.

7) CUNY Law School Professor Merrick T. Rossein has been appointed Commissioner on the New York City Equal Employment Practices Commission. Governor Cuomo has appointed him to the New York State Sexual Harassment Task Force.

F. STUDENT HONORS – THE CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE: Lori Nessel, a third-year student graduating in May, 1992, has won the prestigious Skadden Arps Public Interest Fellowship. Only 25 fellowship awards are given nationally.

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

Baruch College:

a. $158,651 U.S. Department of Education to Associate Provost Herminio Martinez, School of Education and Educational Services, for Educational Personnel Training Program: Project BETA.

b. $470,000 New York State Department of Social Services to Professor H. Jack Shapiro, Center for Management, for Child Support Enforcement Training and Video.
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Borough of Manhattan Community College:

a. $900,384 New York State Educational Department to Sandra Poster for VATEA/Post Secondary.

The City College:

a. $129,703 DOE to A. Acrivos, Levich Institute, for "The Rheology of Concentrated Suspensions."

b. $100,000 AFSOR to R. Alfano, Physics, for "Nonlinear Photon Localization for High Intensity Laser Projection Systems for Photodetectors and the Eyes."

c. $132,263 New York State Education Department to M. Marin, Education Administration, for "The Skills and Language Development Program."

d. $140,085 Triborough Bridge TA to R. Paaswell, Transportation, for "Optimal Tolls for Triborough Bridge and Tunnel Authority."

The College of Staten Island:

a. $139,906 NIGMS to Fred Naider for Peptide Cell Interactions in Saccharomyces Cerevisiae.

b. $123,730 NIH to Andrzej Wieraszko for Role of ATP in Neurotransmission.

LaGuardia Community College:

a. $254,262 NYC to Robert Rosa, Continuing Education Division, for New York City Fire Department CPR Training Program.

b. $123,654 NYC to Shirley Miller, Continuing Education Division, for the Correctional Consortium Program.

New York City Technical College:

a. $116,087 United States Department of Health and Human Services to Professor Shirley Tyson for Gerontological Nursing.

b. $123,194 NYS Education Department to Director Janice Rimler for Programs for Deaf and Hearing Impaired Students.

c. $186,909 NYS Education Department, Vocational Education Act to Director Vernon Charrms for Brooklyn Educational Opportunity Center.

d. $206,464 NYS Education Department to Director Karen Shaffel for Adult Learning Center.

e. $350,000 NYS Division of Social Services to Director Maria Grieco for Public Assistance Comprehensive Employment Program.

York College:

a. $311,782 NYS Department of Education to V.P. James Hall/Mr. Ronald Thomas, Adult and Continuing Education, for NYS Adult Literacy Initiative.

b. $175,000 U.S. Small Business Administration/RF-SUNY to V.P. James Hall/Mr. James Heyliger, Adult & Continuing Education, for NYS Small Business Development Center.
H. BROOKLYN COLLEGE: Chairman Murphy introduced Acting President James Loughran and welcomed him.

I. ORAL REPORT OF THE CHANCELLOR: The Chancellor joined with Chairman Murphy and the Board of Trustees in expressing deepest sympathies to President Ricardo Fernandez on the passing of his father this past week.

Chancellor Reynolds pointed out that Phase One Admissions data for the Fall 1992 semester are even higher than were preliminarily reported. Completed data indicate that admissions CUNY-wide are up 9.2% overall. Enrollment was up 14.9% at the community colleges and 7.3% at the senior colleges last fall. CUNY continues to be a highly sought after institution and she complimented the presidents for taking on the challenge of increased enrollments in the face of a very difficult budget situation.

She noted that the Governor's 30-day amendment period is now completed. Copies of the University's testimony before the Assembly Ways and Means and Senate Finance Committees were sent to the Trustees.

She reminded the Trustees that the University's major priorities in the current legislative session for the senior colleges are the following: the State has administered a $52.7 million cut that is to be compensated for by a $500 tuition increase. The University is also appealing that the State restore the lump sum reduction of $24.8 million that was bestowed upon the senior colleges. The New York City Technical College/John Jay College problem continues to be handed off by the State to the City in the amount now of $13.1 million. The University is appealing this item most strongly. The Administration has been working with President Jackson on a transitional plan to restore Medgar Evers College to senior college status that would have no cost to the City this year and in which the campus would reach certain goals. Costs would be phased in for the State to defer them until the State's financial situation improves. The Administration must press for clarification as to whether that has been agreed to by the State. The University is seriously concerned about the Aid for Part-Time Students Program. We need $3 million more in that program plus a match for federal student aid. In order to qualify for federal student aid for our needy students the University needs another $900,000. To fulfill various parts of the PSC contract, and to deal with Other than Personnel Services inflation the University needs a $12 million restoration.

Something that is not very glamorous but is terribly important, CUNY has opened several new buildings this past year, (the new building at LaGuardia, the music building at Queens, etc.) for which the University received no staffing money to maintain, clean or care for these buildings. This item requires $7.5 million. The University Security Initiatives requires $3 million. The PSC Research Awards were suddenly and unexpectedly cut out at the end of last year's budget and the University is requesting a restoration of $1.4 million. The Einstein/Schweitzer Chairs, in which reside some of the University's most distinguished faculty, were cut $500,000 and the University urgently believes they need to be restored. She said this is not a big item in money but it is very important with respect to the academic quality of CUNY.

At the community college level there is a community college base aid cut of $80 per FTE student for a total of $4.3 million. The University very much needs that money restored as it is on very, very thin ice with respect to overall community college funding right now. The University is determined to get restoration of its categorical programs including part-time student needs, instructional equipment, youth internship programs and other programs such as this.

The Chancellor noted that she has mentioned to the Board before about the Article VII bills that attempt to make CUNY no longer the fine University it is but instead a State agency. Those are completely unacceptable to this Board. Lay government is very, very important in the management and oversight of the City University of New York. If enacted, these bills would basically cut deeply into the authority that this Board has to oversee the City University of New York. The Administration's activities are ongoing and many people in the room are involved in them.

She has had very productive meetings with Stanley Hill, the president of D.C. 37 and PSC president Irwin Polisook and his officers. On Friday she had a very productive two-hour meeting with student government leaders from all of the campuses as well as their deans of students to discuss strategy and to obtain their cooperation in the letter-writing drive, visits to legislators, and voter registration. The University is putting together a coalition of key labor, business, and civic groups and working with the student leadership to point out how the University provides a very real economic benefit when it is funded and can take all of the students who want to come to it. She commended the college presidents who are working very hard, along with faculty leaders, and who are helping the Administration keep in constant touch with key legislators. She and the Administration are also working with the State University of New York and the private colleges both personally and through their lobbying organizations to present a unified front.
Chancellor Reynolds mentioned that the University has taken a somewhat unusual process this year in order to assess better the impact on the campuses of the Governor's budget. To this end, Vice Chancellor Rothbard got the tentative budget numbers out to all of the campuses a week ago, and the presidents quite heroically responded by Friday of last week. The presidents were reporting on what the budgets for the campuses would be if there were no restorations in the Governor's or City budgets. Colleges were requested to respond with detailed indications of the steps they would have to take if they had to implement these way too small allocations. The responses back from the campuses are grim, particularly with respect to full-time staff. Although the responses have not been fully analyzed a quick analysis indicates that at the senior colleges 589 full-time positions would have to be eliminated through attrition, non-reappointment, or layoff. At the community colleges as many as 219 full-time positions would have to be cut. Such losses would affect all aspects of operations from classroom teaching to custodial services. In addition to position cuts, vast amounts of adjunct teachers and hourly staff would lose their jobs, and expenditures on supplies, equipment, library books and contractual services would be radically reduced.

Finally, Chancellor Reynolds noted that she had announced at the last Board meeting that she was putting together a committee to advise on Academic Program Planning. The results of this committee's work will be brought to the Board's Committee on Fiscal Affairs, Facilities and Contract Review to contemplate as the University moves through this difficult fiscal time but equally importantly contemplate what the Board and the Administration want the University to be like in the 1990's. As this process moves along the recommendations emanating from the Fiscal Affairs Committee will come to the entire Board. The Academic Program Planning will be chaired by President Leon M. Goldstein. The members are Distinguished Professors Abraham Ascher, Robert Callender, Roy DeCarava, N. John Hall, Katherine Harris, and Jane Connor Marcus. The additional presidents serving on the committee are Presidents Fernandez, Horowitz and Meredith. Chancellor Reynolds added that the results of the Committee on Academic Program Planning needed also to be presented to the Board's Committee on Academic Policy, Programs, and Research and that a bifurcated arrangement would be created.

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

**NO. 1. UNIVERSITY REPORT:** RESOLVED, That the University Report for February 24, 1992 (including Addendum Items) be approved, as revised as follows:

(a) **ADDENDUM:** Revise the following:

D.9 YORK COLLEGE - PROMOTION IN COLLEGE LABORATORY TECHNICIAN SERIES: The entry for Ching-See Chan is withdrawn.

(b) **PART AA:** Revise the following:

AA.3 THE CITY COLLEGE - PERSONNEL ACTION - APPOINTMENT WITH WAIVER OF THE BYLAWS (COMMITTEE APPROVAL NOT REQUIRED) APPROVAL BY ODSR: The salary rate for Marilyn Santomauro is revised to read $44,246.

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

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

**NO. 2. CHANCELLOR'S REPORT:** RESOLVED, That the Chancellor's Report for February 24, 1992 (including Addendum Items) be approved, as revised as follows:

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

**ERRATA - Add the following:**

**THE CENTRAL OFFICE**

Page 2001 **REVISION OF PREVIOUS ACTION TAKEN BY THE BOARD (INSTRUCTIONAL STAFF - ANNUAL):** The functional title for Michael Puglisi is revised to read Acting Director of University Contracting.
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 January 27, 1992 be approved.

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

A. YORK COLLEGE - UNIFORMED GUARD SERVICE:
RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of York College to purchase Uniformed Guard Service. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the College pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $1,250,100, for the annual period from July 1, 1992 to June 30, 1993, chargeable to FAS Code 70080-176-9201-806-2-348-01430. The contract shall include up to four annual options for the College to renew in its best interest with provision for escalation reflecting increases as permitted by law but in no event to exceed 10% per annum. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The Uniformed Guard Service is essential to the security of the College.

B. HOSTOS COMMUNITY COLLEGE - INTERACTIVE MICRO LEARNING LABORATORY:
RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary to execute a contract or contracts on behalf of Hostos Community College for the acquisition and installation of equipment for an Interactive Micro Learning Laboratory with the lowest responsible bidder or bidders after advertisement and public bidding by the College pursuant to law and University regulations, or to purchase the same through existing, State, City or Board of Education of the City of New York contracts, in either event the total cost of such purchases shall not exceed a total estimated cost of $100,000 chargeable to Capital Project HN-X001 (CUNY Project HS020-990, CP# 31546).

EXPLANATION: Capital Project HN-X001 provides the sum of $100,000 for the acquisition and installation of equipment to establish an Interactive Micro Learning Laboratory which will be primarily dedicated for the instruction of students requiring strengthening in basic and linguistic skills.

C. HOSTOS COMMUNITY COLLEGE - ADVANCED COMPUTER TECHNOLOGY CLASSROOM:
RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary to execute a contract or contracts on behalf of Hostos Community College for the acquisition and installation of computer equipment for an Advanced Computer Technology Classroom with the lowest responsible bidder or bidders after advertisement and public bidding by the College pursuant to law and University Regulations, or to purchase the same through existing, State, City or Board of Education of the City of New York contracts, in either event the total cost of such purchases shall not exceed a total estimated cost of $125,000 chargeable to Capital Project HN-X001 (CUNY Project HS019-990, CP# 31549).

EXPLANATION: Capital Project HN-X001 provides the sum of $125,000 for the acquisition and installation of equipment to establish an IBM Advanced Computer Technology Laboratory which will enable the college to support instructional efforts through the teaching of test taking skills, which are critical to student success, particularly in the Allied Health Sciences where students who are often Spanish dominant must pass licensing exams which are designed for the English dominant.

D. LAGUARDIA COMMUNITY COLLEGE - CLEANING SERVICES:
RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract for Cleaning Services on behalf of LaGuardia Community College. 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, the cost of such purchase not
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exceeding a total estimated cost of $1,650,000 chargeable to code 217801404 for the period July 1, 1992 thru June 30, 1993 or such other funds as may be available; said contract contains up to four (4) annual options by the College to renew at the same cost, plus escalations not to exceed 10% per annum. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Cleaning services are essential to insure the safety and health of faculty, staff and students at the College.

E. NEW YORK CITY TECHNICAL COLLEGE - CONTRACT FOR ELEVATOR MAINTENANCE SERVICE:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary to execute a contract or contracts on behalf of New York City Technical College for elevator maintenance with the lowest responsible bidder or bidders after advertisement and public bidding by the College pursuant to law and University regulations for the period July 1, 1992, to June 30, 1993, at a total cost of $183,292 chargeable to code 2-177-01-502 or such other funds as may be available, said contract to contain up to four (4) annual options by the college to renew at the same cost, plus escalations not to exceed 6% per annum.

EXPLANATION: These maintenance services are required for the elevators in all the locations of the College.

F. CENTRAL OFFICE - PLASTIC BAGS:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of the senior and community colleges to purchase plastic bags. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the University pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $205,000 for the annual period from July 1, 1992 to June 30, 1993, chargeable to the appropriate college FAS codes. The contract shall include up to four annual renewals which the University may choose to exercise at its own option with provision for escalation reflecting increases as permitted by law but in no event to exceed 15% per annum. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: This action will permit the writing of a University-wide contract to provide plastic bags to those colleges requiring them. It is anticipated that a University master contract will result in substantial savings when compared with the current practice of individual college purchases for this commodity.

G. CENTRAL OFFICE - PRINTING OF CLASS SCHEDULES:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of the senior and community colleges to purchase the printing of class schedules. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the University pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $250,000 for the annual period from July 1, 1992 to June 30, 1993, chargeable to the appropriate college FAS codes. The contract shall include up to four annual renewals which the University may choose to exercise at its own option with provision for escalation reflecting increases as permitted by law but in no event to exceed 15% per annum. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: This action will permit the writing of a University-wide contract to print semester class schedules for those colleges requiring this service. It is anticipated that a University master contract will result in substantial savings when compared with the current practice of individual college contracting.

H. CENTRAL OFFICE - AIR MANAGEMENT SYSTEMS MAINTENANCE:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of the senior and community colleges to purchase air management maintenance service. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the University pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $965,000 for the annual period from July 1, 1992 to June 30, 1993, chargeable to the appropriate college FAS codes. The contract shall include up to four annual renewals which the University may choose to exercise at its own option with provision for escalation reflecting increases as permitted by law but in no event to exceed 15% per annum. The contract shall be subject to approval as to form by the University Office of General Counsel.
EXPLANATION: This action will permit the writing of a University-wide contract to maintain the automatic temperature control systems owned and operated by the individual colleges and units of the University. Contracted programmed maintenance is essential in order to make certain that this critical equipment operates at peak efficiency. It is anticipated that a University master contract will result in substantial savings when compared with the current practice of individual college contracting.

I. CENTRAL OFFICE - ARMORED CAR SERVICE:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of the senior and community colleges to purchase armored car service. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the University pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $100,000 for the annual period from July 1, 1992 to June 30, 1993, chargeable to the appropriate college FAS codes. The contract shall include up to four annual renewals which the University may choose to exercise at its own option with provision for escalation reflecting increases as permitted by law but in no event to exceed 15% per annum. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: This action will permit the writing of a University-wide contract to provide armored car service to those colleges of the University requiring it. Certain units require such service in order to transfer cash receipts to bank depositories in a secure and expeditious fashion. It is anticipated that a University master contract will result in substantial savings when compared with the current practice of individual college contracting.

J. CENTRAL OFFICE - HAZARDOUS WASTE REMOVAL SERVICE:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of the senior and community colleges to purchase hazardous waste removal service. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the University pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $200,000 for the annual period from July 1, 1992 to June 30, 1993, chargeable to the appropriate college FAS codes. The contract shall include up to four annual renewals which the University may choose to exercise at its own option with provision for escalation reflecting increases as permitted by law but in no event to exceed 15% per annum. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: This action will permit the writing of a University-wide contract to provide hazardous waste removal services to those colleges and units requiring it. It is anticipated that a University master contract will result in substantial savings when compared with the current practice of individual college contracting. This contract will cover waste from classrooms and laboratories. It does not include asbestos abatement, which is handled through the Capital Budget.

K. REPORT: Mr. Howard noted that the last five items involve University-wide contracts in a variety of areas. Essentially Vice Chancellor Rothbard has combined many of the contracts for the institutions to get better bids. He reported that at the last Committee meeting Vice Chancellor Rothbard briefed the members on the Internal Audit draft report on City College, and he hoped that by now all the Trustees have received a copy of the final report. At the suggestion of Mr. Badillo, Vice Chancellor Rothbard will be reviewing many of the other institutions over a period of time. He anticipates that over the next few months the Committee on Fiscal Affairs will have had an absolute review of all the institutions and the processes used to schedule events at the various institutions.

Mr. Howard further reported that he had met with Vice Chancellors Bloom, Rothbard and Clark regarding the Chancellor's committee on review of programs throughout the University. At the next Fiscal Affairs Committee meeting he is hoping that the Committee will encourage the Chancellor to continue on this path as quickly as possible. The Committee agrees that the Committee on Academic Policy, Programs, and Research should participate, perhaps with joint meetings to expedite the process.
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NO. 5. COMMITTEE ON PUBLIC AFFAIRS: RESOLVED, That the following item be approved, and report noted:

A. RESOLUTION OF SUPPORT FOR CHANGING THE BUDGET LAW:

WHEREAS, The budget law agreed to by the Congress and the President in 1990 creates three overall spending categories: defense, domestic, and International; and

WHEREAS, The budget law does not allow for moving funds from one category to another; and

WHEREAS, Considerable downsizing of the defense establishment is currently planned, and will result in large cuts in military spending; Therefore

BE IT FURTHER RESOLVED, That we urge all members of the New York Congressional Delegation to support changes in the budget law to allow increased domestic spending financed by cuts in defense spending; and

BE IT RESOLVED, That a copy of this resolution be forwarded to the offices of all members of the New York delegation.

B. REPORT: Mrs. Bloom reported that the University is celebrating Black History month and the two displays in the lobby are part of that tribute. March has both Women's History month and the Seventh annual Adult Literacy Recognition Program which will be held on March 25th 1992, at The Graduate School and University Center, Room 1700, at 9:00 A.M. Mrs. Joyce Dinkins will help honor adult literacy students selected from the University's campuses.

NO. 6. COMMITTEE ON STUDENT AFFAIRS, AND SPECIAL PROGRAMS: RESOLVED, That the following items be approved:

A. BYLAW AMENDMENT: Notice was served of the introduction of the amendments to Article XVI of the Bylaws of the Board with respect to Section 16.5, College Association. These amendments will come up for action at the March meeting of the Board of Trustees.

Dr. Bernstein asked if the previous item had any bearing on the Issue of NYPIRG recently raised in the courts. Chancellor Reynolds said that was a different issue, recently ruled on in the courts, which said that NYPIRG funds have to be used on campuses. She has asked that Vice Chancellor Diaz review the matter and make sure the NYPIRG activities on CUNY campuses are in conformance with that Court of Appeals decision.

Mr. LaMarre noted that over 200 students had signed up to speak at the last public hearing and It Is his estimation that more than half the people on that list wanted to address this particular Item. To date this is the largest number he has seen request to speak on any particular Item. Clearly this is something that concerns the University community, specifically students who pay the student activity fees and are interested to know how those monies are regulated. Chairman Murphy advised that the amendment to Bylaw Section 16 will be subject to a public hearing prior to the March meeting.

B. BYLAW AMENDMENT - STUDENT DISCIPLINARY PROCEDURES: The amendment was moved and seconded.

Mrs. Mouner noted that Committee Chair Carrion invited students to participate In a meeting at Hunter College In November. Subsequently the Committee met in December to hear to hear input from students regarding the Student Disciplinary procedures. There were also two public hearings on this item, one In January and one In February.

Professor Picken Introduced an amendment to Section 15.5b and said the intent of this amendment was to clarify certain aspects of the composition of the faculty-student disciplinary committee. As the Board knows, the Bylaw as proposed was very widely opposed by the faculty. The University Faculty Senate, the Council of Campus Governance heads and the PSC all submitted statements In opposition to this Bylaw at the public hearing. This amendment is the result of protracted negotiations and goes a very long way toward satisfying the faculty's objections to the proposed bylaw. It is offered in the spirit of compromise and collegiality and in order to avoid confrontation on this issue.
Chancellor Reynolds indicated that she had had a long and productive conversation with Dr. Picken and the members of the executive committee of the University Faculty Senate and this amendment grew out of this conversation. She believes that it does help clarify the document that is in front of the Trustees. She also indicated as did Trustee Mouner that there have been several public hearing. She added that many changes evolved as this document moved along. First of all there was a presidential committee which took into account a lot of information and made a lot of changes in the original draft. It was next presented to the Council of Presidents and then to the Committee on Student Affairs. It is a much evolved document and we are supportive of the changes that Trustee Picken has offered here today.

Mrs. Everett stated that in listening very carefully to the students one of the concerns they express about the process is that students will not seriously be sought out in order to participate in the hearings. While she feels confident that the Administration will make every effort to bring students into the hearing process, to allay their fears and to be sure that the process is being carried out in the way everyone expects it will be, she would like to call for a review one year hence so that the Board can see what grievances have been filed at the various colleges and whether in fact students were participants in the grievance committees. If they were not included the Board would need to know what efforts were made to include them. Very serious efforts have to be made to involve the students, whether it’s sending certified mail or telegrams or whatever it is to be certain that every effort is made so that the students participate in the grievance hearings.

Chancellor Reynolds said that she would be glad to do that and she is sure Acting Vice Chancellor Kelzis and Trustee Carrion, who chairs the Committee on Student Affairs, would be very receptive to that kind of review process coming to that committee.

Mr. LaMarre stated that he for one is vehemently opposed to the proposed changes. He did not think that any one present would argue that due process begins when one is judged by a jury of one’s peers. Under this new proposal it is theoretically conceivable that the students don’t even have to be present in order for this trial supposedly to go on. With the president given the power to select the chairperson, that seems to him somewhat authoritarian and not in the spirit of democracy. If you are talking about due process then you have to talk about democracy. All the two hundred people who signed up to speak about this proposal at the public hearing were very, very concerned and very frustrated. Again as he stated from the onset he thinks the direction the Board is moving in is counterproductive. He is very much opposed to this proposal.

Mr. Howard stated that although he had no objection to the amendment he wondered why, after the Committee had worked long and hard on this matter, a substitute motion was being presented only now. He questioned the process and noted that he would have preferred to see the Committee review the substitute motion and sign off on it before it was presented to the Board.

Prof. Picken stated that the amendment is being offered in the spirit of compromise. For a very long time it looked like the faculty would not sign off on the disciplinary procedures but as a result of this compromise, which took a very long time to work out, it will.

Mrs. Everett added that as an ex-officio member of the Student Affairs Committee she too was concerned because the faculty representative on that committee had voiced his objections. As a general matter she thinks that if the Board is going to be responsive to suggestions and recommendations that are presented at the hearings which are held one week before a Board meeting and which would give members the impetus to make changes, the only place that that can be done without delaying the item for another month is at the Board meeting itself.

Dr. Tam stated that he thinks this is a substitute amendment and not a substitute motion. Although he was not at the public hearing he has studied the report quite studiously and thinks that some of the issues raised by faculty members and students who spoke need to be taken into consideration. He feels that the substitute amendment is important because it clearly addresses the peer group issue which he presumes to mean that it relates to on-campus students as well as the faculty members. It also addresses the issue of the need to resolve the conflict in an efficient manner. For these reasons he supports the substitute amendment.
Chancellor Reynolds stated that she had met and had a dialog with faculty just last week. She said this motion is more of a clarification amendment rather than any substantive change. She thinks actually the faculty wording improves on mutual intent. Their wording is consonant with the basic intent but makes it clearer that only as a last resort would a faculty member come from another campus. This clarification of the original intent of the presidents and the people preparing the documentation was very reassuring to the faculty.

The following resolution was adopted:

RESOLVED, That Sections 15.3 through 15.7 of the bylaws of the Board be amended as follows:

Section 15.3 STUDENT DISCIPLINARY PROCEDURES.

Complaint Procedures:

a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the office of the dean of students promptly by the individual, organization or department making the charge.

b. Notice of the charge shall be personally delivered or sent by the dean of students to the student at the address appearing on the records of the college, by registered or certified mail and shall contain the following:

1. A complete and itemized statement of the charges being brought against the student including the rule, bylaw or regulation he is charged with violating, and the possible penalties for such violation.

2. The time, the date (which shall be as soon as practicable) and the place of meeting with a counselor from the office of the dean of students or a qualified faculty member designated by the dean of students.

3. The student shall be advised of his/her rights in the proceeding and possible consequences. Specifically the notice shall include:

A. A warning that anything he/she may say at this meeting may be used against him/her at a non-college hearing; therefore, he/she may have legal counsel present to advise him/her.

B. A statement of his/her right to remain silent without assumption of guilt.

C. A statement that the counselor is precluded from testifying in a college hearing regarding information received during the interview.

c. At the meeting with the counselor in the office of the dean of students or qualified faculty member designated by the dean of students, the following procedures shall be in effect:

1. An effort will be made to resolve the charges by mutual agreement and where warranted to agree on the disciplinary action to be taken.

2. The counselor, if any agreement is reached, shall report his/her recommendation to the dean of students for affirmation and the complainant shall be so notified.

3. If no agreement is reached, or if the complainant or the student so requests, or if the student fails to appear, a hearing will be scheduled before the faculty-student discipline committee.

d. The student shall be informed in writing by registered or certified mail or by personal service of the hearing with sufficient particularity of the charges and of the time and place of hearing. Notice of at least five school days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing. The notice shall advise the student of his/her right to have legal counsel and witnesses participate at the hearing.
At the hearing, before the faculty-student discipline committee, the following procedure shall apply:

1. The specific charges shall be read to the student. If the student admits the charges are true, he shall be given an opportunity to explain his/her actions before the committee shall decide on the penalty. If the student denies the charge or is silent, the hearing must continue, the accusing party proceeding first. Both sides may introduce evidence and cross-examine witnesses.

2. The college shall make a record of each disciplinary hearing by some means such as a stenographic transcript, a tape recording or the equivalent. A disciplined student is entitled upon request to a copy of such a transcript without cost.

3. The student shall have the option to a closed hearing and the right to request an open public hearing. However, a majority of the committees shall have the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.

4. The student shall be sent a copy of the committee's decision which shall be final subject to the student's right to appeal.

5. The faculty-student disciplinary committee shall consist of three faculty and three student members plus a chairperson. The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status and the student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel, or both are not elected, the president shall have the duty to select the panel or panels which have not been elected. No member of the committee shall serve more than two consecutive terms. The chairperson of the committee shall be selected by the committee from the remaining members of the panel and shall have the power to vote in case of a tie; a quorum shall consist of at least two students and two faculty members. Persons who are to participate in the hearing as witnesses or have been involved in preferring charges or who may participate in appeals procedures or any other person having direct interest in the outcome of the hearing shall be disqualified from serving on the hearing panel. A lawyer from the general counsel's office of the board may be present to act as legal advisor to the committee.

b. The chief student affairs officer of the college or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee will advise the student of the charge(s) against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, which shall be concluded within thirty (30) calendar days of the filing of the complaint, the chief student affairs officer or designee shall take one of the following actions:

(i) dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed;

(ii) refer the matter to conciliation. If a matter is referred to conciliation the accused student shall receive a copy of the notice required pursuant to section 15.3e of this bylaw; or

(iii) prefer formal disciplinary charges.

Conciliation Conference:

c. The conciliation conference shall be conducted by the counselor in the office of the dean of students or a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:

1. An effort will be made to resolve the matter by mutual agreement.

2. If an agreement is reached, the counselor shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified.

3. If no agreement is reached, or if the student fails to appear, the counselor shall refer the matter back to the chief student affairs officer who will prefer disciplinary charges.
4. The counselor is precluded from testifying in a college hearing regarding information received during the conciliation conference.

Notice of Hearing and Charges:

d. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the chief student affairs officer of the college to the student at the address appearing on the records of the college, by registered or certified mail and by regular mail. The hearing shall be scheduled within a reasonable time following the filing of the charges or the conciliation conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.

e. The notice shall contain the following:

1. A complete and itemized statement of the charge(s) being brought against the student including the rule, bylaw or regulation he/she is charged with violating, and the possible penalties for such violation.

2. A statement that the student has the following rights:

   (i) to present his/her side of the story;

   (ii) to present witnesses and evidence on his/her behalf;

   (iii) to cross-examine witnesses presenting evidence against the student;

   (iv) to remain silent without assumption of guilt; and

   (v) to be represented by legal counsel or an advisor at the student’s expense.

3. A warning that anything the student says may be used against him/her at a non-college hearing.

Faculty-Student Disciplinary Committee Procedures:

f. The following procedures shall apply at the hearing before the faculty-student disciplinary committee:

1. The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures and his or her rights.

2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to plead guilty or not guilty. If the student pleads guilty, the student shall be given an opportunity to explain his/her actions before the committee. If the student pleads not guilty, the college shall present its case. At the conclusion of the college’s case, the student may move to dismiss the charges. If the motion is denied by the committee the student shall be given an opportunity to present his or her defense.

3. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.

4. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, a tape recording or the equivalent. A disciplined student is entitled upon request to a copy of such a transcript, tape or equivalent without cost.
5. The student is entitled to a closed hearing but has the right to request an open public hearing. However, the chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.

6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.

7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination as to guilt or innocence. In the event the student is found guilty, the committee shall then determine the penalty to be imposed.

8. At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The college may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to be guilty of the charge or charges the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.

9. The committee shall deliberate in closed session. The committee's decision shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

10. The student shall be sent a copy of the faculty-student disciplinary committee's decision within five days of the conclusion of the hearing. The decision shall be final subject to the student's right of appeal.

11. Where a student is represented by legal counsel the President of the College may request that a lawyer from the general counsel's office appear at the hearing to present the college's case.

Section 15.4 APPEALS. An appeal from the decision of the faculty-student disciplinary committee may be made to the president who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the case of dismissals or suspension for more than one term. An appeal from a decision of dismissal or suspension for more than one term may be made to the appropriate committee of the board. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committees as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor.

Section 15.5 COMMITTEE STRUCTURE. a. Each faculty-student disciplinary committee shall consist of two faculty members and two student members and a chairperson. A quorum shall consist of the chair and any two members. Hearings shall be scheduled at a convenient time and efforts shall be made to insure full student and faculty representation.

b. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the instructional staff of that college to receive training and to serve in rotation as chair of the disciplinary committees. If none of the chairpersons appointed from the campus can serve, the president, at his/her discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty/student disciplinary meetings and decide and make all rulings for the committee. He/she shall not be a voting member of the committee but shall vote in the event of a tie.

c. The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the person having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than two consecutive years.
that a student may object to the impartiality of committee members and permit the student to move to dismiss the case at the conclusion of the college's case. It also specifically requires the committee's decision on the charges to be based solely on the testimony and evidence presented at the hearing and any papers (briefs or memoranda) filed on behalf of the student or the college.

Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Section [15.5] 15.6 SUSPENSION OR DISMISSAL. The board reserves full power to dismiss or suspend a student, or suspend a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution.

The Chancellor or Chancellor's designee, a president or any [full] dean may in emergency or extraordinary circumstances, temporarily suspend a student, or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided by bylaw section 15.3 to take place within not more than seven (7) school days. Prior to the commencement of a temporary suspension of a student, the college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of the evidence supporting the charges and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter.

Section [15.6] 15.7 THE UNIVERSITY STUDENT SENATE. There shall be a university student senate responsible, subject to the board, for the formulation of university-wide student policy relating to the academic status, role, rights and freedoms of the student. The authority and duties of the university student senate shall not extend to areas of interest which fall exclusively within the domain of the student governments of the constituent units of the university. Consistent with the authority of the board of trustees in accordance with the education law and the bylaws of the board of trustees, the university student senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures, for its internal administration and for such other matters as is necessary for its existence. The university student senate shall have the full rights and responsibilities accorded student organizations as provided in these bylaws. The delegates and alternate delegates to the university student senate shall be elected by their respective constituencies, or by their student governments from the elected members of the respective student governments.

Section [15.7] 15.8 COLLEGE GOVERNANCE PLANS. The provisions in a duly adopted college governance plan shall not be superseded by any inconsistent with the provisions contained in this article.

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

EXPLANATION: These bylaw amendments to the Board disciplinary procedures for student misconduct are the outcome of a comprehensive review of the current procedures which have been in effect for more than 20 years. The college presidents, chief student affairs officers, student leaders and faculty representatives were consulted for suggestions on how the process could be improved. The bylaw changes are designed to clarify the disciplinary and hearing procedures, strengthen due process, and make the hearing procedure more effective and organized. The University will continue to grant a student a full due process hearing on disciplinary complaints including a hearing before an impartial committee, and the right (1) to present his/her side of the story; (2) to present witnesses and evidence on his/her behalf; (3) to cross-examine witnesses presenting evidence against the student; (4) to remain silent without assumption of guilt; and (5) to be represented by legal counsel. The bylaws have also been revised to indicate that a student may object to the impartiality of committee members and permit the student to move to dismiss the case at the conclusion of the college's case. It also specifically requires the committee's decision on the charges to be based solely on the testimony and evidence presented at the hearing and any papers (briefs or memoranda) filed on behalf of the student or the college.
The most significant revisions in the hearing procedure are (1) the reduction in the size of the hearing committee from seven to five members; and (2) the appointment of the chairperson of the committee by the college president from the University's full-time instructional staff. The hearing committee chairperson will be trained by the Office of General Counsel on the techniques of presiding at a hearing and on how to rule on motions. Past experience has shown that it is difficult to assemble a seven member committee, and that the committees are inexperienced in conducting quasi-judicial hearings with the multitude of motions, offers of proof and objections that are made.

Mr. LaMarre voted No.

C. UNIVERSITY STUDENT GOVERNMENT FEE SUSPENSION: The item was moved and seconded.

Mr. LaMarre said he was having a hard time thinking about coming to this meeting, knowing what was on the agenda, because he thinks it is not logical. It is also a clear testament that the University is definitely moving backwards and becoming very reactionary. But there is a bright side. There is a sense of consistency here, this Board seems to be following a pattern of just reacting to situations and not fully thinking them through. He was not shocked at all, because, unlike his predecessors he was not of the mindset that the University Student Senate was a student initiated organization to begin with. The Board created it, the Board collected funding for it and so at any time the Board found it politically convenient it would inevitably dissolve it or take away its funding. He was not suffering from any allusions of grandeur. He did not come here thinking students over the years protested and held buildings hostage to create the USS. He also did not come here thinking he was going to "buck the system". Again, you created this organization and now you see fit to defund it. You have got that power and that surely is your prerogative and your option. As chairman of the USS for a year and a half he's made a lot of decisions and a lot of choices. In hindsight, some he would repeat and some he admitted he would not. He hopes that they are very specific here, he thinks the answer to any problem begins with specificity. He thinks they have to be very specific and locate the problem before they can move towards a solution. He did not think the Board is being very specific right now. He thinks they are just looking at a wide array of different things and they are testing things out and they are seeing and trying to feel the waters In hope that they will attain a solution. He thinks there is a lot of anger and frustration towards himself but he hopes that does not blind many of them towards some even bigger realities.

He continued that If they read the preliminary Internal Audit report they will find the real problem. It is not Jean LaMarre, it was not Abdallah Muhammad, or Greg Mayers, Garth Marchant, Melvin Lowe or any others, or any of the other USS chairs. USS is not the real problem. The Board set up the USS as a learning experience for students to gain some hands-on experience In the democratic governance process of an organization. But we all know that in order for a person to learn he or she must have an instructor or a competent teacher. The focus of reform of the auditors was not really geared at the USS. The preliminary audit report found minor inconsistencies in the University Student Senate which could be easily corrected. The auditors' real problem was with the Office of Student Affairs. He said that office, as it is currently being run, is probably the most ineffective branch of the entire Chancellory. He is not fingering any one person per se, he is talking about the office In general. There is no ground plan for student development and that Is what should be focused on. When Jean LaMarre comes here he should leave this place having become a better student leader, a better person than when he came In here. That should be the Board's goal for whoever fills this seat. To him the office is not functioning the way it should and that Is helping students develop as student leaders. He thinks the office is very reactive. He thinks people sit back and wait for something to happen and then search for a solution. He thinks we should start becoming pro-active. The University's own auditors also found that this same office was unable to regulate student funds. Often paperwork was left unattended or lost under piles unable to obtain the Vice Chancellor's signature, whoever he or she may have been at the time, as that person is a co-signee on all payment requests submitted by the USS office which resulted In what everyone perceives as a USS problem which was emergency checks and quick fixes and development of a system of payment to their vendors which bypassed the entire process. The Office of Student Affairs was cited thirty-three times in a five-page report. The report condemned their actions and their procedures. The University Student Senate was not mentioned nearly half as much. So if you want to talk about reforms, the University Student Senate is not your problem. He challenged the Board to organize and structure student development programs. He thinks a complete overhaul and change of focus as it relates to the Office of Student Affairs Is necessary in order for us to develop students the way we want. He urged the Board to look at that Office as its real problem.
Mr. LaMarre said Trustee Carrion said in a newspaper interview that she was growing impatient and did not feel that the University Student Senate was working on reforms. That is what the Office of Student Affairs should have been working with them on, not a vicious proposal to abolish or defund USS. That does not solve your problem. Trustee Carrion in The New York Times mentioned that the University Student Senate leadership was not working and therefore should not receive stipends. If Trustee Carrion were familiar with the Fiscal Accountability Handbook she would know that stipends are in a separate category from salaries, a stipend is considered a gift not compensation for work done. So even if Trustee Carrion were right that they were not working that had nothing to do with their receiving stipends.

He said that President Brown had mentioned at the Committee on Student Affairs meeting that he was outraged at the salaries that the employees of the University Student Senate were receiving. Mr. LaMarre said that with all due respect, that was ironic coming from someone who is making $110,000 a year, but he would like to say $29,000 In 1992 was really not a lot of money even in a student organization. He takes umbrage to the notion that President Brown would verbally criticize their choice of how to spend their money. Mr. LaMarre said there's the rub; it becomes a question of choice and control of their money, whether it's a College Association or the USS, the demonstrative term here is our money. The cry all over the University right now is FOUL. Students from Baruch College to Staten Island are crying "let us decide." They are saying we may not like Jean LaMarre but let us decide. Let us apply whatever remedies are necessary. That is what they are asking. An embodiment of the problem of the case he is trying to make was one student at Medgar Evers College who told him that funding University Student Senate without the student’s consent was a slap in the face, defunding it is a kick in the back. That is their view.

He said maybe the Board does not understand his position. He said the Board's argument is that over the years the USS has been a thorn in their side. The organization attracts the agitators of the student population, and the Board doesn't need the negative publicity. The organization has resorted to militant tactics over the years, while the relationship between the Chancellor and the USS chairman has been rocky and unstable over the years. Finally of course, The Board is losing control. That is the Board's viewpoint. He was thinking maybe the Board does not understand that. So as a result the Board has considered dialog. However, their feeble attempts at communicating with these students are met with confusion and dissent, and so like all established bodies with interests, the Board becomes afraid and resorts to dictating policy. He knows because he was in that position at one time. He knows it is kind of hard holding meetings with people who create that kind of tense atmosphere. Unfortunately it is not an easy thing to tell an adult what to do with his or her money. But you have to make the distinction that children are different from adults. A child does not know or understand responsibilities, an adult does. To him that is the biggest problem at the City University. If the University continues to treat its students like children then they will continue to behave like children. If you treat them like adults then they will behave like adults. You treat a man like a child when you tell him what to do with his money. In conclusion he returned to Trustee Carrion's interview in The New York Times and the point she made concerning a need to show more control over students. Maybe that's true if you're a schoolteacher in elementary school, but the average age at CUNY is 25, grown up men and women; and grown up men and women don't like to be controlled. He added that he did not think Trustee Carrion was alone in her opinion. He thinks there seems to be a developing pattern to control students with policies on security, college associations, student activities, and numerous other policies adopted within the last month or so. He wanted to offer a little advise. He is graduating in two and a half months and he thinks they are headed for an explosion. He said when the pot is boiling and spilling over, our first reaction is to control it, so we place a lid on the pot. But for those of you who know anything about a pressure cooker, you keep the lid on too long and you are bound to get an explosion. That is what is going to happen. In our attempts to control student uprisings on campuses, we are going to cause an explosion.

Addressing Mrs. Mouner, he said she stated at the Committee on Student Affairs and Special Programs meeting that the Board should abolish the USS, and he said other Trustees may agree with her. He said they should not be fooled, they are merely taking away the funding of the USS, and the process by which it is collected. The student Trustee will always be there, offering the voice of conscience to this Board. The Board may be cutting off its nose to spite its face, because what the Board may consider an annoyance, the USS, offered some focus and a vehicle for student expression. Mr. LaMarre said believe it or not the USS takes most of the misdirected anger that students throughout the University have toward the Board. When you increased tuition they yelled at me. When you passed the police policy they voted down my budget not yours. Whay you introduced the college association policy they picketed my office not the Chancellor’s. Without that vehicle for expression and ventilation the Board in the near future will have more than it bargained for; students hanging from the chandelier during the Board meetings or picketing the Chancellor’s residence, and then they will see that the USS was not really the Board's problem. He thanked everyone for their time and patience.
At this point the Chairman relinquished the Chair to Vice Chair Everett to make a response.

Chairman Murphy said the buck stops with the Trustees and they have a committee structure on this Board and they divide their labor among the committees. They have had a committee of Trustees with faculty, presidential, student, and administrative participation functioning now for several months trying to come to grips with serious problems with respect to the structure of student activities and student leadership at this University. What they do by this action and what they have done with respect to the action they took on student disciplinary procedures and what they are attempting to do in terms of reordering how the college associations are to be governed, as well as another item yet to be gotten to, is to exercise their responsibilities as Trustees of the University to see that resources that are put to use in behalf of student activities are effectively leveraged and used for the benefit of all of the students of this University. The suspension that is involved in this motion is with respect to the collection of student activities fees in the fall. Clearly this motion contemplates that process of attempting to reorganize and make it again relevant. The University Student Senate has not been significantly reorganized in many, many years and it is time that it be reorganized. Certainly that is an effort that this Board will cooperate with because the Committee on Student Affairs will be deeply involved in that process and the resources of the Administration of this University, both on the campuses and at Central Office, will be part of the process as well. What they are doing today is acknowledging and recognizing serious problems with respect to the utilization of these resources, which is well known and well publicized and its their effort to fulfill their responsibility as Trustees to see if they cannot cooperatively develop a better way in which to utilize fees that are collected from students so that the activities of students will be meaningfully part of their development and the improvement of the educational process of this University and through the various discreet collective activities of students throughout this University will improve not only the welfare of this University but the welfare of the community which the City University serves.

He said he saw that not as the end of the process; this not a drop-dead move on the part of the Board. This is the Board exercising its responsibility, this is the Board endeavoring to have a process of reorganizing how students who governed centrally in this University can become more effective, more productive, and more responsive to the needs of students in the 90's.

Trustee Howard asked if it was appropriate to mention that the current participation on the campuses, as far as student government elections, is less than 15% of the students and said that hopefully with all of these changes we will have more than the current percentage of students participating in these elections and student government and the University Student Senate, etc.

Chancellor Reynolds responded that she and Mrs. Carrion had had several conversations on this issue, and one of Mrs. Carrion's points is in trying to take this back to the campuses to have a series of campus forums, to truly involve students in a planning process so that we can effect more student participation both in the student elections process and in the overall student government.

At this point Chairman Murphy resumed the Chair:

Dr. Bernstein pointed out that the State Education Law requires the Board to have a student leader on the Board and they must make provisions for that. She said that perhaps a new process may be needed to elect that person.

Chairman Murphy said this was a funding issue not a governance change, and any changes that might occur out of this process must be consistent with the Education Law that provides that the elected student representative is a full voting Trustee on this Board and has opportunity, as was so eloquently demonstrated a few moments ago, to have input into the process of the deliberation that this Board engages in.

Vice Chancellor Diaz advised that there is a Board resolution dealing with the election process of USS. That is not impacted at all by any of these resolutions. That process continues to be in place until such time as the Board, by resolution, amends it and that is something that might be considered at some point in the future.

Dr. Tam said he agreed with Mr. LaMarre in the sense that they are in hot water. He differs from him in terms of the prognosis. Rather than looking at a situation where we are all in a pressure cooker as the temperature gets higher, and it will come to an explosion; he thinks it is the frog who has been sitting in the hot water who finally has woken up.
Mrs. Everett stated that the collection of the $.85 for the University Student Senate by the Board is really an extended courtesy to the students to facilitate the operation of the University Student Senate. It is not a requirement. To the extent that what goes wrong with that cumulative $.85 is a reflection on the Board, because they are involved in the collection process, they need to have something to say about that. She added that you cannot at the same time plead that you are a child and don’t know any better and need help and then say that you are an adult and know how to spend your money. You are either one or the other. You cannot use them alternatively to plead a case. You have either got to be responsible and not blame it on somebody else or say I don’t know what I am doing, I need help and get the help.

The following resolution was adopted:

RESOLVED, That the University Student Government Fee of $.85 per semester paid by all students at The City University of New York, and allocated by the University Student Senate, be suspended, effective the Fall 1992 semester.

EXPLANATION: The University Student Government Fee was established for the purpose of funding the activities and operating expense of the University Student Senate. Following reviews by the University’s Offices of Internal Audit and Student Affairs, it has been determined that the level of functioning and accountability of the University Student Senate no longer justifies the provision of approximately $350,000 in mandatory student activity fees annually. The University Student Government Fee is therefore being suspended pending a full review by the Board Committee on Student Affairs and Special Programs of the future structure and funding of the University Student Senate. The input of the University Student Senate officers and delegates, as well as college student government leaders, will continue to be sought during this review. Pending further action, there is a fund of about $175,000, from student activity fees collected for the Spring 1992 semester, to continue to support essential support services for the University Student Senate.

Mr. LaMarre voted No.

D. UNIVERSITY STUDENT SENATE--ALLOCATIONS, EXPENDITURES, AND PERSONNEL APPOINTMENTS:

RESOLVED, That notwithstanding any other Board resolution, all University Student Senate allocations, expenditures and personnel appointments shall be subject to the prior approval of the Chancellor, or his/her designee; and be it further

RESOLVED, That Subdivision “c” of Board Bylaw Section 16.11 be waived.

EXPLANATION: This resolution will explicitly make all allocations, expenditures and personnel appointments of the University Student Senate subject to the prior approval of the Chancellor or his/her designee, while the Board Committee on Student Affairs and Special Programs reviews the future funding and structure of the University Student Senate. This resolution provides clear authority to the Chancellor to safeguard against expenditures which may be questionable, inappropriate or improper. A waiver of Bylaw Section 16.11(c) is required because this Bylaw restricts the Chancellor’s review authority to that of the college presidents which is limited to review for compliance with expenditure categories, legality and conformance with policies and regulations.

E. UNIVERSITY STUDENT SENATE - SUSPENSION OF STIPENDS TO OFFICERS: The resolution was moved and seconded

Rev. Pressley's offered an amendment to the resolution that the effective date of the discontinuance of the stipend be from March 1, 1992 to the beginning of the fall semester was seconded. Rev. Pressley explained that contrary to his esteemed colleague, Mr. LaMarre, he did not believe that the stipend was a gift. He does think that if it is a prescribed stipend, that is stated and understood by those persons who run for elected office and who are elected, to change that stipend in the middle of their term is an inappropriate response on the part of this Board. He would suggest that while he was certainly opposed to paying students stipends for student government activity, he would certainly not change it in the middle of the academic year. There are some students who may have made this a part of their financial plan for this semester and perhaps the summer also and who may not have taken a part-time job for that reason. The whole purpose is that he would not want the stipends stopped in the middle of the term. The Board needs to state at the beginning of the new election process that there is no stipend connected with the election to office. He hoped that he would be supported by his colleagues in changing the date.
Mr. Cenci suggested that perhaps in fairness to the students involved maybe the date could change sometime between March 1 and September, perhaps July 1. He thinks implicit in Rev. Pressley's statement is that this resolution should not look punitive but rather a very sensible kind of action. He said that he did not think the intent of this Board in any action tonight is punitive, but is corrective.

Mrs. Mouner said that at the last committee meeting in February four University Student Senate vice chairs said that the money was not an important issue for them. Involvement and love and compassion of being a student and involved in their public education system motivated them. They recommended that the Board eliminate the stipend.

Mr. LaMarre clarified that $42,452 is not the amount of the stipend for each USS officer but is divided by nine. For the sake of clarification he wanted to correct Mrs. Carrion's reference to students receiving salaries and to point out how stipends are classified in the Fiscal Accountability Handbook. He commended Rev. Pressley for expressing his concern, because that was his concern as well. He said there are currently five vice-chairs who are unemployed in so far as regular work is concerned and rely heavily on their monthly stipends to pay rent, telephone and other bills. He did see the termination of the stipends as a punitive measure on the part of the Committee on Student Affairs and Special Programs. He thought it was harsh and inappropriate. He thinks when students run for office part of why they do it is because of love of the University, that's true. But love of the University weighed against living expenses is not given too much weight there. He thinks the Board should take this step and he said he would abstain from this vote with a clear conscience. He also thinks that the stipend is very, very important to the other vice chairs.

Dr. Bernstein agreed that Rev. Pressley had raised an issue that must be addressed. She said most of the students do need the money, whether they sought the job because of the stipend or not, they are not rich. Since they assumed when they were elected that they would be receiving their stipends at least until the end of the semester they should receive compensation to cover them over a period of two or three months. She thought the Board should consider paying some proportion of the stipend as severance pay or termination pay until the end of the semester which would be either May 31 or June 1.

Mrs. Everett stated that she was pleased to see some of the USS vice chairs at the last Student Affairs Committee meeting because frankly their presence and comments and observations gave her personally, and she thinks all of the members at that meeting, a lift. She and the members continue to be impressed by their sincerity and genuine desire to do the right thing as opposed to a small handful who are creating lots of problems that unfortunately the lion's share of the student population has to pay the penalty for and that's just not fair. But getting back to the issue of the stipends since the vote would be today she would certainly be willing to suggest that an additional month be added so that the vice chairs have at least one month's forewarning of the termination of stipends as of April 1.

Rev Pressley's offer to amend the resolution failed for lack of nine votes.

Mrs. Everett said that a termination date of September 1 was too long a delay. She suggested that the effective date for discontinuance of payment of stipends be July 1, 1992. The amendment was seconded.

The following resolution was adopted:

RESOLVED, That notwithstanding any other Board resolution, stipends for officers of the University Student Senate shall be suspended effective July 1, 1992.

EXPLANATION: This resolution will suspend the payment of stipends to the Chairperson and eight vice-chairpersons permitted under the Board Policy on Payment of Stipends to Student Leaders, pending a full review by the Board Committee on Student Affairs and Special Programs of the future structure and funding of the University Student Senate. The officers of the University Student Senate, who were permitted to receive up to a maximum of $42,452 in annual stipends, should not be able to receive further stipend payments until the future structure and funding of the University Student Senate has been determined.

Mr. LaMarre abstained.

At this point Mr. Badillo left the meeting.
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NO. 7. COMMITTEE ON FACULTY, STAFF, AND ADMINISTRATION: RESOLVED, That the following item be approved:

A. JOHN JAY COLLEGE OF CRIMINAL JUSTICE - AMENDMENT TO GOVERNANCE PLAN: The motion was made and seconded.

Professor Picken stated that when this plan originally came to the committee in January he raised a number of concerns on behalf of the faculty and he was very grateful to Pres. Lynch and Vice Chancellor Bloom for having worked these through with him and so the Faculty Senate supports this motion.

The following resolution was adopted:

RESOLVED, That the proposed amendments to the Governance Plan of John Jay College be approved.

CHARTER OF GOVERNANCE

ARTICLE I

Section 1. Powers

The College Council shall be the primary governing body of the John Jay College of Criminal Justice. It shall have authority to establish College policy on all matters except those specifically reserved by the Education Law or by the Bylaws of the Board of Trustees of The City University of New York to the President or to other officials of the John Jay College or of The City University of New York or to the Board of Trustees.

Section 2. Representation

The College Council of the John Jay College of Criminal Justice shall be a representative body with members selected by the instructional staff, students, administration, non-instructional staff and alumni.

Section 3. Allocation of Members

Membership in the Council is fixed at [50 - 56] and shall be allocated as follows:

a. INSTRUCTIONAL STAFF

The instructional staff is allotted [27 - 33] representatives.

1) Faculty

The faculty is allotted 28 representatives.

The "faculty" consists of all members of the instructional staff in the full time and part time (adjunct) titles of: Professor, Associate Professor, Assistant Professor, Instructor, lecturer; and, for the purposes of representation on the College Council, College Laboratory Technician. Full time faculty in the aforementioned titles are subject to the actions of the College Personnel and Budget Committee. "Academic departments" are those department whose full time faculty members are subject to the actions of the College Personnel and Budget Committee.

The basis of representation for [units] academic departments of the instructional staff shall be the number of full time [members] faculty in each [unit] academic department plus one-half the number of part time [members] faculty in each [unit] academic department as of the first of September preceding an election. Members of the administration and members of the non-teaching instructional staff are not included in this basis since they are represented on the Council separately. Each [unit] academic department shall have at least one elected representative, who shall be a full time member of the faculty. The [27 - 28] representatives of the academic departments shall be reapportioned among the [units] academic departments as of the first of September of the year preceding that in which the election is
hold, at which time the academic departments shall be rank-ordered based on the number of faculty of each department. Each academic department shall be allocated one seat and the remaining seats shall be allocated according to any method duly adopted by the Faculty Senate. [The Director of Financial Affairs and Planning and the Dean for Admissions and Registration shall each be one of its representatives unless he or she serves on the Council in another capacity.] Other members shall be elected as prescribed in Article 1, Section 6.

2) Non-Teaching Instructional Staff

The non-teaching instructional staff is allotted 5 representatives.

The non-teaching instructional staff (excluding those designated as "faculty" in Section 3.a.1, and those in titles excluded from the PSC/CUNY bargaining units) shall be elected at large.

Total Instructional Staff Seats [27] 33

b. STUDENTS:

Executive Officers of the Student Council  
Graduate Students  
Senior Class  
Junior Class  
Sophomore Class  
Freshman Class  
At Large [2] 1

Total Student Seats [16] 15

c. ADMINISTRATION:

The President  
The Provost & Vice President for Academic Affairs  
The Vice President for Administrative Affairs  
Dean of Graduate Studies  
The [Dean of Students] Vice President for Student Development  
Dean for Admissions and Registration  

Total Administration Seats [5] 6

d. NON-INSTRUCTIONAL STAFF  
e. ALUMNI

Total Voting Council Membership [50] 56

Section 4. Qualifications for Council Membership

a. INSTRUCTIONAL STAFF

Any member of the instructional staff of the College is eligible for election to the College Council.
b. STUDENTS

Any student, whether part time or full time, who is in good standing is eligible for election to the Council. Any student member of the Council placed on academic probation during his or her term of office must resign his or her seat and may stand for re-election only on being returned to good standing.

c. NON-INSTRUCTIONAL STAFF

Any full time member of the permanent non-instructional staff as defined in Article XIV, Section 14.1 of the Board of Trustees Bylaws is eligible for election to the Council.

d. ALUMNI

Any recipient of a John Jay College degree not enrolled in the College is eligible for election to the Council as an alumni representative.

e. GENERAL

Each election unit shall be the judge of the qualifications of candidates from its constituency. The Judicial Committee shall arbitrate disputes.

f. DUAL MEMBERSHIP

No person shall simultaneously hold more than one membership on the Council.

Section 5. Qualifications for Voting

a. INSTRUCTIONAL STAFF

Each full time member of the instructional staff shall be allowed one vote in an election of Council members and each part time member, one-half vote.

b. STUDENTS

Any student, full time or part time, matriculant or qualifying non-matriculant, who is registered for study in the College at the time of an election of council members may vote in such an election. The class with which a qualifying non-matriculant will vote shall be determined by the number of credit hours he or she will have completed at the end of the semester in which the election is held.

c. NON-INSTRUCTIONAL STAFF

Any full time member of the permanent non-instructional staff may vote in an election for Council members.

d. ALUMNI

Any recipient of a John Jay College degree not enrolled in the College may vote as an alumnus/alumna in an election for Council members.

Section 6. Elections

a. TIME AND PLACE

The initial election of members of the Council shall be at a time and place designated by the President except that the time shall be not more than 30 days after this Charter is approved by the Board of Trustees. Thereafter elections to the Council and to all Council committees shall be held annually in the spring semester, the time and place to be designated by the Executive Committee.
b. NOMINATIONS

Each constituency eligible to elect members to the Council shall determine its own method of nominating candidates, subject to approval of the Council. Should a constituency fail to nominate candidates, the Executive Committee of the College Council shall serve as the nominating committee for such constituency.

Nominations for elective instructional staff committee members-at-large shall be made by the instructional staff members of the Executive Committee.

Nominations for elective student committee members shall be made by the student delegation to the College Council.

c. VOTING

No representative except the alumni representative shall be entitled to a seat on the Council unless at least 30 percent of his or her constituency votes in the election. When the number of participants in an election falls short of the required percentage, further elections may be scheduled until representative is elected in an election in which one-fourth of the electorate participates. The method by which the alumni representative is elected and the percentage of his or her constituency required to vote shall be determined by an alumni organization recognized by the College Council. Elections shall be decided by plurality vote.

d. VACANCIES

When a vacancy on the Council or on a Council Committee occurs, as determined by the Council, the Executive Committee may appoint an interim representative from the constituency affected if the unexpired term is for less than four months. Otherwise, a vacancy shall be filled by a special election of the constituency affected, the time and place of which shall be designated by the Executive Committee. A member serving to fill a vacancy shall serve only to complete the regular term of the member he has replaced.

e. ABSENTEE BALLOTS

Absentee ballots may be used under such conditions as the Executive Committee may prescribe.

f. RECALL

A recall vote shall be held upon petition signed by 25 members or one-fourth of a Council member's electing constituency, whichever is smaller. A majority of the votes cast for recall shall cause the recall of the representative and his or her seat shall thereby become vacant. Recall votes shall be subject to the same minimum participation requirements as votes in representative elections.

Section 7. Term of Office

Each elected representative to the Council or to a Council Committee shall serve for a term of one year, except in the cases of the Committee on Student Evaluation of the Faculty and the Committee on Curriculum, for which the term shall be two years, or until a successor shall have qualified, but in no case shall serve for more than an additional six months unless re-elected by his or her constituency. The regular term of office shall begin on July 1st following the spring elections except for that of the Executive Committee which shall begin immediately following the September meeting of the Council succeeding the Spring elections. No representative may be elected for more than three consecutive terms except in the case of 1) the members of the Committee on the Protection of Human Subjects, the length of whose term of office shall be determined by the President in consultation with the Director of Sponsored Programs and 2) members of the Committee on Curriculum who are department Chairpersons or who have been elected, who may serve an indefinite number of consecutive terms.

Section 8. Officers of the Council

The President of the College, or in his or her absence the Provost and Vice President for Academic Affairs, shall be the presiding officer of the College Council. The Council shall appoint a Secretary. Other officers may be selected by the Council at its discretion.
Section 9. Meetings

a. REGULAR AND SPECIAL MEETINGS

The College Council shall hold regular meetings at least once a month during the academic year. More frequent meetings may be called by decision of a majority of Council members present and voting, at the call of the President, at the call of the Executive Committee, or at the call of one-third or more of all its members. All persons entitled to vote for Council members may attend Council meetings and may, by prior arrangement, or by a two-thirds vote of members present and voting, speak on any issue before the Council. Unless otherwise indicated in this Charter, Robert's Rules of Order shall govern the conduct of Council meetings.

b. AGENDA

Any member of the college community may propose items for the Council agenda which shall be prepared by the Executive Committee. Important proposals shall be delivered in writing to the Secretary of the Council not less than seven work days preceding the meeting at which they are to be introduced. The Secretary shall make the agenda available to members of the Council at least two work days in advance of each meeting and shall make the agenda available to all members of the college community in advance of each meeting, except that upon a two-thirds vote of members present and voting, agenda items may be introduced at any Council meeting without prior notice.

c. QUORUM

A quorum of the Council and its committees shall consist of a majority of their voting members unless otherwise prescribed in this Charter. No business at a College Council meeting may take place absent a quorum (beginning or end).

Section 10. Council Committees

The College Council may establish committees at its discretion. Committee members need not be members of the Council unless so stipulated and, in fact, designation of non-Council members is to be desired. No person may serve on more than two committees unless he or she serves by virtue of his or her office.

Rotation of departmental membership on the Committees on Undergraduate Admissions and the Library shall be monitored by the Social Sciences, Humanities and Professional Studies Faculties which shall establish a rotation system for each committee which shall provide so far as possible for a balance in disciplines as well as in the size of the departments represented, and for a reasonable committee load for each department in any given year. Vacancies on Committees shall be filled by the department to which the retiring member belongs.

The following standing committees are created:

a. EXECUTIVE COMMITTEE

An Executive Committee shall consist of the following members: the President, Chairperson; the Provost and Vice President for Academic Affairs; the Vice President for Administrative Affairs, the Dean of Students; five members of the instructional staff elected by the College Council from among the instructional staff representatives on the Council and three students, all of whom shall be members of the Council nominated by the Student Council and elected by the College Council.

The Executive Committee shall be the Council's Agenda Committee as well as the Committee on Committees. It shall have the power to call the Council into extraordinary session, and shall have only such powers, functions, and duties as the Council may delegate to it to exercise during periods when the Council is not in session. The Executive Committee shall serve as the continuing liaison between the Council and the Administration.

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b. COMMITTEE ON CURRICULUM

A Committee on Curriculum shall consist of the following members: the Provost and Vice President for Academic Affairs, Chairperson; the Dean of Undergraduate Studies, the Chairperson of each of the teaching departments, the Chief Librarian and the Dean for Admissions and Registration, or his or her regularly assigned (elected or appointed) designee, to be chosen from among the members of that department or office to serve as the voting member for two academic years or for the remainder of an unexpired term; and five students nominated by the Student Council and elected by the College Council. The other administrative officers, faculty and students may, at their pleasure, meet with the Committee, without vote. The Committee shall elect a Vice Chairperson from among its faculty members. The Provost and Vice President for Academic Affairs shall provide a secretary to the Committee.

The Committee on the Curriculum shall consider all matters relating to the undergraduate curriculum of the College and make recommendations to the Council on such matters as additions, deletions and modifications of courses, proposed programs, existing programs, distribution and core requirements, and basic skills.

c. COMMITTEE ON THE LIBRARY

A Committee on the Library shall consist of the following members: the Librarian, Chairperson; nine representatives of nine teaching departments, three to be chosen by each of the academic faculties and confirmed by the College Council; and three students nominated by the Student Council and elected by the College Council. The committee shall review and recommend college policies relating to the Library that will advance the role of the Library in the achievement of the educational purposes of the College.

d. COMMITTEE ON STUDENT INTERESTS

A Committee on Student Interests shall consist of the following members: the Dean of Students; the Director of Athletics; the Director of Student Activities; six students nominated by the Student Council and elected by the College Council; and two members of the instructional staff nominated by the Executive Committee and elected by the College Council. The committee shall select its own Chairperson.

The committee shall be concerned with matters of student life including but not limited to student organizations, student housing, extracurricular activities, and student concerns in the community.

e. JUDICIAL COMMITTEE

A Judicial Committee shall consist of the following members: two members of the instructional staff nominated by the Executive Committee and elected by the College Council; two students nominated by the Student Council and elected by the College Council, and a law member who shall be a qualified attorney who may or may not be a member of the faculty, chosen by the other four members. The committee shall select its own Chairperson.

The Judicial Committee shall have primary jurisdiction in all matters of student discipline not handled administratively. Matters of discipline may be handled administratively only with the consent of the person involved. The committee shall use the procedures required by the Bylaws of the Board of Trustees.

f. COMMITTEE ON FACULTY PERSONNEL AND BUDGET

Personnel

A Committee on Faculty Personnel and Budget shall consist of the following members: the President, Chairperson; the Provost and Vice President for Academic Affairs; the Dean for Graduate Studies; the Dean of Undergraduate Studies; the Chairpersons of the departments; three members of the instructional staff elected by those members of the instructional staff who are subject to the review of the Committee on Faculty Personnel and two students nominated by the Student Council and elected by the College Council. The Chairperson of the Interdepartment of Thematic Studies shall be a voting member of the Committee. The Director of Financial Affairs and Planning and the Vice-President for Administrative Affairs shall sit with the committee at the invitation of the President.
Policy recommendations of the committee shall be made to the College Council for action. Recommendations and actions with respect to appointments, promotions, and other matters specified in paragraphs (1) and (2) below shall be reported to the President and shall not be considered by the Council except at the discretion of the President.

(1) The committee shall receive from the departments and other appropriate units of the College all recommendations for appointments to the instructional staff in the following ranks: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Senior Laboratory Technician, and College Laboratory Technician. It shall also receive recommendations for promotions and reappointments with or without tenure, together with compensation, in the aforementioned ranks of the instructional staff and shall recommend to the President actions on these matters. It may also recommend to the President special salary increments. The President shall consider such recommendations in making his or her recommendations on such matters to the Board of Trustees.

(2) The Committee shall receive and consider petitions and appeals from appropriate members of the instructional staff with respect to matters of status and compensation, and shall present its recommendations to the President. Further appeals will follow University procedures.

Budget

The President shall, within the period prescribed by the Chancellor, prepare the annual tentative budget and submit it to the committee for its recommendations. The committee shall make its recommendations within the period prescribed by the Chancellor. The President shall submit to the Chancellor such tentative annual budget together with comments and recommendations. Upon failure of the committee to act upon the budget within the period prescribed by the Chancellor, the President shall submit to the Chancellor his or her own recommendations, together with a statement of explanation.

g. COMMITTEE ON GRADUATE STUDIES

A Committee on Graduate Studies shall consist of the following members: the Dean of Graduate Studies, Chairperson; the Dean of Students; the Dean for Admissions and Registration; a member of the Library faculty without vote; the Graduate Program Coordinators; the BA/MA Coordinator; and two graduate students nominated by the Student Council and elected by the College Council.

The committee shall be responsible for establishing general policy for the graduate programs, subject to review by the College Council. It shall have primary responsibility for admission, curriculum, degree requirements, course and standing matters, periodic evaluation of the graduate programs and for other areas of immediate and long-range importance to the quality and growth of graduate study. The committee shall also be responsible for advising on all matters relating to graduate student honors, prizes, scholarships and awards.

h. COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS

A Committee for the Protection of Human Subjects shall consist of the following members: seven to nine members, including members of the instructional staff; the Director of Sponsored Programs; a student, a lawyer, and, a person who is not otherwise affiliated with the College or University and who is not part of the immediate family of a person affiliated with the College or University, to be appointed by the President. The terms of office of committee members shall be determined by the President in consultation with the Director of Sponsored Programs. The Committee shall have responsibility for assuring the exercise of appropriate concern and protection for individual human subjects who may be exposed to risks as a consequence of their participation in activities administered by the College, The City University of New York and the Research Foundation of The City University of New York. The Committee shall follow the joint policy on the Protection of Human Subjects established by The City University of New York and the Research Foundation, which was adopted by the University's Board of Trustees on June 28, 1982, and which is consistent with regulations of the United States Department of Health and Human Services and applicable state and federal law.

i. COMMITTEE ON STUDENT EVALUATION OF THE FACULTY

A Committee on Student Evaluation of the Faculty shall consist of the following members: two teaching faculty members elected by the teaching faculty, two students elected by the Student Council and two teaching faculty members designated by the Professional Staff Congress. Members shall serve for a term of two years.
The Committee shall be responsible for a continuous review of faculty evaluation procedures; for the terms under which they are used; and for the development of guidelines, as may be necessary, for interpretation of the results of these procedures.

J. COMMITTEE ON STUDENT RETENTION AND ACADEMIC STANDARDS

A Committee on Student Retention and Academic Standards shall consist of the following members: the Dean of Undergraduate Studies, co-Chairperson; the Dean of Students, co-Chairperson; the Dean for Admissions and Registration; a member of the Counseling Department staff; at least one member from each academic department, elected by the department; and three students nominated by the Student Council and elected by the College Council.

The Committee shall provide for appropriate institutional self studies for the collection and analysis of data on the attrition rate of students; shall examine the reasons why students remain at and leave the college, and shall develop appropriate action programs to improve student retention rates; and shall review academic standards and policies and make appropriate recommendations to the College Council.

k. SPECIAL COMMITTEES

All special committees existing at the time of ratification of these Articles of Governance shall continue in being, subject to modification of membership and function as determined by the College Council. The creation of additional special committees may be recommended to the College Council by the Executive Committee.

ARTICLE II

DEPARTMENTS

Section 1. Departments

Each department, subject to approval of the College Council and to the provisions of the Bylaws of the Board of Trustees, shall have control of its own educational policies. In elections for Chairpersons, committee memberships, and other elective offices, each full time member of the instructional staff shall be allowed one vote in all elections and each part time member who has served four semesters, one-half vote in all elections, except in elections for Department Chair, Personnel & Budget Committee and any other committee assignment for which they are not themselves eligible. Except as specified in this charter, the organization and functioning of the department shall be determined by its members.

Full time faculty members who retire and subsequently become adjuncts will be eligible to vote in the first semester in which they become members of the part time faculty.

In order to exist as a departmental entity, a discipline is required to have a minimum of seven full time members and be approved by the College Council except that the disciplines of African American Studies, Physical Education and Puerto Rican Studies shall be exempt from this requirement and shall be established as departments. Any discipline not exempt from this requirement which has less than the required number of faculty members may petition the College Council to establish a separate department and may do so upon a two-thirds affirmative vote of Council members present and voting at a regular Council meeting. If one or more disciplines choose to be combined into a single department, such combination may be effected by a two-thirds affirmative vote of the total membership of the disciplines affected and the approval of the College Council. If at any time subsequent to such merger a discipline wishes to be separated from the combined department, a two-thirds affirmative vote of the total membership of the discipline can effect such a separation and the discipline can become a separate department provided it meets the minimum requirement of seven full time faculty members and has the approval of the College Council.

Section 2. Departmental Chairpersons

The Chairperson of each department shall be the chief executive officer. He or she must hold professorial rank, and shall be elected by secret ballot for a term of three years by a majority of all voting members of the department, subject to the approval of the President of the College and the Board of Trustees. Elections shall be held in May in the year in which Chairperson's term expires. The new Chairperson shall take office as of July 1 of the year in which he or she is elected.
Section 3. Departmental Committee on Faculty Personnel and Budget

Each department shall establish a Committee on Faculty Personnel and Budget which shall consist of the Chairperson of the department who shall serve as committee Chairperson and four (when possible) full time faculty members, each of whom shall serve for one year, but who may be re-elected. A majority of the members, when possible, must be tenured.

Section 4. Students

Each department is instructed to provide for systematic student input on curricular and personnel matters and to report to the College Council its arrangements for such input.

ARTICLE III

THE INSTRUCTIONAL STAFF

Section 1. Meetings

The entire membership of the instructional staff shall be convened at least once each semester during the regular academic year by the President of the College to hear and discuss important issues affecting the College. Other meetings of the instructional staff may be called by the President of the College or by petition of any ten members of the instructional staff.

Section 2. The Faculty Senate

The Faculty Senate shall meet at least once each semester during the regular academic year with the President of the College to discuss matters of particular concern to the teaching faculty.

ARTICLE IV

THE STUDENT BODY

The student body shall be kept informed of important issues affecting the College and the College Council by the administration through the student newspaper and through other channels of communication that the students may organize.

ARTICLE V

BYLAWS AND AMENDMENTS

Section 1. Bylaws

The College Council shall adopt bylaws to define and regulate the details of its organization and procedures.

Section 2. Amendments

This Charter may be amended by a 75 percent vote of members of the College Council present and voting at a regular meeting of the Council; or by a referendum of no less than 75 percent full time members of the student body and 75 percent full time members of the instructional staff who shall vote in such referendum. A proposal to amend the Charter may be initiated by a petition containing the signatures of 50 members or ten percent of the qualified voters of either the instructional staff or the student body, whichever number is smaller. Any amendment to the Charter shall be proposed and discussed at a regular meeting of the College Council and shall be voted on at the next regular meeting of the Council. An amendment shall become effective upon approval by the Board of Trustees.
ARTICLE VI

RATIFICATION

This Charter shall become effective when it is:

(1) approved by referendum by no less than 75 percent of the student body who shall vote in such referendum;

(2) approved by referendum by no less than 75 percent of those individuals who are full-time members of the instructional staff who shall vote in such referendum;

(3) recommended to the Board of Trustees by the President of the College; and

(4) approved by the Board of Trustees.*

*The Charter was approved by the Board of Higher Education on April 29, 1970, following approval by referenda by the student body and instructional staff and amended by the Board of Trustees on November 27, 1989, and February 24, 1992.

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

EXPLANATION: The proposed amendments to the John Jay College Governance Plan have been approved by the College Council and are recommended by the College President.

The three changes, as set forth below, will: (1) provide representation to employees in the Higher Education Officer ("HEO") title series on the College Council; (2) eliminate the right to vote of adjunct faculty in elections for department chairs and P & B members; and (3) provide clarification that a quorum is required at a College Council meeting on each resolution which is voted upon.

1. College Council membership (Article I, Section 3). The number of members on the College Council is increased from 50 to 56. The purpose of the increase is to provide representation for members of the HEO title series (non-teaching instructional staff). HEO title series employees will have five representatives, whereas before they had none. In order to maintain the faculty at 50 percent of the membership, the number of faculty members is increased from 25 to 28. To provide for the increase of 5 HEO members and 3 faculty members, the student membership is decreased by one from 16 to 15; the total administration membership is decreased by one from seven to six; and six additional members are added. The classified (non-instructional) staff and alumni continue to have one member each. The College Council membership (56) will therefore consist of faculty (28), HEO's (5), administration (6), classified staff (1), students (15), and alumni (1).

2. Adjunct faculty departmental voting rights (Article II, Section 1). The voting rights of adjunct (part-time) faculty members with four or more semesters of service are modified to eliminate their right to vote for department chairs, personnel and budget committee members, and any other committee assignments for which they are not eligible to serve.

3. Quorum (Article I, Section 9(c)). A clarification is added to the section on quorum to state that no business may be transacted at a College Council meeting without a quorum. The presence of a quorum has been previously required by reference to Robert's Rules of Order in Article I, Section 9(a).

Chairman Murphy announced that there will be a memorial service for the late President Robert L. Hess of Brooklyn College on March 13 at the college and the particulars will be sent shortly.

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

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

HELD

MARCH 23, 1992

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

In the absence of the Chairperson, the Vice Chairperson called the meeting to order at 4:42 P.M.

There were present:

Edith B. Everett, Vice Chairperson
Herman Badillo
Blanche Bernstein
Sylvia Bloom
Gladys Carrion
Louis C. Cenci

Jean C. LaMarre, ex officio

Robert A. Picken, ex officio

Secretary Genevieve Mullin
Robert E. Diaz, General Counsel and Vice Chancellor for Legal Affairs

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Mucciolo
President Roscoe C. Brown, Jr.
President Josephine Dunbar Davis
President Ricardo R. Fernandez
President Leon M. Goldstein
President Matthew Goldstein
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Sr. Vice Chancellor Donal E. Farley
Vice Chancellor Ira Bloom
Vice Chancellor Joyce F. Brown
Acting Vice Chancellor Allan H. Clark
Vice Chancellor Jay Hershenson
Acting Vice Chancellor Marcia V. Keiza
Vice Chancellor Richard F. Rothbard
Dean Stanford R. Roman, Jr.

The absence of Mr. Murphy and Dr. Tam was excused.
A. MEMORIAL RESOLUTION MARKING THE DEATH OF FORMER TRUSTEE SHIRLEY ULLMAN WEDEEN:
WHEREAS, The death of Shirley Ullman Wedeen is noted with profound sorrow and deep regret by the Members of the Board of Trustees of The City University of New York; and

WHEREAS, She discharged the office of Chair of the University Faculty Senate and ex officio member of the Board of Trustees from May of 1986 to May of 1990 with distinction, acting as a strong and effective elected voice of the faculty in University governance; and

WHEREAS, Dr. Wedeen taught education courses at Brooklyn College since 1948 and was a full Professor of Education since 1971; and

WHEREAS, She created the first remedial reading program in The City University of New York and ran it from 1961 to 1964 and wrote the widely-used texts College Remedial Reader and Advanced College Reader; and

WHEREAS, Dr. Wedeen served with devotion and diligence on numerous standing Board Committees, including the Committee on Academic Policy, Program and Research; Committee on Public Affairs; and the Long-Range Planning Committee, and on such Ad Hoc or special committees as the search committees for a Chancellor, for a president of New York City Technical College, and for a president of Eugenio Maria de Hostos Community College and on the Robert J. Kibbee Awards Committee, the Ad Hoc Committee on Diversity and Pluralism, the Ad Hoc Committee on Presidential Personnel Policies and the Task Force on Student Life; now therefore

BE IT HEREBY RESOLVED, That the Board of Trustees of The City University of New York expresses its deepest sympathy to her family and friends and its gratitude for her years of devoted service to her College, the Board of Trustees, and The City University of New York.

B. MEMORIAL FOR PRESIDENT ROBERT L. HESS: Mrs. Everett noted that a memorial service for President Hess was held at Brooklyn College on March 13. Trustees Bernstein, Bloom, Carrion, Cenci, Jacobs, Mouner, Murphy, and Picken were in attendance. It was a really fitting memorial for Dr. Hess and also very moving and meaningful to everyone who attended.

Mrs. Everett added that another bad piece of news unfortunately is the death of former Vice Chancellor for Academic Affairs Marguerite Ross Barnett. Many of us were not even aware of her illness and so it came as a great shock when we learned of her death. Trustee Bloom will be offering a memorial resolution later in the meeting. She added that Dr. Bernstein, as Chair of the Committee on Academic Program, Policy, and Research, had worked very closely with Dr. Barnett and had the absolute highest regard for her.

Dr. Bernstein commented that she was very upset when she read the newspaper accounts of her death. Dr. Barnett was an extraordinary woman, very intelligent, very able, very quick, and very devoted to the University. She recalled that she had told Dr. Barnett she understood her decision to leave the University to accept a presidency but regretted her leaving.

C. CHANCELLOR'S HONORS: Chancellor W. Ann Reynolds was elected President of ACUSNY, the Association of Colleges and University's of the State of New York at its 85th annual meeting. She is the first president to serve the newly reorganized ACUSNY, whose primary mission will be to promote inter-sector cooperation among CUNY, SUNY, and the private colleges and universities throughout New York State.

D. PRESIDENT HONORS - BOROUGH OF MANHATTAN COMMUNITY COLLEGE: President Augusta Souza Kappner was a guest on Senator David Patterson's "Report from the Senate," on Crosswalks cable television network. The show, which focussed on the impact of budget cuts to the City University is scheduled to air on Manhattan Cable (Channel 25), Paragon Cable (Channel 15) and Channel 74 in the other boroughs on March 25, March 29, April 1 and April 5.
E. COLLEGE HONORS - BERNARD M. BARUCH COLLEGE: Dollars and Sense, Baruch College's Business Review, an undergraduate publication produced by the students in the Business Communications Program has won its fourth consecutive Gold Crown Award. The award, sponsored by the Columbia Scholastic Press Association voted Dollars and Sense the "top honor" over Yale, Penn, Harvard, Columbia, USC and the University of Missouri - all of them renowned for their journalism programs.

F. COLLEGE HONORS - THE CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE: The CUNY Law School Clinic was voted fourth nationally in the area of Clinical Training in the March 23, 1992 edition of U.S. News & World Report. The survey, entitled America's Best Grad Schools, listed the "best in their fields," and was the opinion of law school deans, senior faculty and academic specialists.

G. DEAN HONORS - THE CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE: Dean Haywood Burns gave the keynote address and also received an award for a lifetime of service and commitment at the March 14 National Convention of Black Law Students.

H. FACULTY HONORS: a) Karen L. Greenberg, associate professor of English at Hunter College, has been selected as one of the nation's outstanding freshman advocates by the National Resource Center for the Freshman Year Experience.

b) Syed V. Ahamed, professor of computer science at the College of Staten Island and the Graduate School has been elected a Fellow of the Institute of Electrical and Electronics Engineers.

c) Lawrence V. Castiglione, professor of secondary education at Queens College, has been awarded the 1991-92 faculty fellowship by CUNY's John D. Calandra Italian American Institute for a study of the psychological and cultural correlates of vocational choice among Italian American youth.

d) Maria Vasquez, acting director of the Office of Academic Advising at City College, was one of 26 women selected for this year's National Hispana Leadership Institute. The institute prepares Hispanic women to promote the advancement and development of the Hispanic community.

e) Mario Fratti, professor of Romance languages at Hunter College, has written the book and lyrics for Encounter 500, a new musical about Christopher Columbus that is headed for Broadway this spring.

f) Enece B. Kelly, associate professor of English at Kingsborough Community College, has had her article, "Spike Lee, Social Issues and Short Films in the English Classroom," selected for inclusion in the ERIC Clearinghouse on Reading and Communication Skills.

g) Carol Lindquist and Daniel Smith, professors of the developmental skills department at Borough of Manhattan Community College, have been selected for participation in the CUNY/Shanghai University Exchange project to establish a center for the teaching of English-as-a-Second Language.

I. STUDENT HONORS: a) BOROUGH OF MANHATTAN COMMUNITY COLLEGE: Juanita Daley, a human services major and a Community Resident Aide at OMRDD's Manhattan Development Center, has been named a Kennedy Fellow.

b) THE CITY COLLEGE OF NEW YORK: Eleven students from The City College have been selected for the 1992 edition of Who's Who Among Students in American Universities & Colleges.

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

Borough of Manhattan Community College:

Brooklyn College:

a. $449,500 NSF to Professors Paul Jablon, Education and Nehru E. Cherukupalli, Geology and Dean Madeleine Grumet, Education, for Teacher Preparation: An Interdisciplinary Urban Multicultural Teacher Preparation Program in the Sciences: "The Brooklyn Plan."

b. $134,624 Westinghouse Hanford Company to Professor Micha Tomkiewicz, Physics, for Technical Support: In Situ Electrochemical Characterization of Grouted Radioactive Waste.

The City College:

da. $718,111 NSF to G. Benenson, Technology, for The Urban Environment as the Vehicle for Elementary School Science Teaching.

db. $100,000 NSF to J. Gallagher, Biology, for Phylogeny of Skeleton (Bacillariophyceae).

dc. $168,300 NSF to B. Sakiia, Physics, for Problems in Strong and Weak Interactions.

The Graduate School and University Center:

da. $112,479 U.S. Air Force to Professor David Swinney for Temporal and Qualitative Decomposition of Plausible Reasoning.

Herbert H. Lehman College:

a. $100,000 Rockefeller Foundation to President Ricardo R. Fernandez and Joseph Pereira for Latino Urban Policy Initiative.

Queens College:

da. $131,460 U.S. Department of Defense/Air Force Office of Scientific Research to Dr. Fred Cadieu, Physics, for The Synthesis of Microwave Magnetic Materials as Oriented Sputtered Films.

York College:

a. $176,269 NYS Department of Education to V.P. James Hall/Mr. Ronald Thomas, Adult & Continuing Education for ESL, GED and citizenship training to eligible legalized aliens and recently documented immigrants.

At this point Mr. Fink joined the meeting.

K. ORAL REPORT OF THE CHANCELLOR: Chancellor Reynolds reported that with respect to the State budget deliberations the University continues to work very, very strongly in Albany towards the April 1st deadline. The colleges have been working on letter writing campaigns, town hall meetings, and meetings with individual legislators. In addition, the University has done something different this year that she thinks has worked out very well and that is that a president in each borough was asked to organize meetings of other presidents and legislators from that borough so that each legislator could become better apprised of the current State budget situation and its impact on specific colleges in their respective districts. The Administration has had awfully good work from the presidents, students, faculty, staff, and alumni on this issue.
She reported that she has continued to meet with Speaker Weprin, Senators Marino, LaValle, and Lombardi, Assemblymen Sullivan and Silver, and others in Albany who serve in a role directly relative to the CUNY budget. She met last Wednesday with members of the Black and Puerto Rican Caucus who are preparing some special documents and help and have informed her that CUNY is at the top of their priority list. She also met with the New York City Senate Republican leaders earlier this month to indicate how very, very important it is to produce a restoration for the City University of New York. In addition to seeking restorations in both the senior and community college budgets, the University is also focusing on aid to part-time students as almost half of its students are part-time students. The entire aid to part-time students budget is only $8 million and the University could actually use $11 million in aid to part-time students if the tuition is increased as currently proposed.

The Chancellor was pleased to indicate that the Article VII bills that the University found ominous and very, very inappropriate for CUNY have been withdrawn. One of these bills would have dissolved the Dormitory Authority and the other would have stopped prefunding for the City of New York and, de facto, separated our community colleges and our senior colleges in their collective bargaining. She has been in close contact with Budget Director Bulgaro. The University is trying hard to make sure that it is responsive to the concerns of the Division of Budget with respect to the Construction Fund and prefunding.

The Administration is working with SUNY community colleges to maximize issues as well, most particularly on the recommendation that baseline aid to students in the community colleges has been cut, they are working to have that restored.

Chancellor Reynolds reported that the City budget waits for the outcome of State budget discussions. She testified before the City Council on the Mayor's Financial Plan on March 4 and met just last week for quite a while with Budget Director Philip Michael on the University's specific concerns. Last week the Borough Presidents called for restoration of $8 million to the community college budget and a restoration of the $13.1 million to New York City Technical College and John Jay College of Criminal Justice. The Administration is continuing to work with all individuals concerned with the University's budget and she will continue to keep the Board informed as the budget negotiations progress.

Chancellor Reynolds said she did want to add to Chair Everett's remarks that President Augusta Kappner represented the Board and the presidents at the funeral ceremonies for President Ross Barnett in Virginia. She was especially pleased by the excellent Trustee and presidential support and participation in the beautiful memorial service at Brooklyn College for President Hess. She also indicated on a sad note that Distinguished Professor Wilfred Cartey of the Department of Black Studies at City College passed away this weekend after a long illness.

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

**NO. 1. UNIVERSITY REPORT: RESOLVED,** That the University Report for March 23, 1992 (including Addendum Items) be approved as revised as follows:

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

**ERRATA:** Add the following:

1. QUEENS COLLEGE:

**PB-001 APPOINTMENT OF PROFESSORIATE STAFF (AFFIRM ACTION REPORT ON FILE EXCEPT ACTING, VISITING & SUBSTITUTE APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH)** The entry for Phillip A. Schneider 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 March 23, 1992 (including Addendum Items) be approved.

(a) Items listed in PART E - ERRATA, to be withdrawn or changed as indicated.
EXPLANATION: The Chancellor's Report consists of standard resolutions and actions of a non-policy nature which require approval by the Board of Trustees.

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the regular Board meeting of February 24, 1992 be approved.

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

A. BARUCH COLLEGE – UNIFORMED GUARD SERVICE:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract for uniformed guard service at all the buildings occupied by the College on behalf of Baruch College. 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. The cost of such service not exceeding a total estimated cost of $875,000 chargeable to Code 234801400 for the annual period July 1, 1992 to June 30, 1993. The contract shall include up to three annual options to renew at the same cost, with provision for escalation as permitted by law, but in no event to exceed 10% per annum. The contract shall be subject to approval by the University Director of Security and as to form by the University Office of General Counsel.

EXPLANATION: Uniformed guard service is required to ensure a safe environment for students, faculty, and staff at Baruch College. The University Director of Security will review the College's security plan and the terms of the proposed contract.

B. THE GRADUATE SCHOOL & UNIVERSITY CENTER – UNIFORMED GUARD SERVICE:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of The Graduate School & University Center to purchase uniformed guard service. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the College pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $800,000 for the annual period from July 1, 1992 to June 30, 1993, chargeable to code 234803409. The contract shall include up to four annual options for the College to renew in its best interest with provision for escalation reflecting increases as permitted by law but in no event to exceed 10% per annum. The contract shall be subject to approval by the University Director of Security and as to form by the University Office of General Counsel.

EXPLANATION: Uniformed guard service is required for the security of personnel and property at the Graduate School & University Center. The University Director of Security will review the College's security plan and the terms of the proposed contract.

C. LEHMAN COLLEGE – UNIFORMED GUARD SERVICE:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Lehman College for uniformed guard service. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the College pursuant to law and University Regulations, for the period from 7/1/92 to 6/30/92, the cost of such purchase not exceeding a total estimated cost of $1,200,000 per year chargeable to code 70070/276/3501/234/2/2/01/409 for the fiscal year ending 6/30/93. Said contract to include up to four annual options for the College to renew at the same cost, and provision for justified escalation reflecting increases as permitted by law but in no event to exceed 10% per annum. The contract shall be subject to approval by the University Director of Security and as to form by the University Office of General Counsel.

EXPLANATION: The continuation of Uniformed guard service is essential to the security of the College. The University Director of Security will review the College's security plan and the terms of the proposed contract.
D. HUNTER COLLEGE - UNIFORMED GUARD SERVICE:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Hunter College for uniformed security guard service at the College with the lowest responsible bidder after advertisement and public bidding by the College pursuant to law and University Regulations for the period July 1, 1992 to June 30, 1993 at a total estimated cost of $950,000 chargeable to expense code 234801409, 217801409 and 329322409 or such other funds as may be available; said contract to contain up to four (4) annual options by the College to renew at the same cost, plus escalations not to exceed 10% per annum. The contract shall be subject to approval by the University Director of Security and as to form by the University Office of General Counsel.

EXPLANATION: This contract is required to provide Uniformed guard service to safeguard the faculty, staff, students and property of the College. The University Director of Security will review the College's security plan and the terms of the proposed contract.

E. QUEENSBOROUGH COMMUNITY COLLEGE - UNIFORMED GUARD SERVICE CONTRACT:

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 Queensborough Community College to purchase uniformed guard service. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the College pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $544,850 for the annual period from July 1, 1992 to June 30, 1993, chargeable to FAS Code 2-348-01-419. The contract shall include up to four annual options for the College to renew in its best interest with provision for escalation reflecting increases as permitted by law but in no event to exceed 10% per annum. The contract shall be subject to approval by the University Director of Security and as to form by the University Office of General Counsel.

EXPLANATION: Uniformed guard service is essential to the College to provide protection and security of personnel, facilities, equipment and supplies. The University Director of Security will review the College's security plan and the terms of the proposed contract.

F. BOROUGH OF MANHATTAN COMMUNITY COLLEGE - UNIFORMED GUARD SERVICE:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Borough of Manhattan Community College to purchase guard service. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the College pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $1,100,000 for the annual period from July 1, 1992 to June 30, 1993, chargeable to FAS Code 2-34801-419. The contract shall include one annual option for the College to renew at the same rates, terms and conditions. The contract shall be subject to approval by the University Director of Security and as to form by the University Office of General Counsel.

EXPLANATION: The present contract expires June 30, 1992 and continued service is required. The University Director of Security will review the College's security plan and the terms of the proposed contract.

G. LAGUARDIA COMMUNITY COLLEGE - MAINTENANCE SERVICES:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract for maintenance services on behalf of LaGuardia Community College. 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, for the period July 1, 1992 thru June 30, 1993, the cost of such purchase not exceeding a total estimated cost of $1,700,000 chargeable to code 217801408 said contract contains up to four (4) annual options by the College to renew at the same cost, plus escalations not to exceed 10% per annum. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Maintenance services are essential to insure the safety and health of faculty, staff, students and to insure continued maintenance of College buildings.
H. NEW YORK CITY TECHNICAL COLLEGE - YORK HERMETIC CENTRIFUGAL COMPRESSOR AND CHILLER:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to approve a contract for the repair of a York Hermetic Centrifugal Compressor and Chiller, and the installation of a new butterfly valve, a new Y-strainer and two new pressure gauges in the air conditioning unit at Voorhees Hall, 186 Jay Street, Brooklyn, New York 11201, on behalf of New York City Technical College. 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, the cost of such purchase not exceeding a total estimated cost of $100,000 chargeable to capital construction funds. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: This repair of the air-conditioner chiller is necessary maintenance to ensure its continuing dependable operation.

I. BOROUGH OF MANHATTAN COMMUNITY COLLEGE - LOCAL TELEPHONE SERVICE:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Borough of Manhattan Community College for the purchase of local telephone service for a multi-year period beginning July 1, 1992. The contract will be for three, five or ten years, depending on budget ability and the best terms and conditions available. The average annual cost for the contract period is $190,000, chargeable to FAS code 2-36601-420. The contract, its terms, and all issues relating to contracting for the services of a regulated utility will be reviewed by the University’s Office of Legal Affairs.

EXPLANATION: The College currently owns and maintains an eleven year-old switch. The increasing maintenance costs and frequent unavailability of replacement parts necessitates a change in the method of delivering dial tone to the campus. In the interest of economy and improved service, the College plans a multi-year approach that will provide for off-campus switching using the most modern technology. Under the proposed arrangement, the failing campus switch will be retired and all switch maintenance costs will be covered by the new contract. Keeping the switch functioning will become the responsibility of the vendor.

J. BROOKLYN COLLEGE - TELEPHONE EQUIPMENT REPLACEMENT:

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 Brooklyn College for the purchase of the telephone sets currently installed at the College, and to subsequently replace them with comparable reconditioned phones with touch tone dialing capability. The college plans for the buy-out and replacement to take place during the 1991-92 and 1992-93 fiscal years. The contract will contain a maintenance provision for the new equipment. Costs are estimated at $265,000 in 1991-92 and $150,000 in 1992-93. Including the cost of maintenance (estimated at $6,000 per month), the replacement plan will lead to considerable long term savings by eliminating the monthly telephone equipment rental costs. As with the arrangements for local telephone service, the contract will be reviewed by the University’s Office of Legal Affairs.

EXPLANATION: Coinciding with the replacement of its obsolete switch, the College will embark on a plan of upgrading the telephone station equipment (phone sets) to provide improved service to faculty and administrative offices. Purchase of this equipment is cost effective given the high cost of renting very old equipment and the relatively inexpensive cost of reconditioned equipment that provides better service at a low maintenance cost.

K. BROOKLYN COLLEGE - LOCAL TELEPHONE SERVICE:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Brooklyn College for the purchase of local telephone service for a multi-year period beginning July 1, 1992. The contract will be for three, five or ten years, depending on budget ability and the best terms and conditions available. The average annual cost for the contract period is estimated at $290,000, chargeable to FAS code 2-36601-420. The contract, its terms, and all issues relating to contracting for the services of a regulated utility will be reviewed by the University’s Office of Legal Affairs.

EXPLANATION: The College is currently served by a 25 year-old switch resident on campus. It provides service for about 1250 lines. Since the switch was inadequate to support the College’s growth needs, over the years approximately 480 additional direct dial lines have been installed. The existing switch will not be maintained by AT&T beyond June 30, 1992. Since the switch is already inadequate and replacement parts are not available, and in the interest of economy and improved service, the College plans a multi-year approach that will provide for off-campus switching using the most modern technology. Under the proposed arrangement, the failing campus switch will be removed and all local telephone service costs will be covered by the new contract.
L. HUNTER COLLEGE - REPAIR AND MAINTENANCE OF ESCALATOR SYSTEMS EAST/WEST BUILDINGS:

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 Hunter College for repair and maintenance service of escalator systems at Hunter College, East and West Buildings, with the lowest responsible bidder after advertisement and public bidding by the College pursuant to law and University Regulations for the period July 1, 1992 to June 30, 1993 at a total cost of $175,000 chargeable to expense code 217701460 or such other funds as may be available; said contract to contain up to four (4) annual options by the College to renew at the same cost, plus escalations not to exceed 10% per annum. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: It is essential that East & West Building escalators be kept in good working order. They are used to transport the College population between floors in areas where there is limited or no elevator service provided. Such areas are the library, and lower-level classrooms and Cafeteria. These areas are heavily traveled by students, faculty and staff.

M. THE COLLEGE OF STATEN ISLAND - PHYSICIAN ASSISTANT TRAINING PROGRAM:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of The College of Staten Island with Bayley Seton Hospital, 75 Vanderbilt Avenue, Staten Island, New York to implement the Physician Assistant Program. Bayley Seton Hospital will provide clinical and practical experience in physician assistant studies for up to fifteen (15) College of Staten Island students for the period July 1, 1992 through June 30, 1993 (the first year of the Program) at an estimated yearly cost of $78,750 ($5,250 per student) and an estimated yearly cost of $157,500 ($5,250 per student for up to thirty (30) students) for each succeeding year. The costs of the program will be chargeable to code 267401400 or such other funds as may be available. The contract is subject to approval as to form by the University Office of General Counsel.

EXPLANATION: At its May 28, 1991 meeting, The Board of Trustees approved a resolution to establish a physician assistant program leading to the Bachelor of Science degree at The College of Staten Island. This contract will enable students enrolled at the College to receive the health science instruction and clinical experience necessary for the Bachelor of Science degree at the College and to fulfill the eligibility requirements for Physician Assistant Certification by the National Board of Medical Examiners. The College will provide the first two years of liberal arts and science curriculum. Bayley Seton Hospital, which is accredited by the American Medical Association will provide the two-year clinical phase of the Program. This Program will represent a contribution toward filling the need for well-trained primary care personnel. (This contract will provide for the cancellation of a previous Affiliation Agreement entered into in April 1991 between The College of Staten Island and Bayley Seton Hospital).

N. KINGSBOROUGH COMMUNITY COLLEGE - HIGH TECHNOLOGY MICRO COMPUTER LABORATORY:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract or contracts on behalf of Kingsborough Community College for computer hardware associated with the establishment of a High Technology Micro Computer Laboratory with the lowest responsible bidder or bidders after advertisement and public bidding by the College pursuant to law and University Regulations, or to purchase the same through existing State, City, or Board of Education of The City of New York contracts, in either event the total estimated cost of such purchases shall not exceed a cost limitation of $373,623 chargeable to Code HN-C001 and/or such funds as may be available. The contract shall be subject to approval as to form by the University Office of the General Counsel.

EXPLANATION: The College is planning this purchase to establish and support interactive capabilities in a lecture hall environment. A special appropriation for this acquisition has been included in the 1990-1991 City Capital Budget, Certificate CP-31323, (ID KG020-091).
O. KINGSBOROUGH COMMUNITY COLLEGE - PERSONAL COMPUTER LABORATORY:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract or contracts on behalf of Kingsborough Community College for computer hardware associated with the establishment of a personal computer laboratory with the lowest responsible bidder or bidders after advertisement and public bidding by the College pursuant to law and University Regulations, or to purchase the same through existing State, City, or Board of Education of The City of New York contracts, in either event the total estimated cost of such purchases shall not exceed a cost limitation of $650,984, chargeable to Code HN-C003 and/or such funds as may be available. The contract shall be subject to approval as to form by the University Office of the General Counsel.

EXPLANATION: The College is planning this purchase to outfit its newly constructed building with seven micro laboratories. These labs, servicing various academic departments, will simultaneously serve to upgrade the College’s Secretarial Sciences training program, allowing students to learn personal computer skills, as well as those required by standard typewriters and dedicated word processors. A special appropriation for this acquisition has been included in the 1991-1992 City Capital Budget, Certificate CP-31322, (ID KG019-061).

Mr. Howard reported that he wanted to bring to the Board’s attention an item that did not appear formally before the Committee but does appear in the Chancellor’s Report Addendum. This resolution details a special arrangement between the Borough of Manhattan Community College, The City of New York, and a private vendor that will enhance the College’s ability to conduct teleconferencing. There will be no cost to the College’s tax-levy budget and the arrangement will result in a significant gain for the College. University Counsel will be working with the College on the terms of the various agreements. These details are contained in resolution D.4 on pages 2 and 3 of the Chancellor’s Report Addendum. This item was approved earlier as part of Cal. No. 2, Chancellor’s Report.

NO. 5. COMMITTEE ON ACADEMIC POLICY, PROGRAM, AND RESEARCH: RESOLVED, That the following items be approved:

A. CERTIFICATE IN COMPUTER-AIDED ADVERTISING AND PUBLISHING - NEW YORK CITY TECHNICAL COLLEGE:

RESOLVED, That the program in Computer-Aided Advertising and Publishing leading to a Certificate to be offered at New York City Technical College be approved effective September 1992, subject to financial ability.

EXPLANATION: The purpose of the proposed program is to provide students with the knowledge and skills necessary to qualify for positions in electronic publishing composition and to prosper in the highly technical world of computer-aided advertising and publishing. The program is designed particularly to help upgrade skills for adults so that they can prepare for such job titles as computer typesetter, laser printer operator, copy preparer, copy fitter and electronic page preparer.

Graduates of the program will also have the opportunity to move up the career ladder by transferring all of their credits to the College’s associate degree program in Graphic Arts Advertising Production Management or in Lithographer Offset Technology as well as in the Bachelor of Technology program in Graphic Arts Production Management. All of the courses in the program are currently being offered on a regular basis at the College. The program is therefore cost-effective and an appropriate addition to the career programs offered at the College.

Mr. Howard commented that he knows the University should look to the future but wonders what will happen to new programs like this one if there is a shortage of funding relating to New York City Tech. Chancellor Reynolds responded that one of the things that has been most difficult since both she and President Merideth came to CUNY is that the base budget funding for New York City Tech has been hanging over their heads like the sword of Damocles. It’s been most unfair that this has happened because similar institutions in SUNY still have their entire funding. There are several Trustees here today who have been active in trying to help get this funding restored. It is very much at the level of Governor Cuomo and Mayor Dinkins and the Administration is continuing to push on this. She thinks it’s important for the academic success of the campus to continue to do planning and continue to have programmatic considerations and to continue to meet the needs of its very fine student body.
President Merideth said he just wanted to echo what Chancellor Reynolds had said. He noted that in 1980 the College was granted senior college status and in over ten years not much has been done in terms of advancing the programs to have a more favorable ratio between the associate and baccalaureate degree programs. There is a College-wide strategic planning process to do that and he thinks the College has no choice but to continue to plan to meet its mission and to address that downside if it comes to pass and they are trusting that they won’t have to do that.

Dr. Bernstein commented that about two years ago at a meeting of the Academic Affairs Committee a request was made to provide the Committee with a report on the status of programs. The Committee was pleasantly surprised to learn that the presidents were doing some very sensible things because they were cancelling programs either because there was a lack of demand or a decrease in demand or the program has become somewhat obsolete and there was a need to develop a new one. She is sure they are continuing to do that although the Committee hasn’t asked for an update.

**NO. 6. COMMITTEE ON STUDENT AFFAIRS, AND SPECIAL PROGRAMS: RESOLVED, That the following items be approved:**

In moving the resolutions, Ms. Carrion made the following statement:

These Items have been certainly much discussed and much controverted. At the last public hearing there were, at least, in excess of 50 individuals who spoke, out of the more than one hundred who were slated to speak. She thought it was fair to say that the students are opposed to this change while the presidents stand united in supporting it. All Trustee members of the Committee supported this as well as the presidents’ representative, President Brown. As she recalled, the faculty representative and the student representative on the Committee were opposed to the changes.

Mr. LaMarre said that he would like to make a few statements and asked that they be entered in the record of this meeting. He said he found himself at a loss for words at the low level of attendance by many of the Trustees at the public hearings. He wanted to thank Trustee Mounir who chaired the meeting, and Trustees Cencl, Jacobs, Tam, and Bloom for attending what he considered one of the most significant public hearings to date. He also thanked Trustees Bernstein and Picken and apologized if he had left anyone out. He said there are days when he too wished to stay home and watch TV or play basketball or spend a quiet evening at home. He thinks that as a Trustee of this University he carries with him a great responsibility and listening to the concerns of the people that he thinks he is entrusted to serve is his duty and he thinks it should be the other Trustees as well. He is also concerned about this developing pattern of the Chancellor being absent from these public hearings and urged her as the chief administrator of this University to listen to its largest population. He thinks the Board has to start working on its level of participation insofar as the governance of this University is concerned.

He stated that there is something that he’d like to talk about here today that is very significant. He’s heard it articulated over and over again within the past couple of weeks and he hopes to share it with the Board and put it in the record. In 1981 a proposal identical to the one being offered today was set forth by Dennis Cabral who was then Chairperson of the CUNY Task Force on Student Activities. It was initiated by the Council of Presidents at that time and championed by Dr. Brown. At that time an injunction was sought and obtained by then USS chairperson Garth Marchant. This Injunction signed by Judge Norman Ryp, a member of the New York State Supreme Court, literally stopped the University from implementing this proposal for a year and a half. In the interim students gathered their forces and sought the aid of their legislators and this was reflected in a two-house bill in the State Legislature. This bill called for parity with SUNY where the student activity fee is controlled entirely by their student governance group. At this point the two chairs of the respective higher education committees called for a compromise.

Mr. LaMarre quoted from the Board minutes of June 28, 1982. On the student activity fee policy it was pointed out that it was no longer any judicial restraint on the implementation of the student activity bylaw. Acting Chancellor Goldstein reported on concerns expressed by Assemblyman Siegel and Senator LaValle with respect to certain aspects of the student activity fee policy adopted by the Board in 1981 and on meetings held by a representative group from the University with the staffs of the Assembly and Senate Committees on Higher Education on this matter. So here we have in black and white the University acknowledging that this meeting between Senator LaValle and Assemblyman Siegel took place and a compromise had been reached. What was the compromise? The University debated this issue extensively. It went back to the Student Affairs Committee. This compromise, of course, brought a lot of nervousness within the University, a lot of concerns, because here is a proposal legitimately set forth by the leading administrators of the University and through legislative activities it was forced back to the negotiating table because surely this was going to pass the Higher Education
University and through legislative activities it was forced back to the negotiating table because surely this was going to pass the Higher Education Committee in the State Legislature, both Houses. And of course the University didn't want this to happen; they didn't want this to become law. So what happened? At the meeting on July 14, 1982, the Chairman of the Board, James Murphy, presented to this Board the following statements: "As for the consideration of those possible modifications," now he's talking about the modifications that came out of the negotiations, or the compromise, "Acting Chancellor Goldstein has addressed a letter to Chairman Siegel of the Assembly Committee on Higher Education reporting the willingness of the leadership of the Board Committee on Student Affairs to consider the desirability of such changes as would to some extent conform our bylaws on this subject with those of the State University." The Chairman goes on to say "As Chair I have endorsed the undertaking by the Chancellor and by the leadership of the Student Affairs Committee promptly to consider such changes." This is the Chairman speaking in 1982 regarding an exact same proposal that came before this Board. In acknowledging this exchange of dialog between Ken LaValle and Assemblyman Siegel, the Chairman says, "There is available here today, I believe, a copy of the Chancellor's letter to Assemblyman Siegel and Senator Kenneth LaValle on this subject." So this is not our concocting things, making things up but it's documented proof. In the same minutes of this Board meeting on July 14, 1982 the Chairman said, "Chancellor Goldstein has also asked me to announce to the Board that in the process of drafting those proposed new amendments consistent with Chancellor Goldstein's letter to Assemblyman Siegel and Senator LaValle, representatives of the University Student Senate and other relevant CUNY parties, and also interested members of the State Legislature will be consulted and included in the ongoing process as the University works on the drafting of those modifications to which I have referred," And finally let me just say that in the Board's own minutes we clearly see a breach of contract on the part of the University.

There's more documentation. On October 5, 1982 Vice Chair Everett, then Chair of the Committee on Student Affairs and Special Programs stated for the record, "Mrs. Everett introduced the proposed amendments to the Student Activity Fee Bylaw. She noted that the State Legislature had reviewed these changes and that they are in keeping with some of the Legislature's recommendations." President Brown suggested that the resolution to amend the bylaws be moved. Mr. Garth Marchant stated, "that it was the Senate's feeling that the changes would only make a bad situation worse and would do nothing to bring CUNY's bylaws on student activity fees in compliance with those of SUNY's." So we have here some of our own Trustees, some leading administrators, faculty, staff, clearly saying to the student body and the concerned members of the CUNY community let's sit down and negotiate because we do not want this to go to the State Legislature. We don't want this to become law. Let's make a deal. So now almost eight years later there is a breach of contract and the University is going to propose something when they know clearly there is a competent Trustee sitting on this Board who is going to refuse everything they did that they are proposing. My problem is this, if your intention was to propose this same change in the college association eight years later you should have allowed it to go to the State Legislature, bite it then, don't stab us in the back, don't agree with us on something and then turn around eight years later and propose the same thing before this Board. So there's a clear breach of contract on the part of this University on this issue. And if this proposal passes today the students will have a legal obligation to fight this in court. So this is my legal argument which I have set forth, a breach of contract or agreement on the part of the University. There is also a moral and ethical argument surrounding this restructuring plan of the college associations, and these concerns I've heard articulated at some of these public hearings and numerous phone calls to my office. As you all know college presidents currently have an option to tap into 25% of the student activity fee, conventionally accepted as a college purposes fund. College presidents have that option, some college presidents use it others do not. It is their discretion. Allegations of abuse on many college campuses by some college presidents in which student activity fees have been, and to use your words, inappropriately, or improperly, or inequitably used by some college presidents. These students and community leaders brought documentations to these public hearings that some college presidents are using these fees inappropriately. So my concern becomes what happens when we give them the entire pot, when we say you can control the entire thing. The allegations were numerous with students complaining about college presidents contributing to political campaigns, buying liquor, and hosting various other functions which we would agree would be considered inappropriate and improper.
And finally to my conclusion. There is the logical argument regarding the restructuring of the college association. Students of logic are taught very early that an argument can be logical while at the same time invalid. The problem in such a case can be pinpointed in its premise. Faulty premises will yield faulty arguments. What does this have to do with the college association proposal? Well the premise upon which this entire proposal is based is that spending among student groups has been inappropriate or improper. But that's false. You cannot show me one incident or one case in which the college association of a particular campus used monies inappropriately. There is no documentation or testimony attesting to the fact that students used monies inappropriately. Insofar as the college association is concerned. Because you cannot pinpoint or substantiate your premise I have a problem with accepting your argument. And so I have presented to you not only a legal argument, I have presented to you an ethical and moral argument and, finally, a logical argument as to why you should not pass this today and I'll tell you this finally, if it does pass it will only be a waste of the Board's time because we will all lose in court.

A. BYLAW AMENDMENT:

RESOLVED, That Section 16.5 of the Bylaws of the Board of Trustees of The City University of New York be amended as follows:

Section 16.5 COLLEGE ASSOCIATION: a. The college association shall have responsibility for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees, except where earmarked by the board to be allocated by another body, should be developed [and allocated] by a college association budget committee and recommended to the college association for review by the college association prior to expenditure. The college association shall review all college student activity fee, including student government fee allocations and expenditures [only] for conformance with the expenditure categories defined in Section 16.2 of this article and the college association shall disapprove any allocation or expenditure if finds does not so conform, or is inappropriate, improper, or inequitable.

b. A college association shall be considered approved for purposes of this article if it consists of [at least eleven (11)] thirteen (13) members, its governing documents are approved by the college president and the following requirement are met:

1. The governing board of the college association is composed of [at least one more student member than the combined total of faculty and administrative members and its chair is elected by and from the membership]; [2. There are an equal number of faculty and administrative members. (i) The college president or his/her designee as chair.

3.[iii] (The) Three administrative members [are] appointed by the college president.

4.[iii] (The) Three faculty members [are] appointed by the college president from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.

5.[iv] (The) Six student members [are] comprised of the student government president(s) and other elected students [and] with the student seats [are] allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies.

6. The college association structure provides [for one or more] a budget committee(s) composed of members of the governing board, at least a majority of whom are students selected in accordance with section 16.5(b) [(5)] (1)[iv] of these bylaws. (Each) The budget committee shall be empowered to receive and review student activity fee budget requests and to develop [and allocate] a budget subject to the review of the college association. The college association may choose to not approve the budget or portions of the budget if in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the college association noted for further deliberation by the budget committee and subsequent resubmittal to the college association. If the budget is not approved within thirty (30) days those portions of the budget voted upon and approved by the college association board will be allocated. The remainder shall be held until the college association and the budget committee agree.

7. The governing documents of the college association have been reviewed by the board's general counsel and approved by the board.

NOTE: Matter underlined is new; matter in brackets to be deleted
EXPLANATION: Pursuant to the State Education Law, the Board of Trustees imposes mandatory student activity fees for student government and other student activities and must administer the student activity fees in conformance with its fiduciary obligations for college or University purposes. Students who pay these fees as a condition of registration and the public expect the Board to insure that expenditures are made for programs and services which are educationally related, safe, and administered in a way that protects the college from misuse and unlawful use of funds. It has recently become clear that the college associations, as presently composed, impede the University in the exercise of its fiduciary obligations. The Board has therefore determined to return majority control of the college association to the college administration and faculty to insure that student activity fees are appropriately and properly expended in the best interests of the entire student body, while maintaining maximum student input in conformance therewith.

B. EFFECTIVE DATE AND IMPLEMENTATION OF BYLAW SECTION 16.5:

RESOLVED, That the amendments to Section 16.5 of the Bylaws of the Board of Trustees of The City University of New York be effective July 1, 1992.

EXPLANATION: The July 1, 1992 effective date will allow time for the modification of the governing documents of the college associations, the completion of expenditures for student activities during the Spring 1992 semester, and the completion of student government elections.

C. REPEAL OF BYLAW WAIVERS FOR BYLAW SECTION 16.5:

RESOLVED, That the Board hereby repeals all waivers to Board Bylaw Section 16.5, relating to college associations.

EXPLANATION: This resolution discontinues bylaw waivers currently existing for variations in the college association structure for Brooklyn College (3 students, 2 administrators/faculty); Hunter College (one more faculty than administrator); the Graduate School (college president performs functions); and the Law School at Queens College (21 students, 3 administrators/faculty/staff), thereby providing uniformity among the campuses.

D. QUEENS COLLEGE STUDENT ACTIVITIES CORPORATION - TERMINATION OF CONTRACT BETWEEN THE BOARD OF HIGHER EDUCATION OF THE CITY OF NEW YORK AND THE STUDENT ACTIVITIES CORPORATION:

RESOLVED, That the Agreement between the Board of Higher Education of The City of New York, the predecessor body to the Board of Trustees of The City University of New York, on behalf of Queens College, and the Student Activities Corporation, at Queens College, be terminated, effective June 30, 1992; and be it further

RESOLVED, That the General Counsel and Vice Chancellor for Legal Affairs and the College President be authorized to take all necessary actions to effectuate the termination of the aforesaid Agreement.

EXPLANATION: This resolution will terminate the authority of the Student Activities Corporation at Queens College which pursuant to an Agreement approved by the Board on July 29, 1974 has been responsible for allocating student activity fees and administrative food and book store operations at Queens College. The governing board of the Student Activities Corporation consists of seven students and two faculty/administration members. The Board is exercising its authority under the Agreement to unilaterally terminate the Agreement as of the end of this fiscal year on June 30, 1992, by providing the required three months notice. Queens College will now be required to establish a college association and auxiliary enterprise board in conformance with Article XVI of the Board Bylaws.

Mr. Howard stated that although he is not opposed to the proposed bylaw changes he did have several questions. He wanted to know what would happen to the excess dollars that are in the various accounts with the changeover? He also wanted to know if the changes are made, what is going to be the continuity of the spending in these associations at the various institutions? Another concern he has is what happens if the president and the students never agree on portions of the budget and for whatever reason there is an expense relating to some student activities or whatever on campus and a
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budget is required and it is never agreed to or approved? He thought that if the Board is going to make changes there should also be a way to bring some conclusion to, for example, after six months there is no agreement between the students and the president on campus. He suggested that in the event of an impasse on an agreement on the budget the Chancellor should be made aware of the situation. He further suggested that the problem could be referred to the Chancellor's office or Vice Chancellor Rothbard or the president's office for a conclusion. He said his concern was that if there is no decision on reaching a conclusion, the Board will have to address the problem at a later date.

Chancellor Reynolds responded that this issue was a part of the negotiation that was changed as a result of the various hearings. Trustees Everett, Mouner, and Carrion were pivotal in these changes. The original part that was modified indicated that it would be possible for the college association body to amend the budget as it came forth. That was softened, actually in response to student concern, to make sure that the student budget committee would have to revise its proposal and bring it forth again. What the change basically means is that a budget committee of students on each campus will prepare a budget which will go to the college association governing board. If there are inappropriate items or items that perhaps are not as student responsive as they should be, the college association group can send the budget back to the group of students and indicate their concerns. If there is an impasse and one cannot achieve agreement between the college association and the students, those portions of the budget voted upon and approved by the college association board will be allocated. She stated that the Administration has had discussions about reaching a conclusion and they are hopeful that the presidents, who have been strongly supportive of these changes, will now have the negotiating ability to bring reconciliation between these two groups. She added that Trustee Howard had touched on a key point that if there cannot be ultimate agreement and the University has tried it for a year or so the Administration may have to recommend further changes to the procedure if it ends up in this inability to solve the negotiations on the campuses. Chancellor Reynolds added that the Administration might have to subsequently ask the Board for an amendment should any problems occur. She hoped that the Board could move ahead on the resolutions as presented here today because they have been very thoroughly considered by everybody.

Mrs. Everett concurred that the change was made in response to expressed student concerns. She said when the allegation is made that the Board doesn't listen to students, clearly they do because this was a very important change in the original proposal. In addition, she thought that Mr. LaMarre's allegations about Trustee attendance at hearings and meetings was entirely inappropriate. She reminded Mr. LaMarre that the February 17th public hearing which she chaired came to an untimely conclusion when someone, a student, let go a smoke bomb in this room and the room had to be cleared, so she thought that the Board should not be chastised by him.

Mrs. Everett added that negotiation, which is the way any two houses of congress settle an impasse, should be used to settle differences on budget allocations. She further added that earmarked funds are used right away and not subject to college association board approval.

Vice Chancellor Diaz advised that this change will take effect July 1st so the incoming student group will be on this budget committee and will have several months to work on this budget. This amended change was reflecting a desire to keep that decision-making at the local level and let there be a give and take and let the parties arrive at a decision. If, however, by late December or early January the Administration sees that it's not working, which is not anticipated but if it's not, at that point the Administration will have sufficient time to ask for an amendment which may require a finite resolution to this in some form. There'll still be plenty of time for whatever that resolution is to allow the allocating process to occur.

Mr. Cencl commented that he would hope all parties involved would work toward an equitable solution to this problem in terms of good will and understanding, and he thinks they will with good judgment. However, it seemed to him that if there is some kind of struggle and it involves a legal question he sees no reason why the involved parties can't get a legal opinion. If it involves a financial question of substance they can do that too, but he is loath at this time in short order to introduce any kind of a resolution that will set up a final supreme court. He thinks in terms of democracy he'd rather see it work out on the campus before the Board does something like that.

Mr. LaMarre stated he was glad Trustee Cencl raised the point. He agreed that democracy is an internal component of this University. He said it seems to him that Mr. Howard's perception of the students that attend this University is that they're children when these are grown up men and women who pay their money to attend this University. Mr. LaMarre thinks there has to be an understanding of the demographic makeup of this University and the age and sex of those who attend.
Mr. Howard responded that he was only trying to simplify things for those Trustees around the table that understand the process and he does know the demographics of this University.

Mr. LaMarre requested a roll call on the vote. A motion was made and seconded.

Trustees Badillo, Bernstein, Bloom, Carrion, Cencl, Del Giudice, Everett, Fink, Howard, Jacobs, Mounier, and Pressley - Voted YES

Mr. Jean LaMarre - Voted NO.

At this point Mr. Del Giudice left the meeting.

NO. 7. COMMITTEE ON PUBLIC AFFAIRS: RESOLVED, That the following items be approved:

A. RESOLUTION MARKING THE DEATH OF DR. MARGUERITE ROSS BARNETT:

WHEREAS, Dr. Marguerite Ross Barnett, a creative administrator, prominent educator and scholar served The City University of New York from 1983 to 1986 as Vice Chancellor for Academic Affairs, demonstrating her commitment to access and academic excellence; and

WHEREAS, During her tenure she initiated, promoted and implemented the Pre-Freshman Summer Skills Program, leading to greater student retention by providing early exposure to the academic rigors of college life; and

WHEREAS, Dr. Barnett was instrumental in expanding the Adult Literacy Program to fourteen University campuses and in strengthening the GED program, enabling adult students to develop and enhance skills needed to achieve personal success and to provide the City of New York with an educated work force; and

WHEREAS, With the support of the Board of Trustees, Dr. Barnett invited the Feminist Press to begin its residence at The City University of New York, bringing to the University the leading academic publishing house in the field of women's studies and enhancing the University's Women's Studies program; and

WHEREAS, The City University of New York prepares the largest number of teachers for the public schools of New York City, Dr. Barnett established a Teacher Education Advisory Commission that helped provide the foundation for University-wide reforms to strengthen these programs; therefore

BE IT RESOLVED, That Dr. Marguerite Ross Barnett is remembered for her deep and abiding devotion to higher education, and in particular, to The City University of New York.

B. RESOLUTION IN HONOR OF ASIAN AMERICAN HERITAGE MONTH:

WHEREAS, The Board of Trustees of The City University of New York encourages the participation of the University community in due observance of April as Asian American Heritage Month; and

WHEREAS, The Asian American Higher Education Council continues to communicate to all students and New Yorkers through its Asian American Calendar of Events and first Journal, highlighting Asian Americans in higher education; and

WHEREAS, The Asian American Higher Education Council is co-sponsor of the Gold Mountain Seminar, providing an opportunity for discussion of issues of concern to Asian Americans and to inform the public of Asian art and theater through performances and workshops; therefore

BE IT RESOLVED, That The City University of New York continues to support the work of the Asian American Higher Education Council and celebrates the ongoing achievements of the Asian American community.
C. RESOLUTION OF SUPPORT FOR MAKING PELL GRANTS AN ENTITLEMENT PROGRAM:

WHEREAS, The Pell Grant program is the cornerstone of the federal commitment to provide access to postsecondary education for students who lack adequate personal or family resources; and

WHEREAS, Revisions to the Pell Grant program contained in both the House and Senate Higher Education Act reauthorization bills (H.R. 3553, S.1150) give meaning to this commitment by making it a guarantee; and

WHEREAS, Objections will be raised in regard to the creation of a new entitlement, and amendments will be introduced to eliminate the entitlement; and

WHEREAS, The entitlement has been crafted in S.1150 to take effect in FY 1997 to provide ample time to find a means of financing the cost, and the entitlement is not indexed to inflation; therefore

BE IT RESOLVED, That we urge all members of the New York Congressional Delegation to vote to defeat any amendments to eliminate the Pell Grant entitlement provisions; and

BE IT FURTHER RESOLVED, That a copy of this resolution be forwarded to the offices of all members of the New York delegation.

At this point Mr. Badillo left the meeting.

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

BARUCH COLLEGE

Bary Rand
Doctor of Laws

THE CITY COLLEGE

Chinua Achebe
Doctor of Humane Letters
Mary Schmidt Campbell
Doctor of Fine Arts
Louis Nunez
Doctor of Humane Letters

GRADUATE SCHOOL & UNIVERSITY CENTER

A. Leon Higginbotham
Doctor of Humane Letters
Julien Studley
Doctor of Humane Letters

JOHN JAY COLLEGE

Norman Dorsen
Doctor of Laws
William Julius Wilson
Doctor of Humane Letters

LEHMAN COLLEGE

Paule Marshall
Doctor of Humane Letters
John Patterson, Jr.
Doctor of Laws

Rev. Pressley stated that this action is far too important just to let it pass like this. He thought the members of the academic community should be thanked for bringing forth an outstanding and balanced group of persons to be honored by this University and he wanted to thank them. The Trustees concurred.

Dr. Jacobs suggested that there should be more microphones around the table. He was positive the people sitting at either end of the table could not hear any of the speakers.
ADDED ITEM

NO. 9. COMMITTEE ON FACULTY, STAFF, AND ADMINISTRATION: RESOLVED, That the following item be approved:

A. RESOLUTION REGARDING 1992 RETIREMENT INCENTIVE PROGRAM:

RESOLVED, That the Board of Trustees of The City University of New York urges the adoption of legislation authorizing the offering of a 1992 retirement incentive program for the senior colleges and the community colleges of the University.

EXPLANATION: In the light of the budget crisis facing the University for the 1992-93 fiscal year, a 1992 Retirement Incentive would enable the University to reduce personnel costs substantially while maintaining greater number of positions at the authorized expenditure level, avoid the major disruption that would be caused by sizeable retrenchment and layoffs, and preserve the affirmative action gains made during recent years.

In 1984, the senior colleges of The City University were authorized by State legislation to offer an early retirement option to certain senior college instructional and classified staff personnel. As a consequence, in January 1986, 744 University employees in the senior colleges retired. The program permitted the redistribution of resources within the University, expanded college flexibility, increased emphasis upon instructional activities in areas of high demand, enhanced the ability to advance significantly the University's affirmative action program, and produced operating budget savings of $16 million over five years. In 1990, the University was authorized by legislation to offer a Retirement Incentive Initiative, a key element of the Board of Trustees' 1990-94 Five Year Plan, to instructional and classified staff employees of both the senior and community colleges. This Initiative, which resulted in the September 1, 1991, retirement of 973 University employees, will produce comparable savings.

A 1992 Retirement Incentive Program, made available in the senior colleges and the community colleges effective September 1, 1992, would achieve significant savings while minimizing the dislocation among University employees and maintaining the maximum possible service levels. Based upon the University's experience with the 1984 Early Retirement Program and the 1991 Retirement Incentive Initiative, the University projects that more than 900 University employees will avail themselves of a 1992 Retirement Incentive.

At this point Mr. Badillo returned to the meeting.

Mr. Howard asked how many individuals does the University have in the category that would be affected by early retirement and was advised by Vice Chancellor Bloom that there would be a group of several thousand people who would be eligible. Based upon the projections based on the University's experience in 1984 and 1990 there could be, in the senior colleges, close to 700 people who would take advantage of it.

Mr. Howard then asked how does the University keep individuals that do not want to retire. He would suspect out of the 2000 individuals or the 700 or 900 at the senior colleges the University is going to lose a lot of people that maybe it shouldn't be losing. What happens to individuals that are really doing a terrific job? He referred to a local ad on radio from the United Federation of Teachers which talks about the fact that during the fiscal crisis the best and the brightest teachers and Instructors move on from New York City, the Inner City, and as a result a whole generation of youngsters that come up through the system during that period of time is lost because they are improperly trained. He would hope that the Board knows it is passing this resolution very quickly. He would think that there are a whole lot of people that are required to keep the academic standards of all of the institutions sort of moving along because he sits in these meetings and continues to hear how the adjunct portion of each of the campuses is now up to 46% - 50%. The University is getting very close to the dangerous point in terms of not having individuals on these campuses that not only have an academic relationship to the institution but also a social responsibility to all the individuals that want to come to these colleges for whatever reason. He hopes that through the Chancellor's office there is some sort of watchdog to make sure that whoever is left in place on those campuses, whether it be full tenured professors, adjunct professors, or whoever they are, that the standards are not lowered because there is a budget crisis. He thinks that the Board ought to look at some other ways to sort of take this crunch.

Chancellor Reynolds responded that the early retirement which occurred in the Fall of 1990 took about 900 people, about half of whom were faculty. Trustee Howard is right, some marvelous faculty and staff people choose to take early
retirement. On the other hand as the Board knows the University is in an extraordinarily difficult fiscal time. When it does go ahead with an early retirement program there are individuals who are waiting for such a program and who do take retirement. The University is then able to, in critical areas, plan its budget much better and make sure that it has the faculty and staffing needs met in really critical parts of the University at lower cost so, on balance, it is beneficial to the University. The presidents at times then are able to negotiate with faculty members who perhaps have taken early retirement to teach a course or to teach on an alternate year basis to be helpful in critical areas. Sometimes that works sometimes it does not. But it is really necessary at this time in order to give the presidents the options they need to help the University keep moving during this very difficult time.

Chancellor Reynolds further stated that she thinks the University's options such as laying off enormous numbers of faculty are not terribly good ones. If the University were to implement the Governor's budget as it presently is tomorrow it would have to lay off around 900 people. When the University goes through the normal lay-off procedures it lays off recently hired people. That's where the University's youngest faculty are and that's incidentally where its women and minorities and its diverse faculty are and where many of the president's new program plans are. The Administration has been told that because of the early retirement incentive of actually two years ago the University now has many people waiting to see another early retirement incentive and those are the senior faculty. The University is very very heavy in the ranks of people in their 50's and early 60's and it is hopeful that many of those people who were contemplating retirement anyway perhaps in a year or two will choose to do so now so that the University can still continue to do very critical recruitments where it needs people for critical programs so it can continue its momentum on hiring minorities and women and so it can keep refreshing its faculty. The Administration views it as neither choice is good but when faced with the fiscal situation of the level the University is facing some very staunch trims have to be made. The University has not had a lot of replenishment and it does not have a young faculty at this point and so she thinks an early retirement program is a very appropriate way to go.

Mr. Cencl said that he has a feeling from what he has read and heard that not as many people are going to take early retirement as they might have three or four years ago when they had something else to go to. The something else have dried up. So a lot of people are going to think twice about leaving. However, the replenishment and all are very important aspects of it. It's going to be interesting to see how many people take it.

Mr. Howard said that as a Trustee he doesn't think that he would want to be a part of the destruction of City University as everyone knows it. He thinks that somehow those programs that have pushed this University in the direction of the future and must be saved, obviously through the Chancellor's office will be saved. But at the same time he thinks that if the University has to bite the bullet and close some campuses and consolidate some campuses somebody ought to start thinking about it if the University has to take these kinds of cuts. But he hopes that the Administration doesn't come back with another early retirement next year as a way to satisfy the budget.

Dr. Bernstein asked what the ratio of adjuncts to the total faculty throughout the colleges was and Chancellor Reynolds responded that at some of the community colleges it approaches 50% of the teaching hours that are being taught by adjuncts. She explained that in a good university setting the Ideal number is about 25% in order to provide flexibility and around three-fourths of the faculty hopefully full-time. CUNY is nowhere near that anymore. It has heavy adjunct ranks at the community colleges because of really three years of fiscal difficulty and trying very very hard to meet the increased enrollment the campuses have faced each of the last three years as well. However, as she announced at the last meeting a group has been put together of distinguished professors, several presidents, and chaired by President Goldstein to think about where are areas the University should still preserve recruitment during this difficult time; where are programmatic changes and cutbacks that can be focused on; where are there parts of the University that once the fiscal situation is better, need to spring forth; where are areas that probably need some permanent trims. The Administration is trying hard to focus on this Issue, and to bring this to Trustee Howard's Committee and Trustee Bernstein's Committee and march out as we continue the work of this Board.

Upon motions duly made, seconded and carried, the Board went into executive session to consider personnel matters. The public meeting was adjourned at 6:04 P.M.

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

HELD

MARCH 23, 1992

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

In the absence of the Chairperson, the Vice Chairperson called the Executive Session to order at 6:10 P.M.

There were present:

Edith B. Everett, Vice Chairperson

Herman Badillo
Blanche Bernstein
Sylvia Bloom
Gladys Carrion
Louis C. Cencl

Jean C. LaMarre, ex officio

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

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Mucciolo

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Mucciolo
Vice Chancellor Ira Bloom
Vice Chancellor Jay Hershenson
Associate Dean Brenda Spatt

Robert A. Picken, ex officio

President Bernard W. Harleston

The absence of Mr. Murphy, Mr. Del Gludice, and Dr. Tam was excused.
Upon motion duly made, seconded, and carried, the following items were adopted:

**NO. E1. THE CITY COLLEGE - APPOINTMENT WITH TENURE (AFFIRMATIVE ACTION REPORT ON FILE) (SW INDICATES WAIVER OF SEARCH):**

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Mr. LaMarre abstained.

**NO. E2. THE CITY COLLEGE - DESIGNATION OF DEPARTMENT CHAIRPERSON:**

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Mr. LaMarre abstained.

Upon motions duly made, seconded and carried, the Executive Session was adjourned at 6:44 P.M.

SECRETARY GENEVIEVE MULLIN
Minutes of Proceedings, April 27, 1992

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

HELD

APRIL 27, 1992

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

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

There were present:

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

Herman Badillo
Blanche Bernstein
Sylvia Bloom
Gladys Carrion
Louis C. Cencl
Michael J. Del Giudice
Stanley Fink

William R. Howard
Harold M. Jacobs
Susan Moore Mouner
Calvin O. Pressley
Thomas Tam

Robert A. Plcken, ex officio

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

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Muccolo
President Raymond C. Bowen
President Roscoe C. Brown, Jr.
President Josephine Dunbar Davis
President Leon M. Goldstein
President Matthew Goldstein
President Bernard W. Harleston
President Frances Degen Horowitz
President Augusta Souza Kappner
President Paul LeClerc
President Gerald W. Lynch

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

The absence of Mr. LaMarre was excused.
A. TRUSTEE HONORS - GLADYS CARRION: Trustee Carrion will be one of three recipients of the Catholic Interracial Council of New York's 1992 John LaFarge Award for Interracial Justice at its Fifty-seventh Anniversary Dinner on Monday, May 11 at the Sheraton Center Hotel. Chancellor W. Ann Reynolds will be the keynote speaker at this event.

B. PRESIDENTIAL HONORS - BOROUGH OF MANHATTAN COMMUNITY COLLEGE: President Augusta Souza Kappner was among six honorees at a Women's History Month celebration sponsored by Councilmember Una Clarke. The event was held at Brooklyn Borough Hall in March.

C. FACULTY HONORS: 1) Fulbrights: 13 members of the City University instructional staff have received Fulbright Scholar awards. The following are the scholars, their college, and the country where they are teaching or doing research:

b. Silvio V. Dobly, adjunct assistant professor of behavioral sciences, Hostos Community College – Argentina.
c. Jacob E. Goodman, professor of mathematics, City College – Sweden.
d. Ari A. Hoogenboom, professor of history, Brooklyn College – Germany.
e. Steven A. Jervis, professor of English, Brooklyn College – Nepal
g. Cecilia Macheski, professor of English, LaGuardia Community College – New Zealand.
h. Nishan Parfianian, professor of speech and theatre, John Jay College – Armenia.
i. Elliott M. Roth, teacher in the English Language Center, LaGuardia Community College – Italy.
j. James W. Roth, staff development coordinator, CUNY Office of Academic Affairs – Italy.
k. Stanley A. Waren, professor emeritus theatre, The Graduate School and University Center – India.
l. Donez Xiques, associate professor of English, Brooklyn College – Canada.
m. Mary E. Yepez, instructor of academic skills, Hunter College – Czech and Slovak Federal Republic.

2) Meryl Sussman, associate professor of computer information systems at LaGuardia Community College was among twelve educators named an outstanding freshman advocate by the Freshman Year Experience.

3) Elizabeth Roistacher, professor of economics at Queens College, has been named a fellow of the American Council on Education.

4) Judith Lorber, professor of sociology at Brooklyn College and The Graduate School and University Center, has been appointed to the editorial board of the Journal of Women’s Health, a new publication devoted to research on disease prevention and clinical care of women.

5) Joyce Zaritsky, associate professor of communication skills at LaGuardia Community College, received the 1992 Award for Outstanding Service to Students in the Field of Developmental Education from the New York College Learning Skills Association.

6) Dixie J. Goss, professor of chemistry at Hunter College, is one of 100 outstanding female science and engineering professors to receive a National Science Foundation Faculty Award for Women. She will receive a grant of $50,000 per year for five years to support her research on the regulation of protein synthesis and protein–nucleic acid interaction.

7) Irene Deitch, associate professor of psychology at The College of Staten Island, has been named a fellow of the American Psychological Association.

8) Somdev Bhattacharji, professor of Geology at Brooklyn College, received the Outstanding Educator Award of the American Association of Petroleum Geologists.

9) Renee Epstein, adjunct lecturer in English, has been selected as a participant in the National Endowment for the Humanities Summer Seminar for College Teachers at Yale University for Summer 1992. The seminar is entitled, "The Historian as Detective."
D. STUDENT HONORS: 1) Peter Aronoff of Queens College and Patrice Paul Rankine of Brooklyn College, both majoring in Classics, have received Mellon Fellowships in the Humanities.

2) 106 Borough of Manhattan Community College students have been selected for the 1992 Who's Who among Students In American Junior Colleges. This is a record number of students selected for this honor in the history of the college.

E. COLLEGE CEREMONY: York College: York College celebrated its first annual Founders' Day Celebration on April 9 with a formal procession through Jamaica Center. Trustees Tam and Picken attended.

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

BRONX COMMUNITY COLLEGE:

a. $233,184 New York City Department of Employment, to The Office of Continuing Education, for program to provide customer service and patient representative job training for dislocated workers residing in the Bronx and Manhattan.

b. $109,725 New York State Division of Youth, to The Office of Continuing Education, for program to serve homeless youth who live in temporary housing.

THE CITY COLLEGE:

a. $108,000 DOE to H. Cummins, Physics, for "Dynamics and Pattern Selection at the Crystal-Melt Interfaces."

b. $163,000 DOE to S. Lindenbaum, Physics, for "Experimental Investigation of Strong Interactions in the Non-Perturbative QCD Region (Task A)."

c. $132,000 NASA to W. Pierson, IMAS, for "Studies of Radar Backscatter as a function of Wave Properties and the Winds in the Turbulent Marine Atmosphere."

d. $103,171 New York City Board of Education to A. Posamentier, Education-Admin., for staff training in science and mathematics (CSD #3)

e. $1,126,064 NIH to B. Harleston, Administration, for "Cellular/Molecular Basis of Development Research Center."

f. $101,984 NSF to C. Maldarelli, Chemical Engineering, for "IPA Assignment."

g. $173,516 NSF to M. Weiner, Chemistry, for a "Program for Teacher Preparation in Secondary School Science and Mathematics."

h. $100,000 Stone & Webster to J. Fillos, Civil Engineering, for "Rapid Thermal Conditioning of Partially Digested Sludge."

GRADUATE SCHOOL AND UNIVERSITY CENTER:

a. $106,458 ED to Professor David Katz, for "Parents as Transition Helpers."

JOHN JAY COLLEGE:

a. $183,518 U.S. Department of Education to Lillian Masters, for a Student Enrichment Program to provide supportive services to 55 disadvantaged John Jay students to increase their retention and graduation rates.
LAGUARDIA COMMUNITY COLLEGE:

a. $372,343 The City of New York to Shirley Miller, Continuing Education Division, for the Correctional Consortium LaGuardia Substance Abuse Intervention Division Program.

b. $327,589 State Education Department to Jane Schulman, Continuing Education Department, for the EDGE II/ACCESS Program.

HERBERT H. LEHMAN COLLEGE:

a. $128,776 National Institutes of Health to R.M.S. Nair and Dominick Basile, Principal Investigators, for "Production of Artemisinin by Cell Cultures."

At this point Mrs. Carrion joined the meeting.

F. ORAL REPORT OF THE CHANCELLOR: Chancellor Reynolds reported that Freshman admissions for the Fall of 1992 were up 12% University-wide. At the senior colleges admissions were up 9.3% despite the University's very severe budget difficulties. At the community colleges they were up 18.4%. The timely adoption of the State Budget has provided the University with the opportunity to continue in its efforts to work to seek further assistance in Albany. There is the real recognition throughout the State, by the media and certainly by this Board and all of our constituents in the University, that higher education in this State is not receiving the support it deserves, and needs. In the final day of negotiations before adoption of the on-time budget the University did receive a restoration of $13.1 million dollars for New York City Technical College and John Jay College of Criminal Justice, which was an immense relief. She acknowledged the help of the Trustees, as well as that of Presidents Meredith and Lynch, who helped push that restoration. Support was also received from the State and, most critically, from the Mayor's office.

The Chancellor reported that the Administration is again working very hard in Albany. An Early Retirement Incentive initiative is the top priority and staff will continue working hard on that issue through the remaining weeks of the legislative session, as well as attempting to get additional restoration dollars. The other top priority for the University is the Capital outlay budget which is very much needed on the campuses. Now is a really good time to do rehabilitation and other types of projects in the City, because of the need for that type of work at this time, and also the favorable competitive process for bids which lets us get much more work done for the same dollar than we would be able to in other times.

Chancellor Reynolds reported that Mayor Dinkins released his 1992-93 Executive Budget this morning and it did contain a cut. However, the University does have a commitment from the City to keep it at certain levels of funding for next year. The budget also highlights the conversion of Medgar Evers College to senior college status as a priority of the Mayor's initiative in restructuring the City-State relationship.

Chancellor Reynolds then noted that the annual Board of Trustees' Breakfast with the City Council will take place on Thursday, May 21st and she hoped that as many Board members as possible would attend.

Chancellor Reynolds reported that on the Washington front, the Administration is working hard on several major issues. Reauthorization of the Higher Education act is now coming under reconciliation between the Senate and the House. The entire New York State Congressional delegation has signed a letter to Secretary Lamar Alexander to provide an additional two million dollars in Federal funds for the University's Work Study Programs. Work Study dollars were exhausted early this year, presumably, in large part, because of the recession in the City and the dependence of more CUNY students on Work Study dollars.

The Chancellor said there is happily a lot of good news that comes forth both from CUNY's students and the academic achievements of the faculty. The University is pleased when the faculty has success in what is called the "popular press." CUNY faculty have been well represented recently in the pages of The New York Times Book Review:

On April 19, Blanche Weisen Cook's book, Eleanor Roosevelt, was reviewed on the front page. She is a professor of history and women's studies at John Jay College and the Graduate School and University Center.

On March 18, Andrew Hacker's book, Two Nations. Professor Hacker teaches political science at Queens College.
On March 18, John Patrick Diggins’ book, *The Rise and Fall of the American Left*. He is a distinguished professor of history at the Graduate School and University Center.

On February 23, the Arthur M. Schlesinger Jr. book, *The Disuniting of America*. He is Schieitzer professor at the Graduate School and University Center.

Chancellor Reynolds announced Vice Chancellor Ira Bloom's resignation. On behalf of everybody in the Central Office, she expressed extraordinary gratitude for his long-standing and exemplary service. She said that there would be future occasions for all to gather to thank him in person. The Chancellor said that Vice Chancellor Bloom had effectively served the University in so many ways, including Chief of Staff to the Board Committee on Faculty, Staff and Administration, and that she was pleased that he would, at least for the foreseeable future, be back with the University as a member of the faculty at Lehman College after an appropriate study leave.

Mr. Howard spoke of having worked very closely with Vice Chancellor Bloom for some time, and questioned who would be replacing him in the handling of the early retirement incentive, for which the legislation is presumably moving ahead rapidly, and the tuition increase. Chancellor Reynolds responded that Vice Chancellor Bloom’s decision was so recent that she had not yet had a chance to make that determination. She said she would work through a few options with the Board Chairman, the Vice Chairperson, and with the Chairman of the Faculty Staff Committee, and then bring this to the full Board at the May meeting. However, In the Interim, Vice Chancellor Bloom’s deputy, University Dean Judith Bronsteln, who is cognizant of that area, would help with the data and Information needed.

Upon motions duly made, seconded and carried, the following resolutions were adopted (Calendar Nos. 1 through 8)

**NO. 1. UNIVERSITY REPORT:** RESOLVED, That the University Report for April 27, 1992 (including Addendum Items) be approved.

**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 April 27, 1992 (including Addendum Items) be approved.

**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 March 23, 1992 be approved.

Mr. Cencl thanked the Chairman for the opportunity to make the following statement:

The media have reported that the United States Department of Labor is investigating charges that The City University has discriminated against employees of Italian-American decent. Italian-American employees of The City University were declared a protected class for affirmative action purposes by the late Chancellor Robert Kibbee on March 17, 1976. Since that time the percentage of Italian-American professors has remained at approximately 5.5%, the same as it was dating back as far as 1960. Discrimination is wrong, regardless of the ethnic group affected. It is in that spirit as well as in concern for Italian-American employees that I urge cooperation with the investigators to determine whether the individual claims have merit and following their report, corrections as may be indicated. I make this statement not only as an American of Italian descent but as a Trustee of a University whose policies deplore discrimination in any form.

Chancellor Reynolds thanked Trustee Cencl for his sensitive statement, indicating that she joined with him and the other Trustees in deploiring discrimination in any form. She assured him that the University has been, and will continue to cooperate fully with the Office of Federal Contract Compliance Programs. As part of the University’s communication with that Office, Vice Chancellor Diaz has advised them that in 1985 the Office for Civil Rights of the U.S. Department of
Education, after a lengthy investigation, cleared the University of charges that it had discriminated against Italian-American faculty and professional staff. The Chancellor added that, since the current matter involves individual claims, further comment has to be reserved, but she assured Mr. Cencl that this matter has the Administration's full attention. Vice Chancellor Diaz will keep the Chancellor up-to-date as the investigation advances.

At this point Calendar No. 7 was considered.

**NO. 7. COMMITTEE ON LONG-RANGE PLANNING: RESOLVED, That the following item be approved:**

A. COLLEGE PREPARATORY INITIATIVE: The resolution was moved and seconded.

Chairman Murphy stated that the Committee on Long Range Planning had held a meeting earlier this month on the College Preparatory Initiative. He called the initiative a positive and hopeful development for the University, for the young people of the City, and for the City of New York. The Chairman submitted for the record a memorandum to the Trustees from Board of Education Chancellor Joseph A. Fernandez, in support of the collaborative effort:

I want to take this opportunity to express my commitment to the CUNY College Preparatory Initiative that you will consider at this month's Board meeting. I further support the commitment of CUNY to its policy of open access and equity for the high school students of our city.

Soon after beginning her tenure at CUNY, Chancellor Reynolds met with me and described her plans for the College Preparatory Initiative to improve the preparation of students coming to CUNY. The Initiative complements a series of efforts presently underway at high schools throughout the city, particularly our efforts to improve instruction in mathematics, sciences and foreign language.

Soon after I assumed the Chancellorship of the New York Public Schools, I commissioned Task Forces to study curriculum, pedagogy and assessment in high school mathematics and science. The Task Force on Mathematics has issued its reports and we are in the process of implementing the high school mathematics requirement from two to three years and instituted a provision that will require students to take an increasing share of those units in academic mathematics courses. My expectation is that the Task Force on science will follow suit and recommend that students take enhanced courses in the sciences, including a laboratory component. These important changes in high school course requirements parallel the changes recommended in the College Preparatory Initiative and give them added credence as the preparation necessary to success in college. We are already seeing the results of these initiatives in increasing enrollments in academic courses throughout the city.

In addition to our complementary work on curriculum reforms, the College Preparatory Initiative has opened many new and fertile areas for cooperation between the City University and the public schools. The two conferences between high school and college faculty were instrumental in developing a comprehensive statement on academic goals and expectations in six academic disciplines. This work has established a strong foundation to pursue cooperative efforts in faculty development and explore innovations in pedagogy and assessment. We have shared information and cooperated in writing grants to fund new teacher education initiatives. Our new collaborative efforts in teacher education were recently recognized by a generous grant from the AT&T Foundation. There is much work to be done, but CPI has already been immeasurably helpful in focusing our attention on the issues.

There is a confluence of interest between the goals that I enunciated for the public schools and those championed by Chancellor Reynolds. It is vital that CUNY clearly and unequivocally state its preparatory expectations for entering students. This is the measure that will encourage students to undertake the challenge of a more demanding curriculum and secure a successful transition from high school to college.

The Chancellor noted that a great deal of time had been put into the College Preparatory Initiative, and that it had been very carefully reviewed by the Committee. She acknowledged the efforts of Dr. Picken in his capacity as Chairman of the University Faculty Senate for his support of the Initiative, and his help in molding the Initiative over the last two years. She described the conception of the Initiative as a collegial process in which the presidents, faculty, and many students had been involved. Hearings on the College Preparatory Initiative were held on each campus. Two major retreats were also held. The Initiative is a partnership between Chancellor Fernandez, the Board of Education, and The City University of New
York. University faculty in appropriate subject matter fields have been put together with teachers from the public schools to define the level of skills high school graduates should possess. The entire process is moving forward, and efforts will continue in the years ahead. Support for the Initiative has come from Chancellor Fernandez and from N.Y.S. Commissioner of Education, Thomas Sobel. Chancellor Reynolds indicated that more time will be spent in the coming year with the Board of Regents since many of their efforts, and those of the Board of Education and the City University are running together on this major Initiative. Good support has been received from the UFT and the PSC. She expressed special gratitude to Vice Chancellor Joyce Brown who chaired CUNY's major committee on the CPI, and Dean Ron Berkman who has served yeoman duty on the staff work behind it. The Chancellor emphasized that the Initiative is very important and that efforts around the nation show real changes in science and math-taking nation-wide from similar initiatives. There are pushes for future Initiatives in many other states as well, and it is important that the City University be part of this.

Vice Chairperson Everett stated that a yearly report on the CPI would be welcome because there will be a great deal of interest on the part of the Board in learning what changes the University will be making, as well as what changes will be made at the Board of Education. Mrs. Everett referred to the public hearing that took place on April 23rd, where some very serious objections had been raised by the faculty. She noted that these matters had not been missed by those who worked on developing the CPI. She assured the concerned parties that the Board was listening, and that the Board would watch for possible problems that might arise. She said she had gotten the sense from all of the speakers, however, that if the CPI worked they would be thrilled with it. She was very much in favor of trying it and making it work because it would be for the benefit of everyone in this City.

Ms. Carrion noted that the CPI resolution does provide that the Chancellor make a yearly report to the Board on the impact of enrollment as well as access and diversity at each college.

Trustee Picken made the following statement on the College Preparatory Initiative:

I have spoken to the Board on a number of occasions concerning the College Preparatory Initiative. Like the vast majority of the faculty of our University, I have always supported the goals of the Initiative: to work in collaboration with public schools to improve the opportunities for and preparation of students entering our colleges. Personally, I have always believed that the Initiative, if properly implemented, will make real the promise of open access by turning the assurance of a seat in a CUNY college into meaningful opportunities for success for that significant number of students currently insufficiently prepared to succeed in college-level work.

Large numbers of CUNY faculty have been involved in the planning of the Initiative from the very first. As you know, at the request of the Chancellor, an advisory committee of the University Faculty Senate drafted the initial academic framework for the Initiative just a year ago. The Faculty Senate and the Professional Staff Congress were represented, and represented very effectively, on the Chancellor's Advisory Committee on School System Collaboration, chaired by Vice Chancellor Brown, which elaborated the plans for implementation. Scores of CUNY faculty from all units, representing the disciplines envisaged in the Initiative participated in the conferences jointly held with high school personnel in June and October. I might say that those of us who participated in these conferences found them particularly gratifying because of the degree of enthusiasm with which our high school colleagues welcomed the Initiative and the warm working relationships which were established between them and us.

During the past few months, as you have heard, forums have been held on every campus at which faculty and others have been briefed on the Initiative, have raised questions, expressed concerns and debated provisions. I should like to commend the Chancellor for having undertaken this unprecedented University-wide consultation. Never has a University-wide academic proposal received such thorough scrutiny and discussion. The process has been a model of how this University should proceed with major new academic undertakings. As a result of this consultation and as a result of discussions held at the March meeting of the University Faculty Senate, I proposed a series of modifications in the original draft resolution which addressed the major concerns of the faculty. These were accepted by the Chancellor and the Long Range Planning Committee and are incorporated in the resolution you have before you.

I would be less than candid, however, if I did not report that many faculty are still skeptical about the Initiative and a few, totally opposed, as was apparent at the Public Hearing held last Thursday. I would say that there are two major areas of concern. Many faculty feel that the Initiative will somehow result in a limitation of access to the University. The Board unequivocally states its commitment to open access in the first "Resolved" of this Resolution, and I am certain the Board
will spare no effort in seeing that this commitment is honored. The second area of major concern is that, already mentioned, of the availability of resources, particularly in the Public Schools. In the present resolution the Board undertakes to cooperate with the Chancellor of the Public Schools and the Board of Education to insure that resources are committed to meet the goals of the Initiative. I am certain the Board will likewise spare no effort in honoring this commitment. In this connection, I would add that Chancellor Fernandez’s memorandum to the University Trustees of April 14 is most welcome.

A large role has been reserved for the faculties of the various colleges in the implementation of CPI. I am pleased to report that the University Faculty Senate voted overwhelmingly at its plenary meeting of April 14 “to continue to provide leadership to the constituent units of the University to ensure that the College Preparatory Initiative improves the preparation of students graduating from high school without endangering open enrollment.” In February, 1991, when I recommended that the Board adopt the policy resolution calling for increased collaboration with the Board of Education and the development of a college preparatory curriculum, I said I was confident that we were embarked on a renewal and revitalization of the educational enterprise within our City and that the resolution marked the beginning of an auspicious new chapter in the history of City University’s service to all New Yorkers. Today’s resolution spells out the magnitude of the University’s commitment to that renewal and revitalization and provides a beacon of hope in an hour which is otherwise very dark indeed.

Mr. Badillo indicated his concern that Chancellor Fernandez’ letter of April 14th specifically speaks only about his having commissioned Task Forces to study mathematics and science, without reference to the other disciplines. He questioned whether there would be enough budgetary resources to comply with this mission in the timetable laid out. For that reason, he agreed with Vice Chairperson Everett that close monitoring of the CPI was necessary.

Dean Ron Berkman stated that the Task Forces on math and science had completed their work and that the Board of Education is now preparing an implementation plan. The third task force to be commissioned would be the Task Force on foreign languages. The Board of Education is moving ahead incrementally with each of the six disciplines using the same model of a task force and implementation plan.

Chancellor Reynolds responded that Chancellor Fernandez had included the math progress in his letter because that Task Force had completed its work this year. However, there is a timetable for implementing all the rest of the schedule. She emphasized that the University was involved in each of the Task Forces, and that the Administration would continue to inform the Board as the process moves along.

Rev. Pressley spoke in support of the plan to increase the course requirements and the standards for admission to the City University, and the commitment to access and excellence. He said he was involved with a significant aspect of this community’s population and he did not know of any parents who were not looking for the elementary school, at K through 12, to perform at the highest level for the benefit of their offspring. These parents would certainly be encouraging the Board of Education, as well as all in the City who have some responsibility for that education, to do it in the most efficient and effective way. In the same vein, these parents and community leaders are interested in the University performing at the highest level and producing the most qualified students that it can. If the University moves to stimulate the Board of Education to do a better job at K-12, and if we are committed to doing a better job at the community, senior and University level, we will have a healthier City in which young people and old alike can perform at a more efficient and effective level. Rev. Pressley supported the effort.

Dr. Tam stated that he would also like to support the CPI. He had attended the Public Hearing, and even though there was some apprehension about the proposal from some faculty members, he thought the majority of the people who spoke had a lot of expectations for the Initiative. He commended the architects of the Initiative. He said the CPI was a very important initiative, and that working together with the Board of Education to implement it was very important for the future of the youngsters.

Chairman Murphy commented that, clearly, everyone involved desires to see a partnership that’s real and meaningful between the University and the public schools, with the resultant full realization of the talents of all the young people in this City. Just articulating that which has not been articulated ever, although it may have been implicit and forgotten in some respects, and, having the State Commissioner of Education, and the Chancellor of the Board of Education
resoundingly supporting this, and our affirmation of this, is very special. This is a great initiative that our Chancellor has been urging upon us and has brought to this point. But the Board will have to keep monitoring this constantly, because what we are really doing is making explicit a noble goal, and the only way noble goals are achieved is by constant vigilance and support. It is very very important for the University to take this step, assuming the Initiative is passed, to run counter to the fiscal realities and the fiscal environment. He urged the Board to support the Initiative.

The following resolution was approved unanimously.

RESOLVED, That the Board of Trustees of The City University of New York reaffirms its policy to offer admission to a college of the University to all New York City high school graduates; and be it further

RESOLVED, That the comprehensive pattern of college preparatory subjects expected of entering students shall include four years of academic units in English, three years in mathematics, four years in social science, two years in natural science with laboratory, two years in foreign language, and one year in fine or performing arts; and be it further

RESOLVED, That high school curricula that constitute academic units will be determined by a committee designated by the Chancellor, including, but not limited to, high school and University faculty from the appropriate disciplines; and be it further

RESOLVED, That beginning in the Fall of 1993, all students entering the University directly from high school, except those enrolling in certificate programs or as non-degree students, will be expected to have completed nine academic units when enrolling in associate degree programs and eleven academic units when enrolling in bachelor's degree programs; and be it further

RESOLVED, That the unit expectation shall be increased two units every two years until full implementation. The Chancellor shall provide the Board with an annual report that includes impact on enrollment as well as access and diversity at each college; and be it further

RESOLVED, That students who have not completed the academic unit expectation prior to enrolling in the University be required to demonstrate a level of knowledge and skills in the disciplines in which they lack units. College governance bodies will determine the modalities by which deficiencies may be satisfied. Levels of knowledge and skills shall meet the general standards of competency contained in the Collaborative Conference Report; and be it further

RESOLVED, That a deficiency in a high school unit expectation satisfied at any CUNY college by completing a designated course or examination will be recognized as satisfying the expectation for all CUNY colleges; and be it further

RESOLVED, That the appropriate governance body at each college submit a implementation plan to the Office of Academic Affairs no later than December, 1992. This plan shall contain a list of college courses and other modalities that compensate for unit deficiencies. Colleges plans may include requests for specific exemptions to prevailing unit expectations in cases in which compliance would significantly affect the length of time needed for a student to complete specific majors. The CUNY Chancellor will work closely with the Chancellor of the Board of Education to insure that opportunities are available for high school students to complete the designated number of academic units; and be it further

RESOLVED, That at the conclusion of the 1996-97 academic year, the Chancellor will provide the Board with a comprehensive report, including data on high school compliance, as well as the impact on the University's enrollment profile; and be it further

RESOLVED, That ultimately, at full implementation, both community college and senior college entrants will be expected to have completed the full pattern of sixteen units; and be it further

RESOLVED, That all associate and bachelor's degree students will be required to satisfy the prevailing unit expectations before graduation; and be it further

RESOLVED, That special provisions will apply to the following categories of students:

Students who have graduated from high school prior to 1993 will be exempt from unit expectations regardless of when they subsequently enter the University;
Students who have received a General Equivalency Diploma (GED) prior to September, 1993 will be exempt from these expectations regardless of when they enter the University;

Students who have received GED's in 1993 and thereafter will be required to meet prevailing unit expectations; the University will develop an index to award academic units based upon GED scores;

and be it further

RESOLVED, That the University's faculty and staff shall continue its fruitful collaboration with the faculty and staff of the New York City public schools in the implementation of this Initiative, and that the Chancellor and Board of Trustees shall undertake to cooperate with the Chancellor of the public schools and the Board of Education to insure that resources are committed to meet the goals of the Initiative; and be it further

RESOLVED, That the University and the Board of Education undertake a comprehensive and aggressive public information and education campaign designed to promote awareness of the critical importance of high school academic preparation; and be it further

RESOLVED, That the Chancellor issues such guidelines as may be necessary to implement this resolution.

THE COLLEGE PREPARATORY INITIATIVE GUIDELINES

INTRODUCTION

The City University of New York, with 200,000 students from every social, cultural, economic, racial, religious, and ethnic group in the city, is the largest urban university in the nation. The mission of the University is to provide access to a quality education, regardless of financial means. The University has been the main avenue for improved socioeconomic and personal achievement for the city's poor, its working class, its newly arrived immigrants and its citizens of all backgrounds.

In recent University budget and planning documents, CUNY has identified three special responsibilities:

1) to define and develop programs which will provide its entering students with the fullest potential to succeed in their pursuit of a college education;

2) to ensure that its graduates, who form a substantial part of the work force of New York City and New York State, are prepared to meet the evolving challenges of an increasingly complex society;

3) to prepare a large proportion of the teachers for the New York public schools with bachelors and masters degrees, and advanced certificates. If we are to fulfill our mission and responsibilities, it is essential that students entering the University are prepared academically to complete college level courses successfully. Most of our students come to us directly from the New York City public schools. Our plan is to intensify our ongoing partnership with the Board of Education and to work collaboratively on curriculum and faculty development programs, as well as issues related to improved teacher education programs.

COLLEGE PREPARATORY INITIATIVE (CPI)

The preeminent goal of CPI is to improve the preparation of students entering the University, thereby enabling them to undertake college level work upon admission and to achieve their educational goals in a timely manner. The most effective mechanism to ensure the realization of this goal is for students to take a recommended series of college preparatory courses in high school. Such a curriculum will not only improve the likelihood of succeeding in college, but will better prepare students to find rewarding work.

Faculty from the high schools and from the University have already developed an impressive set of statements outlining the level of skills and knowledge that students graduating from high school should possess. This provides an important foundation for the development and translation of these expectations into high school and University curricula.
NUMBER AND DISTRIBUTION OF ACADEMIC UNITS

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Board of Ed. Requirement</th>
<th>Faculty Senate Recommendation</th>
<th>Faculty Senate Optimum Preparation</th>
<th>Joint Faculty Report</th>
<th>Chancellor's Adv. Comm. Recommendations</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
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</tr>
<tr>
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<td>3**</td>
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<td>4</td>
<td>3</td>
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<tr>
<td>Science</td>
<td>2</td>
<td>2</td>
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<td>2/3</td>
<td>2</td>
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<tr>
<td>Foreign Languages</td>
<td>1***</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Performing and Visual Arts</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>**Total</td>
<td>15</td>
<td>16</td>
<td>21</td>
<td>18/19</td>
<td>16</td>
</tr>
</tbody>
</table>

* Represents distribution by discipline, not necessarily academic unit
** 3 units of Math will be required for Graduation in 1996
*** Projected to increase to 2 units

The chart above indicates the recommendations of the various groups that considered the question of unit distribution. While the "optimum" preparation suggested by the University Faculty Senate and the 18-19 unit recommendation developed at the Joint Faculty Conference provide an enriched preparation, the 16 unit expectation recommended by the Chancellor's Advisory Committee will provide the essential preparation for student success. Further, this will maintain the students' option to take 4 units of elective credit in the high school curriculum.

HOW ACADEMIC UNITS ARE DETERMINED

Each of the units recommended are academic units whose content is, in preliminary fashion, defined by the competency statements developed by the CUNY/Board of Education discipline committees.

The University Application Processing Center (UAPC) historically has been responsible for maintaining a record of those high school courses that are considered academic units for purposes of calculating a student's cumulative average. The courses designated as academic units will be reviewed by a committee appointed by the Chancellor that will include faculty representation from both systems to assure compliance with the established expectations.

Using the database presently maintained by UAPC, which contains academic courses presently offered in high schools, a CPI transcript will be produced for each student which indicates high school academic units completed and the units which must still be taken for the student to complete the prevailing unit expectation. This record will facilitate student advisement regarding the courses needed to satisfy the prevailing expectation.

PHASED IMPLEMENTATION

Implementation of CPI will begin in September, 1993. At the first stage of implementation, the number of units designated - 11 for bachelor degree entrants and 9 for associate degree entrants - are targets that have already been reached by a substantial majority of the students graduating from New York City high schools.

Unit expectations will be raised by 2 units every two years based on satisfactory progress towards the goals of the Initiative. Thus, in 1995 the unit expectation would be 13 at senior colleges and 11 at community colleges. Full implementation is targeted for the year 2000 when students entering senior and community colleges will be expected to have 16 academic units. All students who have graduated high school after 1993, except those seeking certificates or non-degree status, will be expected to meet the prevailing unit expectations.
As the unit thresholds increase, a student's College Admission Average (CAA) will be calculated on the basis of completed academic units. Currently, the calculation of the CAA is based upon a minimum of 5 academic units. In 1993, when the senior college expectation is 11 units, the CAA will be calculated on the basis of at least 6 units. In 1995–96, the CAA will be calculated on the basis of 8 units and will continue in this fashion until full implementation. At full implementation, the CAA will be calculated on the basis of 12 units.

The Chancellor will report to the Board each year on the impact of the Initiative. At the end of the 1996–97 academic year, a comprehensive study of the impact of the increased expectations will be presented to the Board.

PUBLIC INFORMATION

CUNY and Board of Education officials will continue to work together to communicate the distinct advantages for students who elect to take a stronger high school curriculum. Specifically, better prepared students may:

a) gain increased access to programs and opportunities for advanced placement study during their high school career;

b) benefit from opportunities to take college courses while in high school;

c) more rapidly accumulate college credit and potentially eliminate the need for remedial work in college;

d) be prepared to pursue a full range of majors, particularly in programs that require proficiency in mathematics and science.

MAKE-UP OPTIONS

It is critical for students currently in high school to complete the unit expectations. Some entering students, however, will not have taken these courses.

All colleges will provide opportunities for students lacking preparatory units to remedy deficiencies. All students should be counseled to take equivalent preparatory courses early in their college career. These courses will often be part of the college's general education requirement and typically carry college credit. In some instances, however, courses may be remedial in nature. Specific decisions concerning the courses designated as alternatives and the credits awarded for the completion of the courses will rest with the campus governance units.

Courses and examinations that are used to satisfy preparatory requirements will be geared to the skills and knowledge contained in the joint faculty statements of subject competency. Deficiencies in student preparation may be remedied by:

1. Successful completion of a college course designated as an equivalent. [Note: a semester course generally will be considered equal to a full year high school academic course (1 unit).]

2. In certain instances, students may take an examination to demonstrate competency. Students who are fluent in another language would take a competency examination to demonstrate proficiency. Passage of this examination would satisfy the foreign language expectation.

Any course or examination completed in lieu of a high school unit at any college will be recognized as satisfying the preparatory expectation for all CUNY units.

GRADUATION AND TRANSFER

All associate and bachelor's degree students will be required to complete the prevailing requirements before graduation. Prior to 1996, associate degree students desiring to transfer will be required to complete CPI expectations in English and acquire, at least, one additional CPI unit in mathematics if needed. After 1996, students will be required to complete all deficiencies in mathematics and English before transfer.
UNIT DISTRIBUTION

During the implementation period, the following minimum distribution requirements will obtain:

<table>
<thead>
<tr>
<th>Unit Expectation</th>
<th>Science</th>
<th>Math</th>
<th>English</th>
<th>Social Science</th>
<th>Fine Art</th>
<th>Foreign Language</th>
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<tr>
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<td>4</td>
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<td>2</td>
</tr>
</tbody>
</table>

THE IMPACT OF MAKE-UP REQUIREMENTS ON THE COLLEGE CURRICULUM

Students enrolled within Bachelor of Arts, Bachelor of Science, Associate of Arts and Associate of Science programs should be able to remedy deficiencies in high school preparation by fulfilling distribution requirements and taking electives within each program.

The completion of academic unit recommendations may, however, be problematic for some students enrolled in certain Associate of Applied Science degree programs. While completion of CPI equivalents in English, science, mathematics and social science should pose no problems, more highly structured A.A.S. programs may provide limited opportunities for students to make up units in foreign language and fine arts. This should not be an issue until the community college expectation levels rise to 13 or 15 units. At that point, A.A.S. programs that cannot, for example, accommodate a foreign language or fine arts elective may have an option to petition the local governance unit for an exemption. All exemptions must be approved by the Office of Academic Affairs.

SPECIAL CATEGORIES OF STUDENTS

GENERAL EDUCATION DIPLOMA (GED)

Students who received GED degrees prior to September, 1993 will be exempt from CPI expectations.

After September, 1993, students seeking admission with a GED will be encouraged to submit transcripts of any high school experience that may be used to satisfy unit requirements. An index that permits students who score above a certain threshold on the test to receive academic units in mathematics and English will be established. Students who intend to use the GED to pursue further study at a college should be encouraged to take a college preparatory GED program. Such programs, now being offered at several CUNY campuses and at a number of labor education sites and community based organizations, are designed to prepare students for passing the examination and to cultivate the skills students will need to succeed.

A joint CUNY/Board of Education Task Force on the GED is presently reviewing GED preparation programs and the transition from GED to college.

FOREIGN SECONDARY SCHOOL GRADUATES

Students who have graduated from a foreign high school prior to 1993 will be exempt from CPI expectations.

There are existing mechanisms in the University Application Processing Center to evaluate the number of academic units a student has taken as part of a high school program in a high school outside the United States.

While some foreign students will be lacking units in English, their total unit count will be enhanced by the two units in foreign language they may receive for demonstrating fluency in their native language.
READMITS AND PRIOR GRADUATES

All students who graduated from high school prior to 1993 or were admitted to any CUNY college prior to 1993 will be exempt from the CPI expectations.

TRANSFER STUDENTS

Students transferring to CUNY from another college outside CUNY will be required to meet prevailing expectations. CUNY colleges will determine those college courses taken at other institutions that may satisfy CPI unit expectations.

ESL STUDENTS

The University will continue to offer ESL courses to students as needed. Those ESL students who are either GED recipients or foreign school graduates, will be covered by the provisions previously described. All ESL students will be required to meet the new curricular expectations, except to the extent that they fall under other special categories.

A CUNY/Board of Education faculty committee will study issues relevant to the ESL population.

SEEK/CD

The prevailing admissions and program standards for SEEK and College Discovery remain in effect.

CPI REVIEWS

The Chancellor will periodically provide the Board of Trustees with reports on the impact of the Initiative. The review scheduled for the 1996-97 academic year will be a comprehensive review of the first four years of the Initiative, including an examination of the compliance of the New York City high schools. This report shall include data concerning the number of academic units presented by the incoming classes and the scores on the skills tests, GPA, credits accumulated and retention rates for students who entered the University since the implementation of CPI. Data on the impact on special student populations will be included. These data have been collected and analyzed for the years preceding the Initiative as part of the University's enrollment and retention studies, providing "baseline" data as a basis for comparison.

EXPLANATION: The College Preparatory Initiative (CPI) was endorsed by the Board of Trustees at its February 25, 1991 meeting: The Chancellor was asked to prepare a plan which phased-in stronger curricular expectations for incoming students. The Initiative is a collaborative effort of The City University of New York and the New York City Board of Education designed to strengthen the academic preparation of high school students in order to enhance their opportunities for success in higher education and/or employment.

There is an obvious relation between the completion of academic courses in high school and subsequent success in college. Research studies have demonstrated that for each additional academic course taken in high school, a student's college grade point average increases; and, college grade point average is the most important indicator of student retention and graduation. In addition, academic preparation in a broad range of subject areas expands student opportunities to pursue the full range of college degree programs. The University recognizes the influence of other academic, social, and economic factors on student performance; CPI complements the University's efforts to provide instructional and non-instructional supportive services for students requiring them.

The primary goal of CPI is to increase the number of high school academic courses taken by students coming to the University. Students who have not fully satisfied the University's preparatory curriculum expectations prior to graduation from high school will be admitted to a college of the University, where they will be expected to demonstrate stated levels of knowledge and skills in subject areas they lack. The mechanisms by which this may be done are to specified by the appropriate campus governance body. These may include, but not be limited to, a college course which incorporates the levels of knowledge and skills set forth in the general standards of competency contained in the Collaborative Conference Report, a nationally recognized discipline-specific competency test or one designed by departmental faculty.
The CPI plan also contains provisions for students who do not enter the University directly from high school. Non-traditional students -- GED recipients, non-recent high school graduates, foreign high school graduates, transfers, and students in special programs and disabled students -- will continue to have access to the University, and the University will continue its commitment to provide appropriate support services.

The Chancellor will report to the Board annually regarding the progress of the Initiative and will indicate whether the increases in the unit expectation are to proceed as planned after consultation with the presidents and the faculty. At the end of the fourth year, the 1996-97 academic year, the Chancellor will furnish the Board with a comprehensive review of all aspects of the Initiative.

CPI reflects extensive and comprehensive consultation with a broad range of constituent groups within and outside the University. Approximately 200 faculty from the University and the New York City Board of Education participated in the process of defining student competencies in each of the disciplines and developing a program for faculty collaboration. An Advisory Committee of the University Faculty Senate produced comprehensive statements of expected levels of student competency in the six disciplines included in the Initiative. A Chancellor’s Advisory Committee, composed of college presidents and administrators, faculty members, and students, developed a plan for implementation. The proposal of the Chancellor’s Advisory Committee’s was the subject of forums held on every campus, attended by students, faculty and staff. Thousands of members of the University community took the opportunity to offer insights and recommendations.

Through every step of the process, the University also consulted with the New York City Board of Education, which is a full partner in the Initiative. This collaboration has significantly strengthened the University’s relationship with the Board of Education and the relationships between faculty of the University and the public school system.

At this point Calendar No. 5, was considered.

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

A. HUNTER COLLEGE - AMENDMENTS TO GOVERNANCE PLAN:

RESOLVED, That the following proposed amendments to the Hunter College Governance Plan be approved.

1. A New Section 14 is added to Article VIII to read as follows:

   The Senate shall establish a standing Committee on Charter Review, consisting of one faculty member from each division; an equal number of students; one member of the Administration to be designated by the President who shall serve ex-officio; and a Chair elected by the Senate.

   The Committee shall be empowered to review the composition, structure and functions of the Hunter College Senate and to propose to the Senate amendments to the Governance Plan in accordance with the provisions of Article XIV, Section 2.

2. Subdivision A of Section 2 of Article XIV is amended to read as follows:

   An amendment may be proposed by the Charter Review Committee or by written petition to the Administrative Committee bearing the signatures of not less than 20% of the Senate members or 200 members of the Hunter College community.

Note: Matter Underlined is new

EXPLANATION: The proposed amendments to the Hunter College Governance Plan have been approved by the Hunter College Senate and are recommended by the College President. The amendments establish a Charter Review Committee as a standing committee of the Hunter College Senate. The Charter Review Committee will have the responsibility to review the composition, structure, and functions of the Hunter College Senate, and the authority to propose amendments to the Governance Plan to the Hunter College Senate. Currently, amendments may be proposed to petition of 20% of the College Senate members or 200
members of the Hunter College community. The Charter Review Committee will consist of five faculty members representing the existing five divisions of the College, five students, an administrator designated by the college president, and a chair elected by the College Senate. The Hunter College Senate is composed of 200 members, consisting of 114 faculty members, 76 students, and 10 representatives of the administration. Proposed amendments are required to be approved by a three-fourths vote of the members of the Hunter College Senate.

NOTE: The revised governance plan is at the end of the April 27, 1992 minutes.

B. PROPOSED REVISIONS OF THE GUIDELINES AND PROCEDURES FOR DISCONTINUANCE OF INSTRUCTIONAL STAFF PERSONNEL MANDATED BY FINANCIAL EXIGENCY: The resolution was moved and seconded.

Dr. Jacobs explained that the proposed amendments to the 1983 Guidelines and Procedures were recommended for the purpose of clarification of the provisions.

Trustee Picken made the following statement on Revisions to the Retrenchment Guidelines:

There are several members of this Board who were serving in 1983 when the Retrenchment Guidelines, of which this proposal is a revision, were adopted after a process of lengthy and arduous negotiation between the Board, and the faculty as represented by the Professional Staff Congress and the University Faculty Senate. They will recall that the University had been under censure by the American Association of University Professors since 1976, because of the way in which a large number of faculty were retrenched during the first New York City Fiscal Crisis. It was because the 1983 Retrenchment Guidelines were in accord with AAUP personnel standards, which are the generally accepted standards of the American academic world, and that the University undertook to abide by these guidelines that censure was removed from our University. Censure by the AAUP is an extremely serious matter in the academic world. There are many academics, probably a majority of the profession - and if I may say so, I include myself among them - who would not willingly take a job at a college or university under censure. It is because of this history that the faculty of our University takes any revision of the 1983 retrenchment guidelines extremely seriously.

The proposal before you, as has been stated, contains mainly semantic revisions with a number of clarifications covering categories of staff which did not exist in 1983. The Professional Staff Congress is not opposing these revisions, nor is the leadership of the University Faculty Senate. I believe I should mention that an earlier version of this proposal contained provisions which were totally unacceptable to the faculty as represented by the Faculty Senate, the PSC, and the Council of Local Campus Governance Leaders. These objectionable provisions were removed in last minute negotiations, and I wish to thank the Chancellor and Vice Chancellor Bloom for their willingness to arrive at a solution which is acceptable to the faculty leadership.

The following resolution was adopted:

RESOLVED, That the proposed amendments to the Guidelines and Procedures for Discontinuance of Instructional Staff Personnel Mandated by Financial Exigency be approved:

GUIDELINES AND PROCEDURES FOR DISCONTINUANCE OF INSTRUCTIONAL STAFF PERSONNEL MANDATED BY FINANCIAL EXIGENCY

These retrenchment guidelines and procedures apply only to discontinuances of instructional staff personnel whose appointments are in effect, and they are intended to protect the rights of affected personnel. They do not apply to the normal processes for the non-reappointment of instructional staff persons.

A financial exigency, for the purpose of these guidelines, is an imminent fiscal crises which will cause great and irreparable harm to the academic programs of The City University of New York or one of its constituent colleges if it is not alleviated. The discontinuance of instructional staff personnel shall be implemented as a last resort only after the pursuit of other less drastic means to alleviate the impact of a financial exigency.
Discontinuance of personnel shall be undertaken only after other measures to avoid discontinuances have been explored and implemented to the extent practicable, consistent with the Board of Trustees' and the Chancellor's responsibilities to govern the University, to carry out the academic program of the University and to provide a safe and appropriate environment for the faculty, students and staff.

Discontinuances of personnel may be necessitated when the fiscal resources of the University or its constituent units are insufficient to meet the operating costs required to maintain the educational mission of the University or its constituent units (i.e., the condition of fiscal financial exigency). Discontinuances of personnel may be necessitated for institutional reasons as described in Section 6212.8 of the Education Law of the State of New York. In the former situation, the discontinuances may occur within a relatively brief period of time. In the latter situation, the discontinuances would generally occur over a longer span of time. In either circumstance, affected persons will be notified as early as possible, but in no foreseeable event would the notification time be less than:

- twelve months for tenured [Professors, Associate Professors, Assistant Professors, Instructors, persons in the College Laboratory Technician series, Registrars and Lecturers with Certificates of Continuous Employment] faculty members and other tenured instructional staff personnel and Lecturers with Certificates of Continuous Employment:

  for tenured and certificated instructional staff personnel who hold appointment in departments which are being abolished, provided that the Board of Trustees is unable to find a position in the college in which such person has been serving which can be efficiently and capably filled by such person, if during the notice period such person does not retire or declare an irrevocable intention to retire at the conclusion of terminal (Travia) leave, twelve months notice or, in lieu of all or part of such notice, the equivalent payment in salary in a non-pensionable lump sum less, if such person meets the criteria set forth in Section 3107 of the Education Law, the value of applicable terminal (Travia) leave and concomitant annual leave and any available retirement incentive which would have been applicable during the notice period.

- six months for non-tenured and non-certificated faculty members, [Professors, Associate Professors, Assistant Professors, Instructors, persons in the College Laboratory Technician series, and Registrar(s) series, and Lecturers without Certificates of Continuous Employment];

  for non-tenured and non-certificated faculty members, persons in the College Laboratory Technician series, and Registrar series who hold appointment in departments which are being abolished, if during the notice period such person does not retire or declare an irrevocable intention to retire at the conclusion of terminal (Travia) leave, six months notice or, in lieu of all or part of such notice, the equivalent payment in salary in a non-pensionable lump sum less, if such person meets the criteria set forth in Section 3107 of the Education Law, the value of applicable terminal (Travia) leave and concomitant annual leave and any available retirement incentive which would have been applicable during the notice period.

- sixty (60) days for persons [in the Higher Education Officer series, for persons in the Business Manager series, for Research Assistants, Research Associates and Substitutes (full-time)] serving in all other full-time instructional staff titles, except titles in the Executive Compensation Plan;

- thirty (30) days for persons serving in adjunct instructional Staff titles;

- fifteen (15) days prior to the effective date of appointment for persons who have received letters of appointment for full-time or annual-salaried positions on the instructional staff but whose appointment date is in the future.

Instructional staff serving in titles in the Executive Compensation Plan shall be discontinued in accordance with The Terms and Conditions of Employment for Members of The Executive Compensation Plan.

Adjunct instructional staff with appointments who have not yet started to work may be notified on or before the effective date of the appointment.

Decisions regarding Graduate Assistants and adjuncts who are CUNY doctoral candidates shall take into consideration their status as students in a CUNY doctoral program, as well as instructional needs.
Discontinuance of personnel on grounds of financial exigency may be required at one or several units rather than at all of them. These guidelines are intended to be followed in either case.

I. THE CHANCELLOR'S CONSULTATION, RECOMMENDATION, AND THE BOARD DETERMINATION TO DISCONTINUE INSTRUCTIONAL STAFF IN THE UNIVERSITY OR ANY CONSTITUENT UNIT

A. CONSULTATION BY THE CHANCELLOR

When the President of a college, in consultation with her or his appropriate faculty committee(s) foresees budgetary and/or financial difficulty the magnitude of which suggests the possibility that these guidelines may need to be invoked, then she/he shall so inform the Chancellor. The Chancellor, having determined in consultation with college President(s) that financial exigency is likely to necessitate retrenchment of members of the instructional staff, shall consult with the Council of Presidents, officials of the University Faculty Senate, of the Professional Staff Congress, and of the University Student Senate.

B. THE CHANCELLOR'S REPORT AND RECOMMENDATION TO THE BOARD OF TRUSTEES

Following this process of consultation, the Chancellor shall report to the Board of Trustees on his/her findings and on the [consultative] process(es conducted by him/her] of consultation. The report shall also include the Chancellor's recommendation [that] as to whether the discontinuance of instructional staff personnel whose appointments are in effect in the University or any of its constituent colleges should be authorized by the Board of Trustees.

C. THE BOARD OF TRUSTEES ACTS UPON THE CHANCELLOR'S REPORT

The Board of Trustees shall review and consider the Chancellor's report and recommendations at a regular or special meeting. Authorization for the implementation of the Chancellor's recommendations regarding the discontinuance of personnel whose [contracts] appointments are in effect is the responsibility of the Board of Trustees.

D. THE CHANCELLOR INFORMS THE UNIVERSITY COMMUNITY

Following the Board's authorization [for] of the discontinuance of personnel, the Chancellor shall inform the University community through notice to the Presidents, the Professional Staff Congress, the University Faculty Senate, and the University Student Senate. The Chancellor shall also transmit to the President of each of the affected colleges the [Chancellor's] determination that the University's retrenchment guidelines shall be invoked at that institution.

II. GUIDELINES AND PROCEDURES FOR THE DEVELOPMENT AND IMPLEMENTATION OF RETRENCHMENT PLANS AT THE CONSTITUENT COLLEGES OF THE UNIVERSITY

A. THE PRESIDENT CONVENES AN AD HOC COLLEGE-WIDE COMMITTEE

Following Chancellor and Board action[s] as outlined in I. above, the President of each affected college shall convene an ad hoc College-wide Committee, the members of which shall be designated by the President and shall include representatives of appropriate constituent groups including the College-wide Personnel and Budget Committee(s), other teaching and non-teaching members of the instructional staff, including those currently serving as elected members of existing college bodies, members of the [non-instructional] classified staff, students, the Affirmative Action Officer, and administrators of the College. It shall be the responsibility of this ad hoc Committee to make recommendations to the President for the development of a Retrenchment Plan for the College. Each member of the Committee is expected to participate fully in its deliberations; the President shall chair the Committee.

1*The term "constituent colleges" as used throughout these Guidelines is meant to include the seventeen colleges, the Graduate School and University Center and the Central Office.

2*The term College-wide Personnel and Budget Committee as used throughout these guidelines is meant to include the College-wide Committee which recommends personnel actions, other than appeals, directly to the President.
Final decision-making with respect to the Plan rests with the President.

B. THE PRESIDENT AND MEMBERS OF THE COLLEGE-WIDE COMMITTEE CONSULT WITH THE COLLEGE COMMUNITY

The President* of each affected college, with the members of the College-wide Committee, separately or collectively, shall consult with representative groups on campus. The President is responsible for determining what programs or activities are to be curtailed or terminated. In making those determinations, she/he shall take into consideration the views expressed by appropriate faculty, staff, and student representatives.

C. THE PRESIDENT DEVELOPS [AND DISTRIBUTES] THE RETRENCHMENT PLAN

The President is then responsible for developing a written College Retrenchment Plan to be distributed to the college community through department chairpersons and other academic and non-academic officers of the college responsible for recommending the appointment of persons in the HEO, Business Manager and other non-academic titles. The Plan shall may be amended from time to time as required.

D. THE COLLEGE RETRENCHMENT PLAN

The College Retrenchment Plan shall set forth the reasons why reduction or termination of academic or non-academic service is required. A timetable for the accomplishment of retrenchment shall be included in the Plan.

The Plan shall clearly identify the academic departments, [or] administrative departments or offices, or [programmatic function] functional units, including centers, institutes, programs, and specially funded units ("retrenchment units") [where a departmental characterization is not possible] within which discontinuances will be made, as well as the number of discontinuances in each [department (or other) retrenchment unit], and the period(s) of notice to be given to affected individuals.

III. AFFIRMATIVE ACTION

The Board of Trustees has evidenced its commitment to the principles of affirmative action in policy statements adopted in December, 1970, [and] November, 1971[,] and May, 1985. These statements reflect an awareness of and adherence to the federal laws and regulations which both govern and define affirmative action programs at the colleges of the University.

Although cognizant of the need for reductions in personnel during a time of financial exigency, the Board of Trustees nevertheless reaffirms its commitment to these laws and regulations to ensure nondiscrimination in the treatment of [affected classes] University designated protected groups. Accordingly, the Board stresses the importance of following affirmative action principles in the implementation of these Guidelines, and requires that:

3*References to the President and to the College shall be deemed references to the Deputy Chancellor and the University Staff, respectively, in the case of the Central Office.
A. Each President shall consult with his/her affirmative action officer regarding the President's completed plan before any proposed retrenchment actions are implemented. It is submitted to the Chancellor. Specifically, the President shall provide to his/her affirmative action officer a list of persons proposed to be discontinued. The affirmative action officer shall immediately, in turn, submit to the President a comprehensive, statistical assessment of the college's work force which reflects the proposed retrenchment actions. The purpose of this consultation is to assure that the President is informed of the potential effect of these proposed actions upon the college's work force. The President shall consider the impact of the proposed retrenchment actions upon the college's work force.

B. Within three weeks of implementing retrenchment decisions, each college President shall submit to the Chancellor an impact statement analyzing the college's new work force profile. Specifically, this impact statement shall reflect the work force inventory of the college, the impact of discontinuances upon women and minorities, [by a number and percent], within that work force, and the rate at which each [affirmative action officer] University designated protected group has been retrenched. This statement shall have appended to it [the college's revised utilization analysis including and, wherever so indicated by the statistical analyses, a set of goals and timetables for promotions and/or new hires] by appropriate affirmative action units.

C. Upon receipt of these college impact statements, the Chancellor shall report to the Board concerning the University's affirmative action work force profile by college in the light of retrenchment. This University statement shall be supported by the data presented in the college impact statements. If the Chancellor determines that any retrenchment action is contrary to principles of law relating to affirmative action, he/she shall advise the President of his/her decision and [of] the action the President must take to remedy the defect.

IV. INSTRUCTIONAL STAFF PERSONNEL—GENERAL PRINCIPLES

A. THE DEPARTMENT (OR OTHER UNIT) FOR RETRENCHMENT PURPOSES

Pursuant to the Board of Trustees Bylaws, the basic unit for retrenchment purposes within the University is the academic department of the college. Where a college has a divisional or program organization, the divisional or program organization characterized by its own personnel and budget or other equivalent personnel committee, may be the appropriate unit. For other than academic departments, the appropriate unit may be an administrative department, office, or functional unit, such as a center, institute, program, or unit funded for the purpose of implementing a legislative initiative. Each college must identify its units of retrenchment for its instructional staff.

B. GENERAL PRINCIPLES FOR DISCONTINUANCE OF INDIVIDUAL PERSONNEL

Once the unit or function to be retrenched has been identified, and it has been determined that personnel must be separated from service, then the following general principles for discontinuance of individuals obtain. In making decisions as to which member or members of a [department] retrenchment unit should be separated from service, individual tenure status assumes primacy according to the State Education Law and the Bylaws of the Board of Trustees. Within a given [department] retrenchment unit, any staff member with tenure, regardless of other academic considerations, must be retained over a person who does not have tenure. However, a tenured employee in one retrenchment unit may be discontinued while a non-tenured employee in a different [department] retrenchment unit may be retained.

Non-tenured employees who may be affected by retrenchment may have received prior notices of appointment or reappointment. Appointments or reappointments rescinded or shortened as a result of retrenchment do not indicate or suggest that these specific discontinuances were the result of negligence lack of competence or unprofessional conduct.

C. CRITERIA TO BE APPLIED FOR THE DISCONTINUANCE OF INDIVIDUALS WHO ARE MEMBERS OF THE INSTRUCTIONAL STAFF

Retrenchment among instructional staff members holding the same or similar positions should take place in the following order within the [department (or other] retrenchment unit[)]. Whenever the length of service of two or more persons is the same, the ordering among them rests with the judgment of the President.
1. ADJUNCT STAFF

a. [Individuals] Persons with initial appointments who have not yet started work.

b. [Individuals] Persons scheduled to teach class sections which have been withdrawn, for which full-time employees have been rescheduled, for which there is insufficient registration, or for which the determination has been made that the course is not necessary for the fulfillment of any [undergraduate] degree program.

c. [Individuals] Persons who [additionally] have full-time employment outside the University in the inverse order of length of service.

d. [Individuals] Persons who [additionally] have full-time employment with the University in the inverse order of length of service.

e. [Other individuals] Persons who are not CUNY doctoral candidates and who have no additional employment in the inverse order of length of service.

f. [Individuals] Persons who are CUNY doctoral candidates in good standing and are receiving other financial support in inverse order of length of service.

g. [Individuals] Persons who are CUNY doctoral candidates in good standing and are receiving no other financial support in inverse order of length of service.

The foregoing notwithstanding, adjunct or hourly employees teaching courses deemed by the department to be educationally essential so as to merit continuance may be retained over non-tenured full-time personnel or other adjunct or hourly employees with greater length of service. However, the abolition of the position of a tenured or certificated employee and the retention of adjunct personnel should be undertaken for only the most compelling educational reasons.

2. RESIDENT SERIES

Persons employed in titles in the Resident Series shall be discontinued in inverse order of length of service in the Resident Series, except for special educational reasons.4*

3. NON-TENURED AND NON-CERTIFICATED INSTRUCTIONAL STAFF - ALL TITLES

a. Persons who have received letters of appointment for full-time annual salaried positions for initial hire but who have not started their [terms] period of employment [are not covered by the notification provisions as set forth in these guidelines.] shall have their appointments revoked prior to the discontinuance of full-time non-tenured or non-certificated instructional staff who have commenced their employment, except for special educational reasons.

b. Persons employed in titles on the instructional staff not holding tenure or Certificates of Continuous Employment shall be discontinued in inverse order of length of full-time continuous service5* on the instructional staff, except for special educational reasons.

4. LECTURERS [[FULL-TIME]] WITH CERTIFICATES OF CONTINUOUS EMPLOYMENT

Full-time instructional staff members holding Certificates of Continuous Employment shall be discontinued in accordance with Article 6.12 of the Bylaws before any employee holding statutory tenure[,] in the retrenchment unit.

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4*The term "special educational reasons" as used throughout these Guidelines means a reason which is non-discriminatory against a person and is related to the educational, programmatic, functional, or administrative needs of the retrenchment unit or college.

5*Continuous service shall be deemed to include periods of continuous service prior to and following approved leaves of absence without pay, but the period[s] of leaves of absence without pay shall not be counted.
5. TENURED INSTRUCTIONAL STAFF

Tenured members of the instructional staff shall be discontinued after the discontinuance of all non-tenured persons, including persons holding Certificates of Continuous Employment, in the [department] retrenchment unit. The provisions of subdivision 11 of Section 6212 of the Education Law, and Section 6.9 of the Bylaws of The Board of Trustees, and Rules and Procedures for Preferred Eligible Lists are applicable to these titles.

D. PERSONS IN EXCLUDED TITLES AND FUNCTIONS

The discontinuance of persons in excluded titles or functions shall be made on the basis of managerial or functional needs without regard to date of initial appointment or length of service. A person discontinued from an excluded title or function who holds tenure or who prior thereto held a position in a tenure-bearing title shall return to the department in which tenure was held, or service toward tenure earned. A tenured person appointed to an excluded title or function in a retrenchment unit other than the department in which he or she holds tenure shall retain his/her tenure rights during the period in which he or she is serving in such excluded title or function. A non-tenured person appointed to an excluded title or function in a department or unit other than the department in which his/her service toward tenure was earned shall retain such service credit during the period in which he or she is serving in such excluded title or function.

E. PERSONS IN EXECUTIVE COMPENSATION PLAN TITLES

Persons serving in titles in the Executive Compensation Plan shall be discontinued in accordance with The Terms and Conditions of Employment for Members of the Executive Compensation Plan.

F. CONTINUING EDUCATION TEACHERS

[Employees with assignments] Persons in the title[] shall be discontinued as and when the specific courses which they are teaching are abolished. In the event that there are simultaneous sections or classes in the particular subject, employees shall be discontinued in inverse order of seniority within the Continuing Education Program at the [individual] affected college [in CUNY] in the title[] Continuing Education Teacher.

G. DISTINGUISHED AND UNIVERSITY PROFESSORS

Persons in titles with the designation Distinguished Professor or University Professor, or other named or specially-funded "chairs" shall be discontinued in the order in which their names appear on the tenured or non-tenured seniority list in accordance with their base titles without the Distinguished Professor or University Professor or named chair designations and shall receive notice of discontinuance in accordance with the provisions applicable to the base titles.

H. GRADUATE ASSISTANTS A AND B

Decisions regarding Graduate Assistants shall take into consideration their status as students in a CUNY doctoral program, as well as instructional needs.

I. INSTRUCTIONAL STAFF IN THE HUNTER COLLEGE CAMPUS SCHOOLS

Instructional staff employed in the Hunter College Campus Schools shall be discontinued in accordance with these guidelines. The President of Hunter College shall identify the units of retrenchment within the High School and the Elementary School in accordance with Section IV. A. above.

V. IMPLEMENTATION OF THE COLLEGE RETRENCHMENT PLAN - NOTIFICATION OF INDIVIDUALS TO BE DISCONTINUED

A. The President, in accordance with the College Retrenchment Plan and the criteria for discontinuance of appointments set forth above, having determined the number of positions to be abolished in each [department (or other) retrenchment unit[]], shall notify the persons whose appointments are to be discontinued.
B. If an entire function, office, or department is to be abolished, or if the number of positions to be abolished is exactly equal to the number of non-tenured or non-certificated personnel in the unit, the President shall notify the affected persons of the discontinuance of their appointments in accordance with the provisions of the College Retrenchment Plan. The President shall also notify the affected persons of the effective date of discontinuance and indicate that the action resulting from the need for retrenchment was not the result of negligence lack of competence or unprofessional conduct. Discontinuances within the circumstances described in this section require no further justification.

C. If paragraph B is not applicable, the President shall notify each person whose appointment is to be discontinued of such discontinuance and the justification therefor, which shall be either length of service or a special educational reason. If discontinuance is based on a special educational reason, the special educational reason shall be stated in the letter of notification.

D. Notification of discontinuance of appointment shall be by certified mail. If the certified letter is returned undelivered, simultaneously by regular first class mail, shall be used, and the notification date determined by the certified letter shall obtain.

E. Discontinued individuals shall have notice mailed not later than fifteen working days after the [submission] approval of the college's Plan by the Chancellor unless the effective date is delayed by the Chancellor. In the latter case, notice shall be mailed not later than fifteen days after the effective date of the Plan established by the Chancellor.

For tenured and certificated members of the instructional staff, discontinuance of appointment shall be effective not less than twelve months including annual leave after the date of mailing of notification or such date as specified in the letter, whichever is later; or if the departments in which they hold appointment are being abolished, on the date specified in the letter of notification in accordance with the provisions set forth above.

For non-tenured and non-certificated faculty members, persons in the College Laboratory Technician series and the Registrar series of the instructional staff serving in full-time titles, discontinuance of appointment shall be effective not less than six months including annual leave after the date of mailing of notification or such date as specified in the letter, whichever is later; or if the departments in which they hold appointment are being abolished, on the date specified in the letter of notification in accordance with the provisions set forth above.

For persons serving in the Higher Education Officer Series, and the Research Assistant, Research Associate, and Substitute (full-time) titles, discontinuance of appointment shall be effective not less than sixty (60) days including annual leave after the date of mailing of notification or such date as specified in the letter, whichever is later.

For members of the instructional staff serving in adjunct titles whose employment has commenced, discontinuance of appointment shall be effective not less than thirty (30) days after the date of mailing of notification or such date as specified in the letter, whichever is later.

For persons who have received letters of appointment for full-time or annual salaried positions on the instructional staff but whose appointment date is in the future, revocations of the offer of appointment shall be effective not less than fifteen (15) days after the date of mailing of notification.

In the event a person has received or is scheduled to receive a notice of reappointment or non-reappointment, the earlier of the dates of either non-reappointment or discontinuance pursuant to these Guidelines shall prevail.

VI. REVIEW AND APPEALS PROCEDURE

A. [Upon request, a] A person who has been discontinued pursuant to these Guidelines may request a review of the decision within twenty calendar days of the [certified mailing of a] date of the letter of notification. Such request shall be filed with the Office of the President of the College.
B. After consultation with the ad hoc College-wide Committee, a special retrenchment review committee or committees shall be established by the President after consultation with the ad hoc College-wide Committee to consider appeals timely submitted. Each such committee shall be composed of no less than three members of the instructional staff of the college.

No member of a department P & B Committee, the ad hoc Committee, or other person who has formally participated in the recommendation of the discontinuance of an individual to the President shall participate in the consideration of or decision on the appeal of such person.

In the Central Office, the Staff Review Committee shall be the special retrenchment review committee, except that no Vice Chancellor shall participate in the consideration of or decision on the appeal of a person within the area of his or her jurisdiction.

C. The affected individual may appeal to the retrenchment review committee on one or more of the following grounds: and has the burden of establishing through the presentation of evidence that:

1. Where the determination was made on the basis of length of service, that the P & B Committee or party making the decision did not correctly compute the length of service in accordance with these Guidelines.

2. Where the determination was made on the basis of special educational reasons, that the reason given was unsupported by the stated educational, programmatic, functional, or administrative needs of the retrenchment unit.

3. That the applicable department (or other unit) for retrenchment was arbitrarily and capriciously determined.

D. [Persons whose appointments have been discontinued pursuant to these Guidelines and Procedures] An appellant may request to meet with the committee, present relevant evidence and be represented by counsel or a representative of the certified collective bargaining agent if the appellant is covered by a collective bargaining agreement.

E. At the request, and at the expense, of the appellant, a stenographic record of the appeal hearing shall be made.

F. The Committee shall make a report and recommendations to the President for transmission to the Chancellor or his or her designee who shall make the final decision and notify the appellant by certified and regular mail, and shall also notify the President. The Chancellor's designee shall not be chosen from the college from which the appellant was discontinued.

VII. COLLECTIVE BARGAINING GRIEVANCE AND ARBITRATION PROVISIONS

Nothing in these guidelines shall impair any rights which may exist concerning grievance and arbitration provisions of collective bargaining agreements.

VIII. GENERAL NOTES AND COMMENTS

A. A person whose position is discontinued shall receive the value of his/her remaining accumulated annual leave in a lump sum after the effective date of discontinuance. In the event there is sufficient time between the date of notice and the effective date of discontinuance, the employee may be required to use accumulated annual leave.

If a person whose position is discontinued meets the requirements for retirement leave as set forth in Section 13.3 of the Bylaws and notice of intent to retire is provided to the college not less than thirty days prior to the effective date of discontinuance, such leave shall be provided.

[Membership on retrenchment review committees shall be drawn from faculty and staff who have been elected to and are currently serving on standing college bodies, such as a college faculty council or senate.]
B. Persons being discontinued may be entitled to a range of benefits. The colleges and the Central Office will provide such information and be prepared to assist discontinued personnel in understanding their rights.

C. There are no preferences for veterans, volunteer firemen or physically handicapped personnel on the instructional staff. [Such provisions apply to personnel in classified civil service positions only.]

D. Persons whose services are discontinued pursuant to these Guidelines and Procedures cease to be employees of the University as of the date of discontinuance, unless such employees have rights to revert to other Instructional Staff or Classified Service positions. Notice of non-reappointment in the discontinued position for future periods should not be sent to such persons. Notwithstanding the foregoing, a person discontinued pursuant to these Guidelines and Procedures may be appointed for a future period pursuant to the normal appointment procedures or pursuant to the Rules and Procedures for Preferred Eligible Lists.

E. The rights of recall as specified in Sections 6.11 and 6.14 of the Bylaws of the Board of Trustees shall remain applicable to any individual whose position is discontinued as a result of the application of these Guidelines.

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

EXPLANATION: On May 23, 1983, the Board of Trustees revised the Guidelines and Procedures for Discontinuance of Instructional Staff Personnel Mandated by Financial Exigency which govern discontinuances of appointments in effect for reasons of financial exigency and which had been in effect since 1976.

During 1991-92 the University has faced a severe financial crisis because of repeated mid-year budget reductions in addition to funding cutsbacks already mandated in the University's adopted 1991-92 budget. The adopted 1992-93 New York State Budget, approved by the Governor and the New York State Legislature, contains additional severe cutbacks, continuing the trend of the past few years. Financial exigency within the senior colleges will necessitate, among other cost saving measures, the discontinuance of Instructional Staff Personnel whose appointments are in effect. It is recommended that the Board of Trustees amend "The Guidelines and Procedures for Discontinuance of Instructional Staff Personnel Mandated by Financial Exigency" in order that provisions in the 1983 Guidelines be clarified and that, where discontinuance is necessary, the budget savings realized as a result may more significantly ameliorate and financial exigency during the 1992-93 fiscal year.

At this point Calendar No. 4. was considered.

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

A. QUEENS COLLEGE - UNIFORMED GUARD SERVICE:

RESOLVED, That The Board of Trustees of The City University of New York authorize Queens College to execute a contract with the lowest responsible bidder after advertisement and procedures in accordance with CUNY regulations for Uniformed Guard Service as required by Queens College for the period 7/1/92 to 6/30/93 at a total estimated cost of $1,700,000 chargeable to code 2-348/243-01-409, said agreement shall contain options to renew for four additional consecutive one year terms at the same cost, and provision for justified escalation reflecting increases as permitted by law but in no event to exceed 10% per annum. The contract shall be subject to approval by the University Director of Security, and as to form, by the University Office of General Counsel.

EXPLANATION: Guards are utilized to prevent entrance of unauthorized vehicles; to patrol the campus and rented property; and to protect against theft, vandalism, illegal parking and other illegal or improper deportment.

B. THE GRADUATE SCHOOL AND UNIVERSITY CENTER - ELEVATOR MAINTENANCE SERVICE:

RESOLVED, That The Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of The Graduate School and University Center to purchase elevator maintenance service. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the college pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $100,000 for the annual period from July 1, 1992 to
June 30, 1993, chargeable to FAS code 217703400. The contract shall include up to four annual options for the college to renew in its best interest with provisions for escalation reflecting increases as permitted by law, but in no event to exceed 15% per annum. The contract shall be subject to approval as to form, by the University Office of General Counsel.

EXPLANATION: This service is essential and is required to maintain the safety of all the college elevators.

C. THE GRADUATE SCHOOL AND UNIVERSITY CENTER – AIR MANAGEMENT MAINTENANCE SERVICE:

RESOLVED, That The Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of The Graduate School and University Center to purchase air management maintenance service (HVAC) from The Trane Company without competitive bidding for the annual period from July 1, 1992 to June 30, 1993. The total estimated cost is $100,000 chargeable to FAS code 217703400. The contract shall include up to four annual options for the College to renew in its best interest with provision for escalation reflecting increases as permitted by law but in no event to exceed 10% per annum. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The system and controls are approximately 95% Trane dependent on patented Trane Co. designed equipment. Service must be performed by engineers trained by the company to maintain peak operational efficiency of this critical equipment essential to the health of faculty, staff and students.

D. CENTRAL OFFICE – UNIVERSITY-WIDE AUTOMOBILE INSURANCE:

RESOLVED, That The Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of the senior and the community colleges to purchase automobile liability insurance. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the University pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $300,000 for the annual period from July 1, 1992 to June 30, 1993, chargeable to the appropriate college FAS codes. The contract shall include up to four annual options for the University to renew with provision for escalation reflecting increases as permitted by law but in no event to exceed 10% per annum. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: This action will permit the purchase of a single policy to cover all the vehicles owned and operated by both the senior and the community colleges. Heretofore, a blanket policy was in place for the senior colleges only while each community college obtained its own insurance coverage independently. It is anticipated that this action will result in substantial savings.

Dr. Jacobs asked the Chancellor if oversight was ongoing to reduce the number of automobiles and assure proper automobile usage. He indicated he was glad that the automobile insurance contract would provide coverage for both the community and senior colleges. However, he inquired as to whether, given that these cars are marked as official cars and carry official plates, the $300,000 could be put under the City’s umbrella coverage for all of its moving vehicles. Chancellor Reynolds responded that the University was becoming very abstemious. The usage of cars had been reviewed with the presidents and that several memos had gone out regarding car usage, particularly personal usage and the assignment of cars which she felt had been thinned down markedly. Vice Chancellor Rothbard stated that any requests for vehicles have to be reviewed centrally before they are advanced to the Fiscal Affairs Committee for consideration. Last year the colleges were given a goal of making a 10% fleet reduction. The University as a whole had exceeded that goal, with each college at least meeting their individual goals. The $300,000 cost estimate for insurance is for the entire senior and community college fleet. This is the first time the University has done a consolidated contract, consistent with efforts to get University-wide contracts in many areas. The Vice Chancellor stressed that Counsel has advised that the University needs insurance coverage for the fleet, rather than relying upon insurance through the City of New York. Also, the City will not cover the senior college fleet. The University procured a volume discount by including both senior and community colleges in the coverage, at a cost not substantially more than what would otherwise be paid yearly for the senior colleges. The insurance is for liability. It can assure uniform coverage and also protect the University if a vehicle is transferred from one campus to another. The Board will be advised of the specific amount of the coverage.

At this point Ms. Carrlon left the meeting.
Vice Chairperson Everett asked which individuals, other than the presidents, the Chancellor and the Vice Chancellors, have been assigned cars. Vice Chancellor Rothbard indicated that, to his knowledge, none. The policy that the Chancellor issued pursuant to discussion with the Board and the Committee on Fiscal Affairs restricts personal use of vehicles to the Chancellor and the Chancellory and the Presidents. Any other vehicles were assigned to the departments by the presidents or by the Campus Vehicle Control Officer.

Mr. Fink emphasized that the members of the Fiscal Affairs Committee were not as concerned with the number of cars as with the policy for use of the vehicles. While there were probably very good reasons for a certain number of cars to be assigned to each campus, several months ago the Committee on Fiscal Affairs had discussed the practice of staff, other than the presidents, using the cars overnight. The reason for this concern was that the Committee did not wish to have a situation where some member of the staff, other than the president of the unit, could conceivably be involved in an accident which would call attention to a practice which is not generally permitted. His real concern was whether there had been an effort to limit that practice, rather than the number of cars on the campus. Vice Chancellor Rothbard responded that both the number of cars, and the way in which they are used are spoken to in the policy, and the presidents have sent memorandums out to the departments indicating permissible usage. Mr. Fink suggested that there ought to be a memorandum indicating that any other use is a violation of the penal code section called "theft of services." The Chancellor indicated that legal counsel would look into that and another memorandum would be sent out.

At this point Ms. Carrion rejoined the meeting.

E. CENTRAL OFFICE - UNIVERSITY-WIDE LIBRARY BOOK BINDING CONTRACT:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of the senior and community colleges to purchase library book binding services. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the University pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $250,000 for the annual period July 1, 1992 to June 30, 1993, chargeable to the appropriate college FAS codes. The contract shall include up to four annual renewals which the University may choose to exercise at its own option with provision for escalation reflecting increases as permitted by law but in no event to exceed 10% per annum. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: This action will permit the writing of a University-wide contract for library book binding. It is anticipated that a University master contract will result in lower per-volume charges.

F. BROOKLYN COLLEGE - REPAIR SERVICES FOR THE CONDENSATE SYSTEM:

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 Brooklyn College to purchase the services necessary to repair the condensate return system in various buildings. 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 $150,000 from the New York State Capital Construction Fund Project # BY-021-889 chargeable to Code 21-351419-89-71070. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: It is imperative the College upgrade its condensate system in order to preserve health and safety, safeguard our heating system equipment, and thus maintain cost-efficiency. Currently, 80% of the heat condensate is being dumped into pits for cool down and drained into the sewers. During the cool down phase some of our personnel have been subjected to burns from hot water in the condensate pits. Since we are dumping our condensate water, we are precluded from chemically treating the water running through our heating equipment, which severely shortens the equipment life span. Those chemicals which may be introduced in safe levels and still permit us to dump the condensate are being wasted due to the lack of a closed loop condensate system.

G. KINGSBOROUGH COMMUNITY COLLEGE - CONSTRUCTION OF PARKING FACILITIES:

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 Kingsborough Community College for the construction necessary to provide small to medium size parking areas within the Kingsborough Community College Campus. The contract shall be awarded to lowest responsible bidder after
advertisement and sealed bidding by the College pursuant to law and university regulations. Such purchase shall not exceed a total estimated cost of $300,000 chargeable to City Capital Construction Budget HN-250, Project No. KG 023-091. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: This project is necessary in order to reduce the shortage of much needed parking on the campus and to reduce labor costs for maintenance of underutilized grounds.

H. CENTRAL OFFICE - UNIVERSITY-WIDE IMMUNIZATION SERVICES:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of The City University of New York to purchase immunization administration services. 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. Such purchase shall not exceed a total estimated cost of $180,000 for the annual period from July 1, 1992 to June 30, 1993, chargeable to FAS code 236801250. The contract shall include up to four annual options for the University to renew in its best interest with provision for escalation reflecting increases as permitted by law but in no event to exceed the Consumer Price Index or 3%, whichever is the least amount per year. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Pursuant to New York State law requiring proof of immunization for all entering college students, CUNY launched its immunization program for the spring 1991 semester. To date, well over 45,000 students have been immunized.

The University has committed $180,000 each year of tax-levy monies to cover the costs of supplies and the licensed practitioners estimated cost of $300,000 chargeable to City Capital Construction Budget HN-250, Project No. KG 023-091. The contract shall be subject to approval as to form by the University Office of General Counsel.

Dr. Bernstein asked whether students who needed immunization would receive it at point of entry or two to four weeks after entry? She also asked which diseases were of concern that necessitate immunization, and questioned why flu vaccinations are not given since it also occurs every year.

Chancellor Reynolds indicated the need for immunization was a changing issue, however, nation-wide studies show that measles, though it was conquered in the 1970's, has again become a problem. Because of changing populations, especially recent Immigration, there are a lot of people who did not get the routine Immunizations as children, who are now coming into the colleges. She explained that measles is especially dangerous for adults, because it can often lead to encephalitis which can result in death. Measles has been a problem on campuses nationwide, and the City University had fallen behind in its measles vaccination. Former State Health Director, Dr. David Axelrod, was very very helpful to the University in getting the vaccination program up and running so that the colleges could survey students who did not have evidence of recent vaccination. There are different programs on different campuses. Some have high compliance, some do not. Different teams of health care professionals, such as off-duty residents and interns, and nurses, give the vaccinations. It varies from campus to campus. Mumps and rubella vaccinations are available as well. Chancellor Reynolds anticipated that in a year or so, it might become necessary to test for tuberculosis. She also foresaw the eventuality of the University's getting out of the business of measles, mumps, and rubella vaccinations, just as it has the business of polio vaccinations, when the Department of Health's communicable disease unit gets caught up nationwide. The Chancellor advised that it has been shown that flu vaccinations are not given on a regular basis because while they are helpful to senior citizens, they are not particularly helpful to young people. Furthermore, the side effects are more dangerous in children to young adults than the risk of the disease itself.

Mr. Howard said the Mayor has indicated that the City of New York will be providing health care through small centers around the City. He asked if it might be prudent for the University to send those individuals who require shots or updated shots to those centers. In response, the Chancellor said the matter would be looked into to see whether the City would have a fall immunization program. She noted that the University has vaccinated over 45,000 people. The University's interest is in making sure that the Immunizations are given, as economically as possible. Mr. Howard indicated that it was his understanding that at one time the City of New York gave the medicine required for the shots to the University for free, but now sends the University a bill for the medicine. He asked if that could be reversed. Chancellor Reynolds responded that his understanding was correct. Because of the incredible demand precipitated by the nation-wide measles epidemic in
the fall of 1991, the vaccine supply dipped and wasn't available to the University. The then Health Director, Dr. David Axelrod, helped the University get access to vaccine and the program was set up.

I. THE COLLEGE OF STATEN ISLAND - PURCHASE OF DUPLICATION EQUIPMENT:

RESOLVED, that the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of The College of Staten Island to purchase one Eastman Kodak Model 1575 Copier-Duplicator with Finisher, one Eastman Kodak Model 2120 Duplicator with VIEW Digital Printing, Finisher and Sorter accessories and one Xerox Model 5100 Duplicator under existing State of New York requirements contract #PO39574 (Kodak) and State of New York blanket purchase agreement BPA0483400 (Xerox) pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $205,000 chargeable to FAS Code 229601300 or such other funds as may be available.

EXPLANATION: This equipment will replace existing equipment which is exhibiting signs of extreme machine fatigue in the Reprographics Department duplicating centers at both of the College’s campuses. The basic Kodak Model 2120 copier-duplicator will replace an existing high volume, high speed, duplicator which the College has been renting. The State Bureau of Expenditures has asked us to discontinue this rental by the end of this fiscal year and to replace it with a machine to be acquired through an outright purchase. In addition, the new equipment will feature certain modern technological features that will enable the College’s Reprographics Department to produce several large printing jobs in-house that are presently being done by outside contractors.

J. THE COLLEGE OF STATEN ISLAND - PURCHASE OF COMPUTER EQUIPMENT:

RESOLVED, that the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute contracts on behalf of The College of Staten Island to purchase microcomputers, printers and local area network hardware from various vendors exclusively through existing Board of Education of The City of New York, City of New York, State of New York, Federal General Services Administration and/or The City University of New York contracts pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $200,000; chargeable to FAS Code 259601309 and/or FAS Code 221201309. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Equipment is needed to upgrade and replace existing outdated instructional equipment in student computer laboratories throughout the College. Some of the existing equipment is mechanically unreliable due to frequent breakdowns and some of the existing equipment is not compatible with the present advanced software needs for students in the various academic disciplines. In addition, equipment is needed for various academic and administration offices to upgrade and replace existing outdated computer equipment and to provide computer capabilities where none presently exist.

K. HOSTOS COMMUNITY COLLEGE - PURCHASE OF COMPUTER EQUIPMENT:

RESOLVED, that the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract or contracts on behalf of Hostos Community College for the acquisition and installation of personal computers, printers and other equipment with the lowest responsible bidder or bidders after advertisement and public bidding by the College pursuant to law and University Regulations, or to purchase the same through existing, State, City or Board of Education of the City of New York contracts, in either event the total cost of such purchases shall not exceed a total estimated cost of $130,000 chargeable to Capital Project HN-X001 (CUNY Project HS019-980, CP# 31550) or such other funds as may be available. This new equipment will automate various aspects of student information processing, including registration, record keeping, testing, admissions, financial aid and counseling.

EXPLANATION: Capital Project HN-X001 provides the sum of $130,000 for the acquisition and installation of equipment to improve a student information management the College’s ability to meet continually changing student needs in program offerings and to provide the college with the types of information not manageable through manual efforts.

Mr. Howard made the following statement:

On April 13, the Committee held a special meeting to consider two issues of great concern, both of which are in response to the State budget adoption process. In the weeks and months between the release of the Governor’s executive budget recommendations in late January, and final adoption by the Legislature earlier this month, the Committee has been continuously briefed and updated on the content of the budget and its consequences for the colleges.
Although the final budget represented substantial gains, especially in the funding of NYCTC and John Jay, three major issues were left to be resolved by the University: First, there was the requirement that the senior colleges increase revenue in 1992-93 by $52.7 million. Second, there was an expenditure reduction for the senior colleges of nearly $40 million -- even after an assumed tuition increase. Furthermore, the budget failed to meet mandatory requirements, such as contractual salary increments and staffing of new facilities, as well as high priority program needs of the Board and Chancellor, such as our security initiative. This failure adds an additional shortfall to the $40 million. Third, there were substantial cuts to community college funding that, when combined with proposed cuts by the City, place those institutions in serious jeopardy for 1992-93.

For several years now, both the senior and community colleges have not only begun the fiscal year with sharp reductions, but on April 13, the Committee held a special meeting to consider two issues of great concern, both of which are in response to the State budget adoption process. In the weeks and months between the release of the Governor's executive budget recommendations in late January, and final adoption by the Legislature earlier this month, the Committee has been continuously briefed and updated on the content of the budget and its consequences for the colleges.

Although the final budget represented substantial gains especially in the funding of NYCTC and John Jay, three major issues were left to be resolved by the University:

- First, there was the requirement that the senior colleges increase revenue in 1992-93 by $52.7 million.

- Second, there was an expenditure reduction for the senior colleges of nearly $40 million -- even after an assumed tuition increase. Furthermore, the budget failed to meet mandatory requirements, such as contractual salary increments and staffing of new facilities, as well as high priority program needs of the Board and Chancellor, such as our security initiative. This failure adds an additional shortfall to the $40 million.

- Third, there were substantial cuts to community college funding that, when combined with proposed cuts by the City, place those institutions in serious jeopardy for 1992-93.

For several years now, both the senior and community colleges have not only begun the fiscal year with sharp reductions, but have had to tighten their belts even further in the middle of the year -- often several times. It has become evident that the magnitude of the cuts called for at the senior colleges next year can no longer be met by reducing library hours, eliminating equipment purchases, and foregoing vital maintenance activities. Most of the savings that were available in these areas were used to meet previous reductions. The point has now been reached where substantial additional savings can only be met through a reduction in staff.

In Albany, The University is pursuing aggressively legislation to authorize us to offer another retirement incentive program. Success, however, is far from assured. The only alternative to a retirement program that would result in sufficient savings is a reduction of staff through involuntary separations from payroll. While the University will continue to work for passage of the retirement legislation, timing and prospects are such, that a declaration of financial exigency is required at this time for the senior colleges.

Evident, also, is that revenue must be increased at both the senior and community colleges if we are to preserve access and some reasonable level of services to our 200,000 degree students and 150,000 continuing education students.

These two resolutions call for strong and bitter medicine for the University. However, in fully considering all the alternatives, the Chancellor and her staff have formulated a program regarding both tuition and financial exigency, that will minimize the negative impact to the greatest extent possible, while maintaining this Board's commitment to educational opportunity for all New Yorkers.
L. REVISED TUITION AND FEE SCHEDULE:

RESOLVED, That The City University of New York adopt the revised schedule of student tuition and fee charges effective for the first full semester following June 1, 1992, including summer session; and be it further

RESOLVED, That such revised schedule shall increase full-time undergraduate resident tuition from $925 per semester to $1,100 per semester for those students enrolled at the senior colleges at any time prior to the 1992-93 academic year, from $925 per semester to $1,225 per semester for those students who enroll at the senior colleges as first-time freshmen or non-CUNY transfer students on or after June 1, 1992, and from $875 per semester to $1,050 for all full-time resident students at the community colleges. Part-time undergraduate rates, non-resident rates, non-degree rates, master’s rates, doctoral student rates, law school rates, and other fees shall also be increased or established in accordance with the attached revised schedule; and be it further

RESOLVED, That all resident senior or community college first-time freshmen who enroll in any CUNY undergraduate degree program on or after June 1, 1992, shall be entitled to a waiver of 100 percent of all resident tuition charges for the final semester of study culminating in a baccalaureate degree, on a one-time basis only, regardless of original CUNY college or program of enrollment, subject to verification of completion of baccalaureate degree requirements at any CUNY college; and be it further

RESOLVED, That the Board of Trustees authorizes the Chancellor to make such administrative revisions as may be necessary to The City University Tuition and Fee Manual to implement the tuition and fee schedules, policies, and regulations adopted by the Board in an appropriate and efficient manner.

REVISED TUITION AND FEE SCHEDULE FOR RESIDENT STUDENTS

<table>
<thead>
<tr>
<th>Undergraduate (enrolled prior to 6/1/92)</th>
<th>SENIOR</th>
<th>COMMUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time matriculated</td>
<td>1,100/semester</td>
<td>1,050/semester</td>
</tr>
<tr>
<td>Part-time matriculated</td>
<td>92/credit</td>
<td>85/credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Undergraduate (enrolled as first-time freshmen or non-CUNY transfer students for semesters or sessions beginning on or after 6/1/92)</th>
<th>SENIOR</th>
<th>COMMUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time matriculated</td>
<td>1,225/semester</td>
<td>1,050/semester</td>
</tr>
<tr>
<td>Part-time matriculated</td>
<td>100/credit</td>
<td>85/credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Undergraduate (all)</th>
<th>SENIOR</th>
<th>COMMUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-degree</td>
<td>125/credit</td>
<td>100/credit</td>
</tr>
<tr>
<td>Senior citizen fee*</td>
<td>50/semester or session</td>
<td>50/semester or session</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Masters (excluding Graduate School students)</th>
<th>SENIOR</th>
<th>COMMUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1,675/semester</td>
<td>n.a.</td>
</tr>
<tr>
<td>Part-time</td>
<td>145/credit</td>
<td>n.a.</td>
</tr>
<tr>
<td>Excess hours</td>
<td>50/hour</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Masters (at the Graduate School)</th>
<th>SENIOR</th>
<th>COMMUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I full-time</td>
<td>1,675/semester</td>
<td>n.a.</td>
</tr>
<tr>
<td>Level I part-time</td>
<td>777/semester</td>
<td>n.a.</td>
</tr>
<tr>
<td>Level I one course</td>
<td>145/credit</td>
<td>n.a.</td>
</tr>
<tr>
<td>Level II</td>
<td>520/semester</td>
<td>n.a.</td>
</tr>
<tr>
<td>Level III</td>
<td>290/semester</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

*enrollment on a "space available" basis only
REVISED TUITION AND FEE SCHEDULE FOR NON-RESIDENT STUDENTS

<table>
<thead>
<tr>
<th>Undergraduate (enrolled prior to 6/1/92)</th>
<th>SENIOR</th>
<th>COMMUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time matriculated</td>
<td>2,400/semester</td>
<td>1,338/semester</td>
</tr>
<tr>
<td>Part-time matriculated</td>
<td>202/credit</td>
<td>104/credit</td>
</tr>
</tbody>
</table>

Undergraduate (enrolled as first-time freshmen or non-CUNY transfer students for semesters or sessions beginning on or after 6/1/92)

| Full-time matriculated                  | 2,525/semester | 1,338/semester |
| Part-time matriculated                  | 210/credit    | 104/credit    |

Undergraduate (all)

| Non-degree                              | 250/credit | 150/credit |

Masters (excluding Graduate School students)

| Full-time                               | 2,925/semester | n.a.       |
| Part-time                               | 250/credit     | n.a.       |
| Excess hours                            | 65/hour        | n.a.       |

Masters (at the Graduate School)

| Level I full-time                       | 2,925/semester | n.a.       |
| Level I part-time                       | 1,950/semester | n.a.       |
| Level I one course                      | 250/credit     | n.a.       |
| Level II                                | 1,270/semester | n.a.       |
| Level III                               | 640/semester   | n.a.       |
### Doctoral

- **First Level full-time**: 2,925/semester
- **First Level part-time**: 1,950/semester
- **One course**: 250/credit
- **Second level**: 2,150/semester
- **Third Level**: 640/semester

### Law School

- **Full-time**: 3,590/semester
- **Part-time**: 300/credit

### All Students (including non-degree and senior citizens)

- **Consolidated Services fee**: 2/semester or session

**NOTE:** all fees effective 6/1/92

**EXPLANATION:** The 1992-93 State Adopted Budget requires an increase in revenue from tuition of approximately $53 million at the senior colleges, mandates expenditure reductions of nearly $40 million, and fails to fund contractual obligations and University priorities of several million dollars more.

At the community colleges, a State base aid cut of $80 per student and elimination of various categorical programs total $8.3 million. In addition, the City's January 30 Financial Plan calls for cuts in City support to the community colleges in 1992-93 of $8.1 million.

The State and City cuts follow several years of dramatic reductions in tax-levy support for the senior and community colleges. Massive additional cuts would threaten the University's commitment to access, quality, and public service.

The revised tuition schedule would fulfill the 1992-93 revenue requirements, yet lessen the impact on currently enrolled students. By providing new students with an opportunity for a semester of study without tuition charges, the revised schedule will encourage retention in the University and degree attainment.

Chancellor Reynolds said that the issue of tuition increase was the most difficult and disliked item to come before any Board of Trustees, and that she wished it had not been necessary to put it before this Board for three years running. She reminded the Board that a year ago, faced with the proposal from the Governor's Office for a very major tuition increase, the University lobbied the issue very strongly and in July did get a $13 million restoration, which the Board elected to be used to defray a portion of the recommended tuition increase. She also reminded the Board that the proportional restoration that SUNY got at that time was used instead for programmatic concerns in order to keep class sections open. The University had to enact a $400 increase at that time. This year the Governor's recommended budget and the budget ultimately adopted by the Legislature contained a $53 million cut to be made up for by a tuition increase. In addition, it contained many other cuts equivalent to roughly $40 million in other parts. For that reason a Declaration of Financial Exigency, as well as some modifications and changes in the Retrenchment Guidelines were before the Board. The Chancellor pledged to the Board her unflinching efforts in the two months remaining of the current legislative session to get an early retirement plan and more restorations. Any restorations received, she believed, should go to keeping the faculty hired and to containing the major enrollment increase in the University. Class sizes have never been as high and the commitment being made to take care of all the students who wish to come to get a fine CUNY education, is a major one. The budgetary packet provided for the Trustees represented budgetary discussions which the Administration has had with the Legislature this spring. The tuition plan is an effort to cushion the $350 tuition increase for community college students, to keep an equivalent increase for continuing students, and to avoid further displacement from the senior colleges to the community colleges. The Administration felt that, in the face of very high enrollments such as the University is dealing with right now, if the tuition increase differential between the community colleges and the senior colleges were greater than proposed, it could cause even higher increases in the community colleges and a thinning-down of the enrollments in the senior colleges.
Chancellor Reynolds also reported that the Administration is continuing to work very hard in Washington. She will be there later this week to meet with New York Congressmen on the Higher Education Re-authorization. She felt that the outcome of the Higher Education Re-authorization deliberations would yield more money for CUNY students, and that there was a very real determination on the parts of the Senate, House, and the Bush Administration to increase PELL Grant Awards. There is also a struggle for an increase in the family income limit at which students receive awards. Those accomplishments in federal financial aid will kick in in the fall of '93, so that students who come to CUNY next fall and remain through the nineties will have the benefit of higher levels of federal financial aid than did the students who came in the late seventies and remained into the early eighties. Thus a bipartite arrangement is being recommended to the Board that would provide for a $350 increase for currently enrolled students in the senior colleges, and for a $600 increase for the entire year (or $300 per semester) for new freshmen in the senior colleges next year. The Fiscal Affairs Committee is recommending to the Board that new students who have to pay the higher increase be entitled to a free semester in their graduating year, as an incentive to finishing a little sooner. The presidents have advised the Chancellor that many CUNY students who work and have family responsibilities often have an attenuated graduation. This happens for another reason as well, both PELL grant assistance and TAP assistance ends after five years. Therefore, sometimes students run out of federal and state support and have to continue on their own, fully supporting their education for two or three semesters thus taking only a very small number of hours in order to get through. It is believed that giving them a free final semester will enable many of our students to complete their educations earlier. The Chancellor then brought to the attention of the Chairman the supportive letter on this tuition matter from Mayor Dinkins' Office.

Chairman Murphy directed that the following letter from the Mayor's Office, in support of the tuition increase, be incorporated into the record:

Dear Chancellor:

I write to let you know of the Mayor's support for CUNY's tuition proposal and especially for your proposal to offer an incentive to college students to complete their baccalaureate degree education.

Your proposal would waive 100 percent of tuition charges for the final semester of study culminating in a baccalaureate degree for first-time freshmen who enroll in any CUNY degree program on or after June 1st of this year.

We know that individuals who have a college degree have greater career and employment opportunities and make more money than those who do not. This creative proposal provides an extra incentive for our young adults to achieve their goals. I hope that the Board of Trustees of the City University of New York will approve this important proposal.

Although it pains the Mayor and me to see a tuition increase for CUNY students, CUNY's fiscal situation leaves you no alternative. This is a creative proposal that deserves passage.

Sincerely,

Norman Steisel
First Deputy Mayor

Mr. Howard indicated that he had discussed this item with the entire Committee on Fiscal Affairs, and received many reactions to the thought that the University was at a point where it would be closed to a certain number of individuals who would want to come here for some part, if not all, of their education. The Committee is going to depend on the Chancellor to seek ways to reduce the cost of education in this Institution. Mr. Howard also said, as he has at other meetings, that when the University reaches the point where 50% or 60% of the faculty is non full-time, there will be little or no commitment on the campuses from these individuals, either to that community or to the institution as a whole, since adjunct professors move from campus to campus, and to campuses outside the City University. He felt that the University could get to a point where the excellence established at many of the campuses would dry up. He said he did not want to be a part of the destruction of this institution, therefore, it would be very very hard to vote another tuition increase for next year. He was not sure how to move forward but believed that the days of hoping for Albany and the City of New York to come up with a considerable amount of money to help the University continue its move forward were over for a while. We've got to come up with another way to support the faculty and the students of this institution, he said, noting that at one time the Board and the Administration were going to make some attempts to raise funds, other than the grants it now
has from within the University and from private sources. He urged the Chancellor to move forward in that direction because the later the decision to start to raise funds, the more serious the University's problems will be. The Fiscal Affairs Committee members did not readily vote for this; and next year it is not certain that the Chancellor, nor the Board, nor the Chairman will vote for another Increase. He then questioned where the University would put students in the event of a 12% Increase in the enrollment this year. He concluded that he was very saddened by this Increase but would support it.

Mr. Badilio made the following statement:

Tuition policy in this State and City starts at the top. If the Governor and the Mayor wanted to keep tuition as low as possible, they would instruct their aides to prepare budgets to accomplish that purpose. They have not done this and the students of the University bear the burden of the consequences of their actions.

We have been handed a tuition increase by the Governor and the New York State Legislature because of their abysmal failure to raise the necessary revenues to support public higher education at CUNY and SUNY, other than by raiding the wallets and pocketbooks of students. The handout we got today confirms that, when it says "New York State is ranked 50th in a measure of 'State Budget Priority' for higher education." We can't get any lower than that. It shows very clearly that neither the Governor, the Mayor, nor the State legislature gives any high priority to The City University.

There is no substitute for low tuition. Financial aid programs such as the Tuition Assistance Program still discriminate against part-time students since only $11 million is appropriated statewide for every public and private college in New York. 43% of all CUNY students attend part-time -- not by choice but because of economic necessity and family responsibility. The so-called safety net on tuition increases has a big gaping hole in it.

I commend the Board Committee on Fiscal Affairs and the Chancellor for advancing a graduation award program and for seeking to soften the impact of the tuition increase on current students. But we should still call upon the Governor to do more to meet his responsibilities and upon the Mayor to target some of the City's budget surplus to keep tuition down.

Regrettably, we are faced with the requirement that $53 million in revenue be raised to close the gap in the University's budget that was created by the State. If we do so with this warning; if we continue to raise tuition every time the Governor and mayor fail to act, higher education will become a haven for the rich and the mission of CUNY will be the subject of the obituary page, not the editorials.

Dr. Tam stated that he, too, reluctantly supported this measure. He agreed with Mr. Badilio that the people want a better education, which will lead to better jobs, which will lead to better competition and a better economy, therefore, something must be done to provide this education. This has to come from the City University, as well as from the City and State legislators. Dr. Tam said that the tuition model which was being advanced was a creative one, as well as a fine attempt to solve the problem of retention and getting students to graduate. Therefore, he supported it.

Mr. Fink agreed with his colleagues who had spoken before him but indicated that he wished to approach the situation from a slightly different perspective. He said he did not know anybody on the Board who would support this measure enthusiastically. He then noted that condemnations of the governments of the State of New York, its chief executives, and its legislators had been heard, but notwithstanding the fact that he certainly was not happy with the way the two governments who primarily fund the institution have reacted to higher public education in this State, the public policy with regard to education is rightfully set by the governments of the State, whether we agree with that policy or not. They have the responsibility, and they do it by a very specific process - the allocation of assets. Although he may not agree that they are correct in the manner in which they are setting this public policy, that is their stated mission. On the other hand, the Board has its stated mission, which to his understanding is to safeguard the mission of this University - "access and excellence in a multi-ethnic setting with a student-focused approach." He noted that some of his colleagues had referred to the fact that the tuition increase would constructively cut off access to this University for a certain segment of the population who would find it impossible to pay it. However, he was happy to hear that, in terms of the impact on the present aid programs, the University has not reached a point were it is constructively denying access in terms of the support programs we have - TAP and others, although we are rapidly getting to that point. He did not feel that there was going to be any dramatic turnaround in terms of the financial situation effecting the State and City of New York in the foreseeable future, notwithstanding a newly found budget surplus. The public policy of the State and City governments was not changing, therefore, the University would continue to raise tuition to maintain excellence. Otherwise, there would
be mediocrity in terms of the things that go out, in terms of staff and facilities, and all the pedagogical things that any University needs to have. And if the University keeps raising tuition to maintain excellence, then it is going to be a cut-off constructively, access, and will not be able to carry out its mission. He said he understood the government's responsibility to carry out its public policy, and the Board's responsibility to carry out the public policy set by the two governments, whose executive leaders appoint all the members of this Board. But he did not know how the Board was going to continue to maintain its responsibility to see that the mission of this University is kept in place - access and excellence, - not access or excellence. Clearly the University has some major thinking and some major prioritizing to do. It is assumed that the University's Administration is doing everything it can to be frugal in all things other than having to do with the academic end of the Institution. Likewise, the people in government have this public policy which they set, and are doing their duty to the best of their ability. They have lots of other problems, there's no question about that. There is an enormous demand for available dollars from all walks of life. And everybody will come and articulate for that which they are patriots of. The Board is not unmindful of other requirements, nevertheless, we are patriots of education by virtue of our service here. And we are going to have to say to them that we can't maintain excellence and complete access with the dollars they give to us. Mr. Fink said he and other Trustees would support the Chancellor and the Chairman in such an action. Or the Board could start taking some hard looks and lay before the people who have the ultimate responsibility, just what the ultimate consequences are. The essence of this University is the faculty, our reason for existence is the student body, and the people in whom we entrust the responsibility of running the University, the presidents, senior administration and staff. He did not feel that as a member of the Board of Trustees, he would be doing right by any one of those three groups if he listened to what other people think is the way to go, who's toes not to step on, who's sensitivities and sense of duties to be concerned about. Therefore, he stated unequivocally and clearly on the record that he will not vote for any more tuition increases for this University, unless the Administration can prove to him that he was not cutting off access to this University and at the same time reducing it from excellence to mediocrity. He stressed that he was making the statement publicly because he wanted to hold himself to it, so that he would not lose faith with himself. He concluded that he would not vote any more tuition increases that would cut off access to a group of students because he believed there were as many diamonds out there waiting to be polished in the City of New York today as there were in 1920, 1930, 1940 and 1950. He did not want to be part of a system that was unwilling to polish those diamonds.

Rev. Pressley advised the Chairman that if the Board was forced to vote on this issue today, he would vote against it, not as a grandstand play to garner support from the public or the community, but because he did not think the Board had taken a comprehensive look at the proposed tuition plan from all of its aspects. He said he had taken his position prior to the April 23 Public Hearing on this issue, which he described as "a non-hearing" because it was held when school was in recess. He felt the Board was doing itself a disservice by not trusting the students and the community, and that the Board was bigger than that. He did not want anyone to get hurt or any smoke bombs to be set off to try to prohibit constructive dialogue. The safety of the Board and the members of the community who come to testify ought to be protected. But clearly there ought to be a hearing where there is a comprehensive discussion of this issue. He agreed with Trustee Fink that it is the State administration's responsibility and the Legislature's responsibility to set fiscal policy for the University. The members of the Board have been appointed as Trustees to the University because they have determined that private citizens could best set educational policy as in the present process. The tuition plan has three tiers, two of which he felt were justifiable. In spite of the actions on the part of those persons who are writing the legislation, he thought that an effective cap on the community college tuition up to $2100 was fair. He supported that. However, any effort to adjust the senior college tuition, particularly when incoming students are told that it will cost them more, begins to speak to the access question in a negative manner. Incoming students are being sent a negative message - that it will cost them more to participate. It was noted that any new public assistance from the federal level does not begin to trigger until September 1993. He stressed that the federal transfer payments come in connection with poor students, and rightfully so. Therefore, he was comfortable with the belief that the poor, the majority of whom are minorities, would not be cut out of the system because they are needed to support it. The State has an obligation to try to get as much of the federal money into this system as any other state or any other persons with the responsibility for fiscal policy. The Board has the responsibility to make sure that it is fair and equitable, and that it doesn't discourage incoming students. Rev. Pressley said he was opposed to the tuition increase because it did not represent sound educational policy. It could not be demonstrated that financial assistance acts as an incentive to learning. To illustrate his point he stated that of the 13,000 freshmen, going into the senior colleges roughly 55% of them are eligible for full TAP and full PELL. Nevertheless, more than 40% of those eligible will be out of the system after the first year. He felt those statistics suggested that within its educational policy
development, the University is playing into some sinister shell game that it will lose. He concluded that he would support the establishment of a fair and equitable tuition for all CUNY students. Rev. Pressley moved that the tuition increase resolution be deferred back to the Committee on Fiscal Affairs and that the matter be put on the Board’s May calendar for consideration, after having had an appropriate hearing that the public is notified to attend. The motion failed.

Chancellor Reynolds indicated that she had met with Trustee Pressley on two occasions to discuss this policy and to make sure that he was aware of the considerable level of deliberation by the Administration and the Trustees. She said there were two reasons why setting tuition policy on this date was late. First, it would be very helpful for people to be able to plan for what they’ve got to deal with. And what has perhaps been even grimmer is, because of the very late Board meetings at which it has enacted tuition increase In the past, families and students did not have knowledge of what the tuition levels were going to be in the future. Secondly, the Board’s action today will mean that the University will be able to recover tuition. At this time the City and State will allow campuses to retain more tuition money than they did in the past In an effort to try to help them through this difficult time. So Board action today will enable the University to have the tuition revenue that Is much needed by these campuses for summer terms. She stressed that the agony was shared by all. She then noted her letter to the Chronicle of Higher Education in which she discussed the growing concept in this nation that a lot of people can pay the full tuition level and then that can help the others who cannot. She disagreed with this concept, pointing out that CUNY and public higher education in the nation were founded on the notion that support for its bright talented students was a right, and something that should be there for them. She remarked that she had received her education through State Institutions, and conjectured that most of people around the table had done the same. Chancellor Reynolds said she believed there had been a floundering In the will to provide adequate public support, and agreed with the sentiments expressed by the Board of Trustees. Her concern, and that of the presidents, she said, was to deal with the hand that was dealt and to take this enrollment for the summer and the fall. She pledged to the Board her untiring efforts to work towards a better fiscal resolution to support this magnificent University.

At this point Mr. Fink left the meeting.

Trustee Picken made the following statement regarding Tuition:

Certainly no one around this table wishes to increase tuition, least of all me. The University Faculty Senate has historically been opposed to any increase in tuition. However, I recognize the position in which the University finds itself and applaud a number of the features that are built into the proposal that is before this Board.

I appreciate the interest in mitigating the effect of the increase authorized by the Governor and the Legislature for continuing students. For senior-college students, this will be the second year in a row that the University has undertaken to lessen the impact of the proposed increase as it affects them. This is certainly to be commended.

For new entrants to the University, the increase in tuition appears an especially heavy blow. However, I have listened to the Chancellory’s explanation of the changes in the availability of Federal aid and am persuaded that this will lessen the impact of the increase for those students least able to afford it. I also admire the free semester provision, both as a cost savings to students who may have outstayed their aid eligibility and as a reward for completing their baccalaureate program.

I am impressed with the thoughtfulness that has gone into the preparation of the proposal that is before you, and I commend its unique and responsive elements to you.

At this point Mr. Fink rejoined the meeting.

Dr. Bernstein remarked that the discussion concerning the tuition increase had been a very interesting but a very difficult one in which to participate. She stressed that the situation was not so grave and that she did not believe that the University would reach Armageddon in the near future. She did not discount the possibility of things getting better next year or two years from now, and the country coming out of the recession. Therefore, she felt it was a mistake to talk in catastrophic terms. No one likes to raise tuition but one does It when one has to, for next year and for perhaps the year after, In order to keep the Institution and the services it provides for the thousands of students whose numbers always Increase, even when there have been tuition increases. With the fairly modest increase in tuition which Is being proposed, It is hoped that the University will have enough money to promote programs, without imposing great stress on students. She then commented
on one aspect of the proposal – that it will be more expensive at the beginning and less expensive at the end of the five year period for getting a degree. Many CUNY students drop out long before they come to the last year, or the last two years, so they wouldn’t get any benefit from the decline in tuition during the last years. She said she would prefer to see some standard figure for tuition in each of the semesters from beginning to end. The University does not know how many will drop out and not get the benefit of the free tuition in the last semester. The graduation rate is somewhere around 27%–28% in the senior colleges after five years. The rate does go up if the student stays on or continues his studies several years beyond that. She concluded that she hoped the Board could pass something like the proposed increase and that the University could get on with its work.

Chancellor Reynolds said she had communicated with the college presidents who believed that the graduation rate would be increased by providing the free final semester. Also, if enough time is allowed for the students – eight to nine years – the graduation rate is about 45%, which compares favorably with the nationwide graduation rates of 44%. It is believed that this can be boosted with the College Preparatory Initiative, which the Board ratified today, and some of the other things being done towards better retention and graduation. Dr. Bernstein indicated that she was aware that the results are better when looked at nine to ten years after the student entered, however, nine years is a very long time. She acknowledged that while it is known that every student will not graduate in four years, it is hoped that they would graduate within five or six years. She felt that the type of education received by students who took as long as nine years, probably leaving and reentering, was not the standard. In response to Mr. Howard’s question of whether the percentage of graduates mentioned included full-time and part-time students, the Chancellor said that the number represented all students who began their studies with the intention of getting a baccalaureate degree; 45% have achieved the degree at the end of nine years, which she reiterated, compares favorably with the nationwide average of 44%.

Ms. Carrion commended the Chancellor and her staff for endeavoring to come up with ways to mitigate a tuition increase to try to deal with the students now in the system and to ease the burden. She said the Chancellor’s approach was novel and innovative, and illustrative of the reason the Board had brought this Chancellor in. Nevertheless, she was opposed to the tuition increase and joined with Trustee Fink in his eloquent expression of sentiments. The Board can no longer disregard the clear message it is getting from State and City legislators that there isn’t a real commitment to education, particularly an affordable, quality education. It appears that our leaders no longer see access to a free or affordable college education as a governmental objective. With this tuition increase, she felt strongly that the Board was avoiding, once again, the tough issues and questions that the University must grapple with. The University has to respond to what is clearly a lack of public support for this institution. She declared that she would vote against the tuition increase.

Mr. DelGiudice said that over the years the Board had talked about making some basic changes to try to affect the revenue and expenditure pattern, but somehow always got into a different cycle which has led, at least over the last three years, to tuition increases. Drawing from his experience in public life, he felt that the way to affect institutions was to let the policy makers know what the boundaries are. He suggested that after this tuition increase the Board should, in the fall, have a consideration by the Fiscal Affairs Committee and the Board to adopt a resolution then and there about what its policy is vis-a-vis tuition, to lock in that revenue source. That may not be a good message as far as the colleges, the Administration, the union, faculty, Governor or Mayor is concerned, but the Board’s position will be clear. Then the University will have to face the consequence of that decision, either limit access or make some changes in excellence. This will not be pretty, but it may be better than eliminating opportunities for people who otherwise might not have them. He emphasized that the Board needed to give some early framework to the decision-making.

Vice Chairperson Everett felt that while raising the tuition is a terrible thing to do, she must do it to avoid the alternative. She was not sure how the University could move forward without the increase. She said she could not tolerate the cynicism that the Board has been experiencing and was disturbed by politicians who speak about supporting education and decreased budgets in the same sentence. Perhaps, she said, it was time the Board started revolting and saying it was not going to vote this way anymore. As a person who went to Brooklyn College and did not pay for that education, it grieved her particularly that people from the middle and the lower economic classes, faced with reduced Income, would find it difficult to afford this University anymore. It’s a disgrace and we have got to do something very soon to stop this, she concluded.

Mr. Cenc reiterated the sense of sadness, reluctance, and discouragement, indicating that he too had been on the Board for a number of years, having to vote on tuition increases, and having always been saddened by the it. He warned that a script was beginning to develop. Mr. Cenc agreed with Trustee Fink that the time has come to take a stand and to build in
the policy that Trustee Del Guldice just described. Following the vote, whatever direction it takes, he said the Board must meet, and reason, and take a stand, and convince Albany that education is not only a priority for the City of New York or The City University, but for a country which has a very serious part to play globally. He shared a comment he heard a leading economist make, referring to a strike "What the American worker has to realize is that they are in competition with the Third World." Mr. Cencel continued that the country had to learn to educate its people, teaching them not only how to work properly and productively, but to come up with creative ideas. These ideas come out of the youth. We can't cut that off. State government, ours and others, must make education a priority or we are going to be losing that creative pool that we generate in the City University. He stated that he would vote for this proposal because he thought the University was at a point where not much else could be done. But he urged preparation by moving beyond the vote to the near future, by taking some kind of a strong stand that will convince Albany that this cannot continue. In conclusion he said, It is wrong for our Administrators, It is wrong for our students, and It is hurting the City of New York because we are its University.

Chairman Murphy submitted the following letter from Trustee Jean LaMarre, Chairman of the Student Senate, for inclusion in the record:

Dear Fellow Members of the CUNY Board of Trustees:

I would like to thank you, particularly Chairman Murphy and Vice Chairperson Everett, for allowing my comments to be read publicly and included in the record of today's meeting. I apologize for not being in attendance to personally deliver these remarks. I hope that after this statement has been read, however, that the student body of this University will understand why I have chosen not to participate in this sad proceeding.

This is the third time, during my brief tenure as a trustee, that I have been invited to a meeting to vote on an increase of tuition. For some around this table, it is perceived as an unfortunate exercise in fiduciary responsibility, but for me, and the constituency that I represent -- the students of the City University, the victims of these actions -- it seems more like an exercise in masochism.

Moreover, this is the fourth straight month that there has been at least one item on the Board's calendar that was designed to have a taxing impact on the rights and/or the wallets of our students.

Last month, I expressed the collective frustration of the student leadership of this University in opposition to a plan to restructure the college associations, the student activity fee allocating bodies at each CUNY unit. This frustration was misconstrued as something else entirely by all other trustees, and rather than discuss the issue on the merits, a proposal that had absolutely no documentation to support it was brought to an immediate vote and passed with only one objection, my own.

Today, my level of frustration and anger is even greater. So rather than say something I might regret, even though I'm sure that a good number of students would like to see the student trustee take the University to task, I would prefer that this statement be read into the record.

At my designated seat at the table, flowers have been placed in memory of the unknown CUNY students that won't be able to attend college because of these tuition hikes, or who will have been deterred from enrolling at CUNY because of the University's college preparatory initiative. Today is a day of mourning.

Before concluding, however, I'd like to make some brief comments about the University's plan for tuition.

First, while a $350 tuition hike for continuing students is preferable to a $500 tuition hike, it is still $350 too much...so please, no curtain calls.

Secondly, the free tuition component to the proposal is particularly interesting. Last summer, as you may recall, the Board of Trustees adopted my resolution calling for an eventual return to free tuition. Although today's action can hardly be called a step in the right direction, quite the contrary, the policy does allow for public discourse on the idea of free tuition...and provides a glimmer of hope for free tuition advocates.
I find it ironic, however, that on the same day we're supposedly rewarding timely graduation, we're also considering the fate of the college preparatory initiative, which will lengthen the college careers of many students.

Moreover, unless the tuition hike plan is coupled with a moratorium on tuition hikes, the two tier system could pose a huge problem.

In conclusion, I urge the Secretary of the Board to record my opposition to the following items.

Item 4L, the tuition hike measure; Item 5B, the plan for financial exigency at the Senior Colleges; and Item 7A, the college preparatory initiative.

To my colleagues on the Board, I can only suggest that you allow your conscience to be your guide.

Have a nice day.

Respectfully,

Jean C. LaMarre

Chairman Murphy stated that there is so much pain in this City and State because of the fiscal crises we've had in the last couple of years. He did not know when we would exit from it but suspected that a lot of time could be spent grappling with the problem. He hoped that the coming presidential campaign would help the nation to set its priorities and provide a cleansing and re-invigoration. Each of the Board members is a patriot to a number of concerns and causes, and that pain he spoke of is being experienced not only at the University, but also at other places - human service, social service, health service. He indicated that he thought the Trustees' discussion had been good, but it was understood that it could not be business as usual going beyond today. In the period ahead, the Trustees must attempt to make the case for higher education very emphatically. Clearly the demand for access to this University is demonstrated in the enrollment numbers. Clearly, this University for 145 years has functioned admirably and has academic strength. It delivers. It accommodates the kaleidoscope of people here in New York, as it keeps changing before our eyes. The Trustees have a lot of things to consider during the next few months. The Chairman described himself as a cautious optimist, indicating that he thought the fiscal situation would improve at the margins a little bit, giving the University some room to maneuver and do some things for the next fiscal year and beyond. However, not being a Pollyanna, he was aware that the recovery would be a very long and painful one. He felt that with their vote today, the Trustees were acting in the best interest of this University and this City. He voted neither reluctantly nor with enthusiasm for the motion, but with the sense that it was the right thing to do at the moment. With that, he indicated that he would vote the motion.

Mrs. Bloom, Ms. Carrlon, and Rev. Pressley voted "NO."

M. DECLARATION OF FINANCIAL EXIGENCY -- THE SENIOR COLLEGES AND CENTRAL OFFICE:

RESOLVED, That the Board of Trustees of The City University of New York hereby declares that a state of financial exigency exists for the senior colleges and the central office for the 1992-93 fiscal year; and be it further

RESOLVED, That in accordance with the declaration of financial exigency, implementation of The Guidelines and Procedures for Discontinuance of Instructional Staff Personnel Mandated by Financial Exigency, as approved at the time of implementation, is hereby authorized at the senior colleges and the central office.

EXPLANATION: During 1991-92 the University has faced a severe financial crisis because of repeated mid-year budget reductions in addition to funding cutbacks already mandated in the University's adopted 1991-92 budget. The adopted 1992-93 New York State Budget, approved by the Governor and the New York State Legislature, contains additional severe cutbacks, continuing the trend of the past few years. Financial exigency within the senior colleges will necessitate, among other cost saving measures, the discontinuance of Instructional Staff personnel whose appointments are in effect. After consultation with senior college presidents, and the other appropriate University-wide officials and bodies, it is recommended that the Board of Trustees declare a condition of financial exigency at the senior colleges and the central office for the 1992-93 fiscal year.
Mr. Howard stated that at the Fiscal Affairs Committee meeting there was some concern from faculty that procedurally, staff to the presidents had not met with the appropriate committees on the campus. However, to date he had been advised, that all of this was done and that everybody on the senior campuses was very much up-to-date on what the declaration means.

In response to Mr. Howard's request that the Committee on Fiscal Affairs and the Board be advised of the status of the New York City Technical and John Jay College issue and of any long-term commitment for these colleges, Chancellor Reynolds said that this year, within the additional funds that the City received from the State $13 million was earmarked for the colleges. However, she has spoken with Mr. Patrick Bulgaro, First Deputy Director, N.Y.S. Division of the Budget, and several others to indicate that this was still, in her view, although helpful and solving the problem for this year, not a continuing solution. So the resolution of that matter in the State's budget is at the top of the agenda. Some of the Trustees who are particularly concerned with this issue have been helpful. This is a State funding obligation and she felt there was some willingness to look at it again, in the context of the State's budget, for a permanent solution.

Trustee Pickens made the following statement:

Unfortunately, the Board would seem to have no alternative to the measure under consideration. The State's failure, which has been so often alluded to this evening, to fund the senior colleges at a level which would allow them to fulfill their mission has brought us to this sorry state of affairs. After the repeated cuts in the operating budgets of the past several years, there is now nothing left to cut but personnel, and that will probably include discontinuing personnel whose appointments are in effect. Access will be diminished, classes will become even more crowded, student completion rates will decline.

The faculty of City University have heroically faced their ever worsening working conditions. Through dedicated effort and enormous sacrifice, they have succeeded in giving an ever increasing number of students the quality education they deserve and for which our University has been noted. This, despite an almost total lack of supplies and support services. But maintaining the quality of the academic program is becoming increasingly difficult. As we consider the impact of the next reductions in University funding, we can expect:

- Fewer sections and larger class sizes,
- Increased difficulty in registering for required introductory courses and finding needed courses to meet graduation requirements, lengthening the stay for many students,
- Teaching load increases, under contemplation at some colleges, will lead to a diminution in the research and scholarly productivity of the faculty; the sine qua non for national consideration as an institution of consequence,
- All these factors may combine to make it more difficult to recruit the best young faculty,
- The degrees students earn may become less valued; certainly the ultimate irony for students who have labored so long and hard to achieve their degree.

A critical element in developing plans under conditions of financial exigency that have the understanding, if not the approval, of the faculty is the quality of the consultation process on the campuses. Consultation is the role assigned most faculty governance bodies, including the University Faculty Senate. My dictionary defines "consult" as "to seek advice or information of; to exchange views; to confer." Nowhere included in the definition is a model which permits the convening of a group of people, telling them what you propose to do, and then dismissing them.

Over the past four months, the University Faculty Senate has been engaged with the Chancellory and the members of the Board of Trustees in "consultation" on a number of important policy matters. Revisions to the Bylaws on student disciplinary procedures and on the college associations, the implementation plan for the College Preparatory Initiative, and the newly proposed retrenchment guidelines have all benefitted from the appropriate involvement of elected faculty
representatives. The benefit is twofold. Not only are the policies enhanced, but they come to this Board with the participation of the faculty rather than active opposition. I submit that the model that has worked so well for this Board should be the model expected to be undertaken as the consultation process on the development of a retrenchment plan goes forward at the colleges.

I would appeal to the presidents to follow scrupulously the provisions for consultation outlined in the retrenchment guidelines during the difficult days ahead, both as a practical matter -- in that only the instructional staff collectively, through its elected representatives, has the depth and breadth of knowledge of the institution to come up with a workable plan -- and also because of the fact that any other course of action will have a devastating effect on morale.

At this point Dr. Bernstein, Dr. Jacobs, Mrs. Carrion, Mr. Badillo, Mrs. Everett, and Mr. Fink left the meeting.

NO. 6. COMMITTEE ON PUBLIC AFFAIRS: RESOLVED, That following items be approved.

A. HIGH PRIORITY TAX PROVISIONS FOR HIGHER EDUCATION:

WHEREAS, Both House and Senate passed tax bills containing high priority provisions that could significantly benefit higher education; and

WHEREAS, In 1992 a House–senate Conference Agreement will be negotiated and enacted into law; and

WHEREAS, Two key positions are currently being considered, including a permanent authorization for Section 127, Employer Educational Assistance; and allowing the deduction of interest on student loans; therefore

BE IT RESOLVED, That we urge the N.Y. members of Congress to support these provisions in any final tax legislation agreed to in the 102nd Congress; and

BE IT FURTHER RESOLVED, That we recommend that a copy of this resolution be sent to all offices of members of the N.Y. congressional delegation.

At this point Mrs. Everett and Mr. Fink rejoined the meeting.

Mrs. Bloom reported that this resolution was intended to express the Board's support for the maintenance of key benefits that aid the University's students, including employer educational assistance benefits and allowances for the deduction of Interest on student loans. The Committee on Public Affairs recommended that this public policy resolution be adopted in time for appropriate conference discussions on higher education.

Mrs. Bloom commended Chancellor Reynolds for her appearances on two important television shows this past weekend: "The Wall Street Journal Report" and "The CNN Newsmakers," which focussed on the costs and the value of college education and provided important opportunities for viewers to appreciate CUNY's prominence and place in higher education. Mrs. Bloom then called attention to the annual presentation of the Salk Awards, which will take place on Wednesday, May 27, 9:30-11:30 A.M. In Room 1700 of the Graduate School and University Center. She urged all Trustees to attend this important event. Finally, she congratulated Vice Chairperson Edith Everett and the CUNY community on the success of the recent CUNY job fair, which served almost 4,500 students. The Committee on Public Affairs will report back to the Board on how many CUNY students were interviewed and secured employment. The fact that so many corporate and agency employers were present was a tribute to the hard work of the event organizers and the high quality of CUNY's graduates.
NO. 8. HONORARY DEGREES: RESOLVED, That the following honorary degrees, approved by the appropriate faculty body and recommended by the Chancellor, be presented at the commencement exercises as specified:

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<td>Ken Burns</td>
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<td>Esther M. Conwell</td>
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<td>THE CITY COLLEGE</td>
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<td>GRADUATE SCHOOL &amp; UNIVERSITY CENTER</td>
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<td>Bella Abzug</td>
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<td>Jesse Jackson</td>
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<td>Leon E. Rosenberg</td>
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<td>QUEENS COLLEGE</td>
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<td>Robert Rosenblum</td>
<td>Doctor of Fine Arts</td>
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<td>THE COLLEGE OF STATEN ISLAND</td>
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<td>Henryk M. Wisniewski</td>
<td>Doctor of Science</td>
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Upon motions duly made, seconded and carried, the meeting was adjourned at 6:55 P.M.

SECRETARY GENEVIEVE MULLIN
GOVERNANCE PLAN OF HUNTER COLLEGE

ARTICLE I

Section 1

The Hunter College Senate shall be established as the legislative body of the College with authority to determine College policy on all matters not reserved now or hereafter by Education Law or Board of Trustees Bylaws to the President of Hunter College, to other officers or duly constituted bodies of the College or The City University, or the Board of Trustees.

Section 2

Effective as of the first meeting of the Senate, the Present Hunter College Faculty Council is to be considered dissolved and its powers assumed by the College Senate under terms of this Plan.

ARTICLE II

Section 1

As the College legislative agency, the Senate shall have policy making powers in the following areas:

A. Curriculum and related education matters.
B. Academic requirements and standards of academic standing.
C. College development, review and forward planning of facilities, staff, and fiscal requirements.
D. Instruction and the evaluation of teaching.
E. Safeguarding the academic freedom of ALL members of the Hunter College community.
F. Other matters which may be subsequently assigned to the legislative prerogatives of Hunter College.

Section 2

In addition to its legislative powers, the Senate shall have the right to express itself formally as an advisory body in any area it considers important, and to transmit its recommendations to the cognizant authorities.

Section 3

There shall be completed, no later than by the end of the third year, a thorough and impartial review of the composition, structure, and functions of the College Senate by a group empowered to propose, should it so deem necessary, a new version of the governance plan or major revisions thereof in the form of amendments for referendum (Article XIV) and submission to the Board of Trustees, if required. In the meantime, the Senate will use the latitude afforded it under this Plan for continued development of organization and procedures in order to fulfill its mandated functions effectively.

ARTICLE III

Section 1

The Hunter College Senate shall have 200 members, all of them with full voting rights in the Senate, being composed of 57% faculty members, 38% students and 5% representatives of the administration, with seats reserved in the following proportions:

Professors, Associate Professors, Assistant Professors, and Instructors on full-time appointments .................. 44%
Lecturers (full-time), Lecturers (part-time), Adjunct Lecturers, and all other part-time members of the teaching faculty who are not also serving in full-time appointments.................................................. 13%
Undergraduate students - Day Session, other than Department of Academic Skills.................................. 14%
Undergraduate students - Evening Session................................................................................................ 11%
Undergraduate students - Department of Academic Skills......................................................................... 2%
Graduate students..................................................................................................................................... 11%
Administration....................................................................................................................................... 5%
Section 2

The College Senate shall schedule regular nominations and elections (other than the initial one—See Article X) once a year during the last four weeks of classes in the spring semester; and it shall convene following such elections no later than June 1. The faculty and the student bodies shall be responsible, through duly constituted organizations, for conducting the elections of their respective representatives in accordance with the terms of this Plan.

ARTICLE IV

Section 1

A. Hunter College is a multifaceted institution which has offerings organized into programs, departments, professional schools, and divisions, the structure and titles of which may change as the needs of its students change. It also has an administrative structure and administrative officers which change in title and function as the college develops. Therefore, wherever the Plan refers to a specific administrative officer (e.g. Dean, Registrar, etc.), or academic unit (e.g. department, school, division, etc.), or academic position (e.g. instructor, lecturer, etc.) such language should be construed to include any equivalent officer, academic unit, or academic position regardless of the particular language that is currently in use. In all such instances not fixed by the Plan, the equivalencies shall be determined by the Administrative Committee of the Senate and approved by the Senate.

B. For the purposes of the Plan, the following equivalencies shall apply:

(i) The word "department" shall mean any unit of the college which elects members to its Personnel & Budget Committee. In addition, for purposes of Article IV, Student Services shall be included as a department.

(ii) The word "division" shall mean any unit of the college which has a P & B Committee consisting of representatives of more than one department but fewer than all the departments. The divisions include: Humanities and the Arts, Programs in Education, Schools of Health Professions, Sciences and Mathematics, and Social Sciences.

Section 2

A. The 88 Senate seats reserved to representatives in the ranks of Professor, Associate Professor, Assistant Professor, and Instructor on full-time appointments shall be filled as follows:

(i) All departments shall be rank-ordered by the number of such faculty in the department. Each department shall be allocated 2 seats, and the remaining seats shall be allocated by assigning one additional seat to each department from the top of the list down, until the available number is exhausted.

(ii) Each department will fill its allocated seats by nominations from and elections by its faculty members in the ranks of Professor, Associate Professor, Assistant Professor, and Instructor on full-time appointments.

B. The 20 Senate seats reserved to representatives in the ranks of Lecturer (full-time), Lecturer (part-time), Adjunct Lecturer, or in any other part-time teaching appointment while not also on full-time appointment, shall be filled as follows:

(i) All departments shall be rank-ordered by the number of the department's faculty members in such positions. Each of the first 10 departments in this list shall fill 1 seat by nominations and election from among and by these faculty members.

(ii) In each of the remaining departments that include faculty members in these ranks, the latter shall make nominations for, and elect from among their number, one nominee for one of the 16 remaining Senate seats.

(iii) The remaining seats shall then be filled by an at-large election from among the nominees selected according to paragraph B.(ii) above. In this election, votes shall be cast only by the faculty members of the departments to which B (i) applies who are in the ranks of Lecturer (full-time), Lecturer (part-time), Adjunct Lecturer, or on any other part-time appointment while not also serving on a full-time appointment.

BOARD OF TRUSTEES
C. The 28 Senate seats reserved to undergraduate students of the Day Session, other than students in the Department of Academic Skills, shall be filled as follows:

(i) Of these seats, 17 shall be reserved to Day Session departmental majors. Towards their election, each department will elect, from nominations made within its own ranks, 2 nominees for these seats. All Day Session Seniors, Juniors, and Sophomores who have declared their major will elect the required number of representatives by an at-large vote among these nominees.

(ii) The remaining 11 Senate seats shall be reserved to Day Session Freshmen and Sophomores who have not as yet declared their major. Candidacy at-large shall be declared by filing a petition meeting the requirements established by the Senate. From the pool of such candidates, the Day Session Freshmen and non-major Sophomores will elect the required number of representatives by an at-large election.

D. The 22 Senate seats reserved to undergraduate students of the Evening Session shall be filled as follows:

(i) All departments shall be rank-ordered by the number of full-time equivalent undergraduate students enrolled in their courses scheduled after 5:00 p.m. In each of the top 10 departments on the list, the Evening Session students affiliated with such a department shall make nominations and elect from their ranks 1 representative.

(ii) Within the terms of this Plan, the Bylaws of the Evening Session Council (Article IX) shall specify procedures for the nomination of candidates in such a fashion as to insure the inclusion of at least one nominee from every department that schedules courses in the Evening Session, and shall provide for the subsequent election of the remaining 12 representatives by an electoral college that consists of the student members of the Evening Session Council.

(iii) For these purposes, any degree or non-degree undergraduate student, more than half of whose program is scheduled after 5:00 p.m., shall have the right to opt for the status of Evening Session student. Doing so shall preclude eligibility to be nominated, or elected to the Senate, or to vote in Senate elections in any other category. An Evening Session student taking a course in a department and who has taken at least one previous course in a department may affiliate with it, but not with more than one department.

E. The 22 Senate seats reserved to graduate students shall be filled as follows:

(i) 15 seats shall be filled by graduate students matriculated in programs offered in the various divisions and the School of Social Work; one seat to each division and the School of Social Work and the remainder shall be allocated in proportion to the total number of matriculated students enrolled. Such allocations shall be recalculated every January, starting in 1982.

(ii) There shall be 4 representatives who are matriculated graduate students and are elected by the matriculated graduate students in an at-large election.

(iii) There shall also be 3 non-matriculated graduate student representatives, elected by the non-matriculated graduate students in an at-large election.

F. Four Senate seats shall be filled by nominations and elections from among and by the students in the Department of Academic Skills. Students may opt for this status, provided they have not yet chosen their major and are taking work in the Department. Doing so precludes their voting or serving in the at-large categories of the Day Session Freshmen and non-major Sophomores.

G. The 10 representatives of the administration shall be appointed by the President of Hunter College.

H. (i) A Senate seat reserved for faculty members with specific rank, or other qualifications (as outlined in Article IV, Sections 2A and B), that remains vacant after the elections scheduled for such seats, shall be filled for the remainder of the regular term by a faculty election conducted by a process approved by the Senate.

(ii) A Senate seat reserved for students with specified sessional, major-non-major, graduate-undergraduate or other qualifications (as outlined in Article IV, Sections C, D, E and F) that remains vacant after the elections scheduled for such seats, shall be filled for the remainder of the regular term by a student election conducted by a process approved by the Senate.
Section 3

For each of the constituencies, defined by the election procedures of Article IV, Section 2, the eligibility to serve and the right to vote shall be based on the same qualifications:

A. For every such category, eligibility to be nominated or elected to the Senate, or to vote in Senate elections, shall require one full semester of service in the specified rank, position, and/or status preceding the semester in which such nominations are made or the elections take place.

B. Students shall be in good standing and, if enrolled – whether matriculated or not.

(i) In the Graduate Program, shall have completed at least 3 hours of credit.

(ii) In the Evening Session, shall have completed at least 6 hours of credit.

C. Those holding appointment to the instructional staff while enrolled in a graduate program at Hunter College under the conditions that make them eligible to stand for election to the Senate and to vote in Senate elections as graduate students shall not be eligible for nomination or election to the Senate or to vote in Senate elections as faculty members. If ineligible to vote as graduate students, enrollment in graduate courses shall not affect eligibility as faculty members.

Section 4

In College-wide referenda and other votes conducted among all members of the instructional staff combined, a ballot cast by a faculty member in the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer (full-time) on full-time annual appointment shall be tallied as a full vote. A ballot cast by a faculty member in the ranks of Lecturer (part-time), Adjunct Lecturer, or any other part-time member of the teaching faculty not also serving on a full-time appointment shall be tallied as a half vote.

Section 5

Certification as to class, status, and standing of students shall be made by the Registrar. Certification as to rank, position, and status of faculty shall be made by the Chief Academic Officer. Appointed representatives of the administration shall be certified to the Senate by name and administrative title.

ARTICLE V

Section 1

At each of its first annual meetings following the new elections, the Senate shall elect from among its members a Chair, a Vice-Chair, a secretary, and such other officers as it deems necessary. Their term of office shall be one year, and the Chair and Vice-Chair shall not serve in their respective offices for more than three consecutive terms.

Section 2

The Chair may, if he or she so desires, appoint a recording secretary with the responsibility for preparing the minutes and keeping the papers of the Senate in order.

Section 3

The Chair, Vice-Chair, and secretary of the Senate, together with the Chair of the Evening Session Council, if an elected officer (Article IX), shall constitute the Administrative Committee of the Senate. The Chair of the Senate shall be the Chair of this Committee which will:

A. Prepare the agenda for regular and special meetings, causing it to be published in the College no less than 10 days before the meeting.
Minutes of Proceedings, April 23, 1992

B. Be responsible for having prepared an Administrative Report, presenting the recommendations of the various Senate Committees that are considered routine, this report to be distributed to the representatives 10 days in advance of the meeting. Unless exceptions are taken, this Report will be handled as a single item of the agenda.

C. Assure continuity of the Senate's business between meetings.

ARTICLE VI

Section 1

The regular term of office for representatives shall be 2 years, extending from May 15 of the first year to May 14 of the second year. From the members, elected in the initial election, however, one-half shall be selected by lot in each category to serve a single year only. Hence, in the future, one-half of the Senate seats will be filled by the annual elections. Unexpired terms shall be filled at the next scheduled elections.

Section 2

A vote for recall of a representative may be petitioned either by one-half or by 20 members of the representative’s constituency, whichever is smaller. For this purpose, the constituency shall be defined as consisting of no less than the number of votes cast in the election of the representative. Seats vacated by recall shall be filled at the time of the next election for whatever portion may remain of the unexpired term.

ARTICLE VII

Section 1

The Senate shall be empowered to regulate the conduct of its business, including the establishment of a schedule for regular meetings and procedures for calling special meetings. The calendar of regular meetings shall be established sufficiently far in advance to permit its publication in the Registrar’s annual College Calendar. The Senate shall develop practical election provisions with a view towards keeping itself as nearly as possible at full strength. It shall have the right to extend the mandated committee structure (Article VIII) by establishing additional standing, special or ad hoc Committees; and it shall set its own rules of procedure and operation, being governed until it does so by Robert’s Rules of Order, latest edition.

Section 2

The regular meetings of the Senate shall be open to all members of the Hunter College community qualified to vote in the Senate elections, and all of such members shall have the right to be recognized under procedures to be established by the Senate.

Section 3

A quorum of the Senate and its Committees shall consist of no less than one-half of their voting membership plus one, unless otherwise prescribed in this Plan or specified under procedures established by the Senate.

ARTICLE VIII

Section 1

A. All committees of the Senate shall preserve the spirit of equity regarding sessional, divisional, and other representation of students and faculty, and in the scheduling of meetings. Committee membership shall be open to all members of the faculty and to all students who are eligible for membership on the Senate. They shall be elected by the Senate from among nominations made by a Nominating Committee (Article X) and/or nominations from the floor.

B. When a committee vacancy cannot be filled with a faculty member or student with specified qualifications, that vacancy shall be first reported to the Senate and then may be filled by a faculty member or student, respectively, without regard to the qualifications specified.
Section 2

In reorganizations of the Hunter College administration, Academic Administrators designated to serve ex-officio on standing committees of the Senate shall have responsibility, as nearly as possible, for the same functions as those who are currently designated to serve in such capacity.

Section 3

In the exercise of its responsibility for the design and modification of Hunter College curricula the Senate shall establish two Committees on Course of Study, one graduate and one undergraduate. These committees shall be constituted as follows:

A. The Graduate Course of Study Committee

Six faculty members who teach in the graduate program, at least one faculty member from each of the divisions; one graduate student from each of the divisions; and serving without vote the Deans of the divisions, and the Chief Librarian or designee.

B. The Undergraduate Course of Study Committee

One faculty representative from each of the divisions, and two from the divisions serving at-large, including one representing the Evening Session; one student from each division, at least one of whom is from the Evening Session, and one student in the SEEK program; and, serving without vote, the Chief Academic Officer, or designee, the Dean of the Evening Session, the Deans of the divisions, and the Chief Librarian or designee.

C. Both of these Committees shall be chaired by faculty members, elected by the voting members of the Committee.

D. There shall also be Divisional Committees on Curriculum, each composed of a Dean (with vote) and at least one faculty member and one student in equal numbers from each department in the Division, elected by the department as it may decree in its Bylaws (see Article XII). These Divisional Committees shall review departmentally initiated proposals or may initiate their own proposals for programs or curriculum changes, submitting such proposals for consideration to the appropriate Senate Committee on Course of Study.

In the area of undergraduate curriculum, they shall have the right to act on all changes in title, credit, and description of existing or approved new courses. Their reports to the Undergraduate Course of Study Committee on such matters shall be attached, without further review or discussion by the latter, to its report presented to the College Senate for approval. Divisional Curriculum Committee decisions may be appealed by the departments to the Senate Committee on Undergraduate Course of Study. Matters on which departmental appeals are pending shall not be forwarded to the Senate, and a two-thirds majority of the Senate Committee members present and voting shall be required to override such divisional decisions.

Section 4

A. The Undergraduate Course of Study Committee shall concern itself through study and research with policies relating to the curricular organizations. All proposals pertaining to:

(i) Basic Prescriptions.
(ii) New Majors.
(iii) New Minors.
(iv) Credit and Major or Minor concentration.
(v) Degree Requirement.
(vi) Interdisciplinary Program.
(vii) Experimental courses shall be submitted to the Undergraduate Course of Study Committee for action.

Final decision on all curricular proposals is to be made by the College Senate, except in cases where final authority is vested in the Undergraduate Course of Study Committee by the Senate.
B. The Graduate Course of Study Committee shall review all Master's Programs and all graduate courses to be listed in the Hunter College Bulletin on graduate studies, whether on the Master's or the Doctoral level.

Section 5

There shall be a Committee on Undergraduate Academic Requirements consisting of 11 voting members: 6 faculty members, one faculty member from each division including three from the Day Session, two from the Evening Session and one member of the Department of Academic Skills; and 5 students of whom two shall be Day Session students, two Evening Session students, and one student in the SEEK Program. The Dean of Students, the Dean of the Evening Session or their designees, the Assistant Vice President for Administrative Services and the Assistant Dean for Advising and Counseling shall serve without vote. The Chair shall be a faculty member elected by the voting membership of the Committee. Its functions shall include the formulation of policy regarding methods of grading, requirements of student attendance, regulations relating to withdrawal from courses, and admissions not specified by Board of Trustees Bylaws.

Section 6

There shall be a Committee on Student Standing, consisting of 5 faculty members, serving with vote, and serving without vote the Dean of Students, the Dean of the Evening Session or their designees and the Assistant Dean for Advising and Counseling. The voting faculty membership shall include at least two members of the Evening Session Council and a representative of the Department of Academic Skills. The Chair of the Committee shall be elected by its voting membership. The Committee shall be responsible for the evaluation of student records, for recommending to the Senate the award of degrees to qualified students, and for formulating policy, for adoption by the Senate, on the retention of students and the maintenance of academic standards.

Section 7

In order to insure effectiveness, compatible procedures and comparable standards in the evaluation of teaching and teachers by the students throughout the departments (Article XII), and to assure the formal consideration of the results of such appraisals in the professional evaluation of members of the teaching faculty, the Senate shall establish a Committee on Evaluation of Teaching. This Committee will, among other things, be responsible for: the preparation of standard guides for an evaluation questionnaire to provide opportunities, under its supervision, for some departmental variation in the details of the evaluation procedure; continuing review of the scope, validity, content, and efficacy of the questionnaires actually utilized; and the compilation, analysis, and publication of the data produced by such questionnaires in order to facilitate widespread understanding of the purposes and results of the evaluation procedure.

The Senate Committee on Evaluation of Teaching will consist of 12 members, all with vote: 7 students and 5 faculty members. If a student has been elected to the Administrative Committee of the Senate, that student will serve as a committee member, and chair the committee.

Section 8

There shall be established a Master Plan Committee of the Senate, consisting of one faculty member from each division; an equal number of students at least one each elected from the three sessions and from SEEK, and a Chair, elected by the Senate without constraint as to category. In addition, the Chief Academic Officer and the Vice President for Administration or their designees shall serve as non-voting members. This Committee will be the general College development planning group, concerning itself with the priorities that affect long term projections as regards programs and facilities. It will make policy recommendations on these matters for adoption by the Senate, and it will be responsible for drafting the annual revision of the Hunter College portion in the CUNY Master Plan, submitting such draft for approval to the Senate.

Section 9

The Senate shall establish a Committee on the Budget, consisting of one faculty member from each division; the Director of SEEK, an equal number of students, including at least one elected from each of the three sessions; and a Chair elected by the Senate without constraint as to category. The Chief Academic Officer, the Vice President for Administration and designee will serve ex-officio without vote.
The Committee on the Budget shall annually develop the guidelines which, on review by the Senate and approval by the President of Hunter College, will be followed by the departments in the preparation of their projected budgets. It will review the resulting consolidated annual budget of the College and report on it to the Senate.

In addition, it will advise the President, at the latter's discretion, on the apportionment of instructional resources, budget, and space allocated to the College.

Section 10

The Senate shall establish a Committee on Grade Appeals, consisting of 4 faculty members and 3 students, and preserving the spirit of equity regarding sessional representation of students and faculty. The Committee on Grade Appeals will consider grade appeals in which the student or faculty member involved takes exception to the decision of the Departmental Grade Appeals Committee. The Committee on Grade Appeals shall establish guidelines for procedures to be followed in its review of grade appeals and will report its decisions in each case to the parties concerned, the Department Chair, and to the Registrar. The decision of the Grade Appeals Committee is final. The Committee shall also make an annual statistical report to the Senate.

Section 11

The Senate shall establish a Committee on the Calendar, consisting of one faculty member from each of the divisions and the School of Social Work, and a faculty member teaching in the evening, an equal number of students at least one each from Day Session, Evening Session, and Graduate, and 4 ex-officio members (Dean of Students or designee, Associate Dean for the Evening Session, Assistant Vice President for Administrative Services, and Director of Financial Aid). The Committee on the Calendar will make recommendations on the College Calendar, and, in consultation with the Faculty Personnel & Budget Committee, on the Bell Schedule. The Committee will also evaluate existing registration procedures and make recommendations regarding changes in registration procedures.

Section 12

There shall be a Committee on Departmental Governance, consisting of one faculty member and one student from each division, and one member of the administration (all with vote). The Committee on Departmental Governance shall: (a) make recommendations to the Senate on standards for Departmental Bylaws; (b) review Departmental Bylaws and Amendments approved by departments and make recommendations for Senate action; (c) make recommendations to the Senate on alleged infractions of Departmental Bylaws.

Section 13

Administrative search committees shall be constituted for all administrators (full deans and above) who, because of the nature of their policy making, have a significant impact on academic affairs and on the rights and welfare of the students and the faculty. The proceedings of search committees shall be confidential.

Different search committee staffing procedures may be appropriate for administrators who have college-wide impact and those who affect primarily only their divisions. In any procedure adopted, the Senate shall be responsible for nominating the panel of search committee candidates and search committee Chairs from whom the College President will select committee and the search committee Chair.

The search committee shall have the responsibility of nominating candidates for administrative positions to the College President who shall have the final authority to make recommendations to the CUNY Board of Trustees.

Section 14

The Senate shall establish a standing Committee on Charter Review, consisting of one faculty member from each division; an equal number of students; one member of the Administration to be designated by the President who shall serve ex-officio; and a Chair elected by the Senate.
The Committee shall be empowered to review the composition, structure and functions of the Hunter College Senate and to propose to the Senate amendments to the Governance Plan in accordance with the provisions of Article XIV, Section 2.

ARTICLE IX

Section 1

There shall also be established an Evening Session Council, to operate under Bylaws and according to procedures that are devised by a faculty/student body, established for this purpose by the Dean of the Evening Session, and that are approved by the College Senate. Its membership shall include the Dean and Associate Dean of the Evening Session, at least one faculty representative from each department or its equivalent, elected where possible on the basis of nominations from the ranks of faculty who teach more than one half of their program in the Evening Session, and at least one student representative from each department or its equivalent, elected from and by the ranks of affiliated Evening Session students.

Section 2

At least one member of this Evening Session Council shall be included in every standing committee of the College Senate, with the exception of the Committee on Graduate Curriculum.

Section 3

The Evening Session Council shall have the following responsibilities:

A. To develop and recommend to the President of Hunter College required improvements in the supporting services (library, business office, registrar, etc.) during the evening hours.

B. To provide the Administrative Committee of the College Senate with agenda items of concern to the Evening Session that are not the responsibility of existing Senate Committees.

C. To organize its student membership as an electoral college in filling the 12 at-large seats on the Senate for Evening Session students, pursuant to nomination and election procedures to be specified in the Evening Session Council Bylaws.

D. To identify, review, and give focus to matters of interest to the Evening Session, with the right to express itself as an advisory body on all Evening Session matters and to transmit its recommendations to the cognizant authorities.

ARTICLE X

Section 1

It shall be the responsibility of the President of Hunter College to set the place and time of the first election within thirty days of the ratification (Article XV) of this Plan, to convene the newly elected Senate for its first meeting, and to function as its Chair until the first slate of officers has been elected.

Section 2

The next order of business shall be the review and adoption of the Evening Session Council Bylaws and the seating of the student representatives at-large, elected by the electoral college of Evening Session Council student members, provided such elections are found to have taken place in consonance with the approved Bylaws.

Section 3

The Senate shall then proceed with the election of a Nominating Committee, so that nominations for membership on the standing committees can be made. This Committee shall be composed of 4 faculty representatives, 4 student representatives, and one Chair without vote. Ties shall be reported to the Senate.
ARTICLE XI

Nothing in the terms of this Plan shall be construed to prevent the continuation, or the establishment in the future, of student governments and faculty organizations under instruments of governance which do not arrogate onto such bodies the exercise of functions properly mandated by this Plan to the College Senate, or any body or committee thereof.

ARTICLE XII

Section 1

It shall be the responsibility of the individual departments to devise, to change as required and - after approval by the Senate - to publish their own Bylaws, providing for a departmental policy committee or committees, a Committee on the Evaluation of Teaching, and such other committees as College and Board of Trustees Bylaws may require or departmental preference may indicate.

Section 2

It is the intent that departments, given the differences in their size and variations in their programs, shall have and exercise substantial latitude in devising their policy making structures, provided that they assure by representation and schedule the greatest possible opportunity for participation. Large departments may find it expedient to have separate departmental policy committees for each of the three sessions, capped by an appropriate arrangement for coordination between them. In departments which decide to staff only a single Departmental Policy Committee, this Committee shall include at least one student representative of any session in which courses are offered and, for any session in which more than two members of the department teach courses, at least one faculty representative who teaches a course in that session. It shall also schedule its meetings so as to permit as much participation as possible. Departmental policy bodies shall include equal numbers of voting faculty and student members, and there shall be one among them whose duties include that of reviewing the adequacy of departmental governance and to initiate proposals for change if deemed necessary.

Departmental Bylaws shall also provide for the review of curriculum proposals. In small departments, this may be assigned as one of its duties to the Departmental Policy Committee. In larger departments, a distinct curriculum committee, or even separate committees on the graduate and the undergraduate curriculum, may be specified.

Section 3

An important departmental function is the evaluation of faculty course work, to be governed by the following basic considerations:

A. Student evaluations of faculty teaching and course handling is to be a significant factor in the professional appraisal of faculty performance for purposes of reappointment, promotion, and tenure.

B. Student evaluations of faculty should be made routinely each semester in all college courses.

C. A standing Departmental Committee on the Evaluation of Teaching, composed almost entirely of student majors in the Department but including a single faculty member with an alternate to insure faculty/student liaison within the Department, shall be responsible for the distribution of the questionnaire and the management of the evaluation in each department. Its purview is to extend to all matters of administration and interpretation of the adopted teacher evaluation procedures.

D. Each semester's questionnaire results are to be submitted to the Department Chair by the Chair of the Committee on the Evaluation of Teachers for use in the duly constituted procedures of professional appraisal.

E. There is also to be faculty evaluation of course handling, based on observation and interview of all faculty members in the Department.
Minutes of Proceedings, April 23, 1992

F. As to non-tenured faculty:

(I) A strongly negative student questionnaire response for a faculty member for a semester is to be the basis for discussion of the results by the Chair of the department or a designee with the faculty member before reappointment for a second year.

(II) Strongly negative student questionnaire responses for a faculty member for 5 successive semesters are to be strongly presumptive basis for a departmental recommendation of non-reappointment of this faculty member. Such a questionnaire response record shall be the basis for a detailed review of a faculty member's prospect for further appointment by the department after consultation with the department Teaching Evaluation Committee and the faculty member.

If after such consultation the Department Personnel and Budget Committee concludes that the questionnaire responses are a valid reflection of the level of classroom competence of the faculty member, it will not recommend reappointment. If a department decides to recommend the reappointment of a faculty member with such a negative response record, the department Student Evaluation Committee shall have the right immediately to appeal this recommendation to the Divisional Dean and if necessary to the President. Pending the outcome of such appeals, any action to reappoint will be held in abeyance.

(iii) The same procedures are to be applied to untenured faculty who are being considered for reappointment with tenure.

(iv) Strongly positive questionnaire responses for a faculty member during the time periods indicated in F. (i) and (ii) above, shall be a strongly presumptive basis for reappointment of the faculty member; such reappointment may be denied by the department if it concludes that the faculty member is not demonstrating prospects of achieving professional growth within the discipline.

(v) Reappointment with tenure shall also be based on other required and significant criteria of professional accomplishments and standing.

G. As to tenured faculty:

Strongly negative student questionnaire responses for a faculty member for 5 successive semesters can be assumed to have given ample opportunity for the kind of reviews, spelled out in the preceding paragraphs of this Article.

They shall therefore be taken as a strongly presumptive basis for a departmental recommendation that the faculty member: (1) either be assigned to non-teaching duties he or she is demonstrably competent to perform; or (2) be brought up on charges of incompetence, with due recognition of all rights under law under applicable collectively negotiated contracts.

ARTICLE XIII

Section 1

The College shall establish the office of Hunter College Ombudsman, providing a full-time secretary and such assistance as the incumbent may choose to staff the operation.

Section 2

Any member of the College community eligible to serve on the Senate, may be nominated or may nominate herself or himself for the position of Hunter College Ombudsman. Such nominations shall be addressed to the Nominations Committee of the Senate which may make its own nominations as well as soliciting them from the floor of the Senate. Each candidate shall be voted on individually by a for-or-against vote, the appointment going to the candidate with the highest plurality of for-voters, provided their number exceeds two-thirds of the number of representatives present and voting.

Section 3

The appointment shall be for a term of three years, removal from office to occur only as a result of disability.

Section 4

The Hunter College Ombudsman shall consider complaints and grievances that are brought by any member of the Hunter College community, concerning a condition or problem in the College, may investigate the conditions giving rise to such complaints and may refer cases to others when the usual appeals procedures seem adequate. The Ombudsman will undertake independent investigations, in general, only if the usual procedures have proved inadequate or have been exhausted, and shall be empowered to recommend action to any officer or to any committee or organization of the College. The Ombudsman shall from time to time report on his or her work to the Hunter College Senate; and may otherwise publicize the results of investigations.
Section 5

The Ombudsman shall be responsible for causing an impartial review to be conducted of the structure and the functioning of the College Senate at the end of two years of operation, with a view to recommending such changes in structure, functions, operations, Bylaws and the like as this review of Senate experience may indicate.

ARTICLE XIV

Section 1

Amendments to the Plan may be proposed for referendum by a three-fourths majority of the Senate members present and voting at any meeting, regular or special, provided that the text of the proposed amendment has been submitted in writing to the Senate membership no less than ten days prior to such meeting. To be approved, amendments shall require a majority vote in each constituency, faculty and students, with no less than 30% of each voting.

Petition for amendment may be filed either by 20% of the Senate membership or by 10% of either the student or the faculty voting constituency.

Section 2

This section is an amendment to Section 1 of Article XIV and, preserving the spirit of equity regarding sessional representation of students and faculty, governs the possible amendment of all articles of the Plan except the total percentages of the faculty, student, and administration representations as set forth in Article III, Section 1.

A. An amendment may be proposed by the Charter Review Committee or by written petition to the Administrative Committee bearing the signatures of not less than 20% of the Senate members or 200 members of the Hunter College community.

B. Upon receipt, the Administrative Committee will schedule as the first order of business, a First Reading of the proposed amendment, not later than the second regular meeting following its submission date, for discussion without vote.

C. A Second Reading will take place at the next Senate meeting, at least 27 days later, the complete text having been mailed to all Senate members and to the chief officer of the faculty organizations and the student governments. At such meeting, the proposed Amendment shall be subject to amendment from the floor by a 3/4 vote of those present and voting. After debate on the proposed Amendment as submitted and amended, the Amendment will be formally proposed if it receives a 3/4 vote of all those present.

D. A Third Reading will be the first order of business after the election of Senate Officers at the first meeting of the Senate after the 14th of May (Article VI, Section 1). Approval by written ballot by 3/4 of all those present shall constitute adoption, which shall be certified by the Chairperson to the President.

ARTICLE XV

Ratification of this Plan will be completed when it has been:

A. Accepted by a majority of all students and a majority of the instructional staff of Hunter College; provided that at least 30% of each constituency votes.

B. Recommended by the President of Hunter College to the Board of Trustees.

C. Approved by the Board of Trustees.

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Adopted by the Board of Higher Education on December 28, 1970, Cal. No.23.

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

There were present:

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

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

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

Robert A. Picken, ex officio

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(3) Miscellaneous Faculty Honors:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BARUCH COLLEGE:

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

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


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

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

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

GRADUATE SCHOOL AND UNIVERSITY CENTER:

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

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

HUNTER COLLEGE:

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

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

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

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

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

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

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

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

i. $688,933  PHS/NIH/National Institute of General Medical Sciences to Erwin Fleissner, Dean of Science and Mathematics, with faculty mentors: William Cohen, Robert Dottin, David Foster, Ann Henderson, Peter Lipke, Shirley Raps, Rivka Rudner, Thomas Schmidt-Glenewinkel, Stuart Taylor, Max Diem, Richard Franck, David Mootoo, William Sweeney, Maria Tomasz, Steven Greenbaum, Gordon Barr, Cheryl Harding, Victoria Luine, and Susan Manning, for the continuation of biomedical research training grant, "Minority Biomedical Research Support Program."
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j. $131,495 PHS/NIH/National Institute of Child Health & Human Development to Victoria Luine, Psychology, for the continuation of research grant, "Serotonergic Systems and Hormone Dependent Sexual Behavior."

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

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

JOHN JAY COLLEGE:

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

HERBERT H. LEHMAN COLLEGE

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

NEW YORK CITY TECHNICAL COLLEGE

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

QUEENS COLLEGE

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

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

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

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

QUEENSBOROUGH COMMUNITY COLLEGE

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

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

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

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

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

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

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

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

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

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

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

(a) ADDENDUM: Revise the following:

1. MEDGAR EVERS COLLEGE

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

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

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

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

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

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

(a) ERRATA: Add the following:

1. NEW YORK CITY TECHNICAL COLLEGE:

PART A: ACADEMIC MATTERS

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

2. CENTRAL OFFICE:

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

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

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

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

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

Dr. Bernsteln abstained.

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

A. MEDGAR EVERS COLLEGE - REHABILITATION PROJECTS:

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

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

The Project consists of:

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

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

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

EXPLANATION: The project consists of:

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

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

KINGSBOROUGH COMMUNITY COLLEGE

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

QUEENSBOROUGH COMMUNITY COLLEGE

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

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

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

C. HOSTOS COMMUNITY COLLEGE - UNIFORMED GUARD SERVICE:

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

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

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

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

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

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

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

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

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

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

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

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

Dr. Picken stated that the 1% budget hold back was causing extreme problems for the colleges in deciding the difference between retrenchment and non-retrenchment of staff. In response to Dr. Picken’s query, Vice Chancellor Rothbard advised the Board that every State agency was being subjected to the 1% hold back. The latest word on when it would be released, if at all, would be towards the end of the State’s fiscal year, March 31, 1993. There is also the likelihood of there being an increase in the percentage of funds held back.
Minutes of Proceedings, May 26, 1992

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

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

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Graduate School &amp; University Center</td>
<td>Swinney, David</td>
<td>PH.D. Program in Linguistics</td>
<td>6/1/92 - 8/31/93</td>
</tr>
</tbody>
</table>

President Frances Degen Horowitz introduced Professor Swinney to the Board, and, noting his national and international reputation, indicated pleasure at his joining the CUNY faculty. Professor Swinney thanked the Board for the honor and the recognition.

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

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

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

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

C. MEDGAR EVERS COLLEGE - AMENDMENTS TO GOVERNANCE PLAN:

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

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

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

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

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

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

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

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

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

ADDED ITEM

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

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

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

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

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

I. SCHOOL OF LIBERAL ARTS AND EDUCATION:

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

II. SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION:

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

III. SCHOOL OF SCIENCE, HEALTH AND TECHNOLOGY:

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

There will be three additional service departments:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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<tr>
<th>COLLEGE</th>
<th>DEGREE</th>
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<tbody>
<tr>
<td>BARUCH</td>
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</tr>
<tr>
<td>Sung San Park</td>
<td>Doctor of Commercial Science</td>
</tr>
<tr>
<td>HUNTER</td>
<td></td>
</tr>
<tr>
<td>Suzanne Keller</td>
<td>Doctor of Humane Letters</td>
</tr>
<tr>
<td>Helen Parthenay Langner</td>
<td>Doctor of Science</td>
</tr>
<tr>
<td>Anthony (Tito) Puente</td>
<td>Doctor of Music</td>
</tr>
<tr>
<td>Stephen Schwartz</td>
<td>Doctor of Humane Letters</td>
</tr>
<tr>
<td>Michi Weglyn</td>
<td>Doctor of Letters</td>
</tr>
</tbody>
</table>

(b) RESOLVED, That the following University honorary degree, approved by a University Faculty Committee on University Honorary Degrees convened for the purpose of reviewing this degree, and recommended by the Chancellor, be presented at the Borough of Manhattan Community College commencement exercises in June as specified:

<table>
<thead>
<tr>
<th></th>
<th>DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry Louis Gates, Jr.</td>
<td>Doctor of Humane Letters</td>
</tr>
</tbody>
</table>

Upon motions duly made, seconded and carried, the Board went into executive session to consider a personnel matter. The public meeting was adjourned at 6 P.M.
MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF
TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK

HELD

MAY 26, 1992

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

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

There were present:

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

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

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

Robert A. Picken, ex officio

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

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Muccillo

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

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

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

EXPLANATION: Dean Bronstein currently serves as University Dean for Faculty and Staff Relations. For the past seven years she has served as University Dean and University Associate Dean in the Office of Faculty and Staff Relations. Dean Bronstein served previously at New York City Technical College in the Office of the President from 1979 to 1985 and in the Office of the Dean of Faculty from 1966 to 1978. University Dean Judith R. Bronstein holds two degrees from The City University of New York, including a Master’s Degree in Higher Education Administration from Baruch College.

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

SECRETARY GENEVIEVE MULLIN
GOVERNANCE PLAN OF MEDGAR EVERS COLLEGE
OF THE CITY UNIVERSITY OF NEW YORK
ARTICLE 1 - DEFINITIONS:

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

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

   Executive Titles
   HEO Title Series

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

      President
      Dean
      Associate Dean
      Assistant Dean

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

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

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

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

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

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

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

   Chief College Laboratory Technician
   Senior College Laboratory Technician
   College Laboratory Technician

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

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

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

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

(2) "Non-Teaching Instructional Unit" refers to the following units:

Department of Library and Information and Services
Department of Student Affairs and Services

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

Professor
Associate Professor
Assistant Professor
Instructor
Lecturer
Adjunct Teaching Titles

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

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

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

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

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

ARTICLE 2- POWERS AND FUNCTIONS OF THE COLLEGE COUNCIL

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

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

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

b. Academic requirements and regulations governing academic standing.

c. Instruction and the evaluation of teaching.

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

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

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

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

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

a. To adopt by legislation the aforementioned policy functions.

b. To take such other legislative actions as the Council may deem necessary.

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

a. To propose amendments to, and revisions of, the Bylaws of the Board of Trustees, and to recommend action to other bodies with jurisdiction over The City University of New York.

b. To advise the President in the determination of budgetary priorities.

c. To advise the President and the Provost concerning policies and procedures pertaining to faculty personnel matters.

ARTICLE 3 - MEMBERSHIP OF THE COLLEGE COUNCIL

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

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

a. All Deans

b. One (1) representative elected from and by the full-time Administrative Series Title Staff in the Office of the President and in the Office of the Provost (exclusive of the Civil Service Staff).

c. One (1) representative elected from and by the full-time Administrative Titles Series Staff in the Office of the Dean of Finance and Development.

d. One (1) representative elected from and by the full-time Administrative Titles Series Staff in administrative titles in Adult and Continuing Education.

e. One (1) representative elected from and by the full-time staff in Administrative Titles Series Staff in the Office of the Comptroller.

f. The President of the HEO Organization.

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

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

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

a. The President of the Community Council or his/her designee.

b. One (1) representative elected from and by the non-college membership of the Community Council.

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

a. The chairpersons of the departments listed in Article 1 Section 1.h (1) and (2) of the Governance Plan.

b. One (1) representative elected from and by the full-time faculty members of each department.

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

e. The President of the Faculty Organization.

f. One representative elected by the Faculty Organization.

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

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

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

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

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

c. The President of each class or an alternate.

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

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

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

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

ARTICLE 4 - ELECTIONS

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

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

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

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

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

ARTICLE 5 - OFFICERS OF THE COLLEGE COUNCIL

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

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

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

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

ARTICLE 6 - THE EXECUTIVE BOARD OF THE COLLEGE COUNCIL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 7 - MEETING PROCEDURES

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

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

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

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

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

ARTICLE 8 - MEETINGS

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

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

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

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

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

ARTICLE 9 - COMMITTEES

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

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

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

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

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

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

a. Committee on Academic Standards and Regulations

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

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

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

b. Committee on Affirmative Action:

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

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

(3) Election Procedures:

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

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

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

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

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

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

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

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

c. Committee on Commencement:

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

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

d. Curriculum Committee:

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

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

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

e. Committee on Governance:

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

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

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

f. Library Resource Committee:

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

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

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

g. Master Plan Committee:

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

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

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

h. Committee on Recruitment, Admissions, and Retention

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

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

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

i. Committee on Teaching Evaluation and Development:

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

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

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

j. Committee on Student Life:

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

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

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

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

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

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

l. Ratification Committee:

(1) Function: The Ratification Committee shall be responsible for conducting the vote to consider ratification of amendments to the Governance Plan in accordance with ARTICLE 15 - AMENDMENTS.

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

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

ARTICLE 10 - DEPARTMENT-SCHOOLS - ORGANIZATION AND AFFAIRS

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

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

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

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

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

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

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

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

Section 8 Personnel and Budget Committee: In accordance with the Bylaws of the Board of Trustees of The City University of New York, each department shall establish a Personnel and Budget Committee to advise the chairperson on all questions related to the department’s budget and personnel matters including appointments, reappoints, promotions, and tenure. Exception: In departments with fewer than four (4) tenured faculty members, the President, after consultation with the departmental faculty, shall appoint an ad hoc committee to make recommendations on appointments with tenure in lieu of a committee on appointments or a committee on personnel and budget. (Article IX, Section 9.1, of the Bylaws of the Board of Trustees of The City University of New York).

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

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

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

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

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

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

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

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

d. Student representatives to be elected as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 11 - COLLEGE-WIDE FACULTY PERSONNEL AND BUDGET COMMITTEE

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

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

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

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

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

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

d. Department Chairpersons.

e. The Provost.

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

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

a. The Affirmative Action Officer

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

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

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

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

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

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

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

ARTICLE 13 - AMENDMENTS

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

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

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

ARTICLE 14 - EMPLOYEE DUE PROCESS

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

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

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

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

ARTICLE 16 - TABLE OF DATES

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

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

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

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

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

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

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

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

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

ARTICLE 17 - NOTICES

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

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

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

* * * * * *

Approved by the Board of Higher Education on 10/25/76, amended on 6/22/81, and amended on 5/26/92.
The Chairperson called the meeting to order at 4:45 P.M.

There were present:

James P. Murphy, Chairperson
Edith B. Everett, Vice Chairperson
Blanche Bernstein
Sylvia Bloom
Gladys Carrion
Louis C. Cencl
Stanley Fink
William R. Howard
Charles E. Inniss
Harold M. Jacobs
Susan Moore Mounier
Thomas Tam
Robert A. Picken, ex officio

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

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Mucchillo
President Raymond C. Bowen
President Roscoe C. Brown, Jr.
President Ricardo R. Fernandez
President Matthew Goldstein
President Bernard W. Harleston
President Frances Degen Horowitz
President Augusta Souza Kappner
President Shirley Strum Kenny
President Paul LeClerc
Acting President James N. Loughran
President Charles E. Merideth

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

The absence of Mr. Badillo, Mr. Del Guidice, Rev. Pressley, and Mr. LaMarre, was excused.
A. CHAIRMAN MURPHY'S STATEMENT: Chairman Murphy stated that he found it hard to believe that this long, arduous academic year, which has been an eventful one in so many ways, is coming to a close. Everyone present, constituents, administrators of the various units of the University, the presidents, the Trustees, the vice chancellors, the Secretary, and, of course, Chancellor Reynolds, has been part of a team effort during this year with no end of major challenges. The University has been tested and once again it has responded very strongly, very positively, and very constructively for the benefit of the students and the people of the City of New York. He observed that Chancellor Reynolds has led the University, for the most part in a crisis atmosphere, very ably and very courageously for the last two years and that it has been a pleasure to work with her. On behalf of the Board, Chairman Murphy acknowledged the very great work not only of the Chancellor and her staff, but particularly that of the presidents. He noted that when the budget cuts had to be rationalized and made sensible in terms of the well-being of the institution, it was the presidents and their staffs who made it happen. The presidents also have the difficult task of representing their individual colleges and serving their students, faculty, and administrators. The Board wishes to express its very strong appreciation to the presidents for the extraordinarily good work they are doing for the University.

B. PRESIDENTIAL HONORS: The Chairperson reported that Dean Stanford A. Roman has been elected a Chapter Member of the 16-member Board of Trustees of Dartmouth College in Hanover, New Hampshire. The Chairman remarked that this honor reflects favorably on the CUNY Medical School, The City College, and the University.

C. STUDENT HONORS: The Chairperson reported the following honors accorded University students:

1) Ms. Iralda Norlenga, a music major at The City College and a professional singer, will sing with the World Youth Choir at the opening of the 25th Olympiad in Barcelona, Spain.

2) East River Savings Bank Scholarships - CUNY GED Graduates: In recognition of their superior academic achievement, ten extraordinary graduates of the CUNY GED Program, which is now in its 11th year, won East River Savings Bank Scholarships for their college education. Chairman Murphy acknowledged East River Savings Bank for its continuing involvement in the GED program over the many years.

   a) Marie Albert
   b) Shawn Boyd
   c) Christopher W. Brown
   d) Soraya Amanda DeCoteau
   e) Marie Claude C. Florival
   f) Jerry Greenblatt
   g) Donnamarie Melendez
   h) Stephen J. Melnisyn
   i) Ernesto Perez
   j) Miguel Rios

D. SALK SCHOLARSHIPS: RESOLVED, That the Board approve the award of the Jonas E. Salk Scholarships to the following graduates who have been recommended by the Chancellor:

WITH STIPEND:

   Martha Aiello
   Mohamed Al-Bashir
   Maria Arcila
   Je'Anne Beaufort
   Emily Fontane
   Ninette Prina Marciano
   Vishwamitra Persuad
   Vincent Reid

   Hunter College
   The College of Staten Island
   Queens College
   York College
   Lehman College
   Hunter College
   York College
   The City College

HONORARY (In Order Selected)

   Anne Li
   Michael C. Dyce
   Vijaya I. Pandy
   Jeffrey Donohoe
   Adam Rubenstein
   Simone P. Elvey
   Monica Panzer

   Hunter College
   Queens College
   Queens College
   Queens College
   Brooklyn College
   Hunter College
   Queens College
At the request of Chairman Murphy, Vice Chairperson Edith Everett acknowledged the eight (8) recipients of CUNY's Jonas E. Salk Awards and the seven (7) runners-up who were honored at the awards ceremony. Ms. Everett remarked that seeing the fine people that the University was able to produce was the highlight of any Board member's participation. She said she and Trustee Bloom had enjoyed the awards ceremony and urged other Trustees to attend and share the excitement next year.

E. GRANTS: Chairman Murphy 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 $129,000 National Science Foundation to Professors Carl Shakin and Louis Celenza, Physics Department, for "Theoretical Nuclear Physics."

b $110,400 National Endowment for the Humanities to Professor Angel Alcala, Modern Languages and Literatures Department, for "The Jews and Judeoconverts of Spain at the Time of the Expulsion in 1492."

THE CITY COLLEGE:

a $198,545 NIH to D. Deacon, Psychology, for "Brain Potentials, Semantic Processing and Attention."

b $197,561 AFOSR to M. Sarachik, Physics, for "Quantum Tunneling of Magnetization."

c $280,841 NIH to J. Wallman, Psychology, for "Role of Vision in Etiology of Axial Myopia."

d $123,562 NIH to A. Kierszenbaum, Cell Biology/ANA, for "Function of a Galactose-Blinding Receptor in Reproduction."

e $100,000 Citizens Committee to M. Slater, Med School-Admin., for "Gateway to Higher Education Program."

THE GRADUATE SCHOOL AND UNIVERSITY CENTER

a $150,000 W.K. Kellogg Foundation to Professor Frank Riessman for "A New Peer Tutoring Design."

b $111,600 The Pew Charitable Trusts to Professor Anthony Stevens-Arroyo for "Program for the Analysis of Religion Among Latinos."

c $316,000 Dewitt Wallace-Reader's Digest Fund to Professor Joan Schine for the Center for Learning in Early Adolescence.

d $199,808 John D. and Catherine T. MacArthur Foundation to Professor Benjamin Rivlin for Minority Student Fellowships in International Affairs.

HOSTOS COMMUNITY COLLEGE

a $485,416 U.S. Department of Education - Title III for first year of five-year College-wide initiative to strengthen the College's bilingual curriculum through the integration of language and content area instruction.

b $116,000 NYS Education Department to Division for Planning, Research and Development's Center for Pre-College Initiatives to provide academic enrichment and cultural awareness activities for Bronx at-risk high school students.

c $540,566 NYS Department of Social Services to the Division of Student Services for the continuation of the PACE Program.

d $598,854 NYS Education Department to Provide College-wide academic and support services to students enrolled in vocational and occupational education programs.
JOHN JAY COLLEGE

a $147,706 U.S. Department of Education to Roberta Blotner, CUNY Substance Abuse Prevention Center, for project "Drug Free Schools and Communities Program Training of Teachers, Counselors and School Personnel."

b $161,150 NYS Education Department to Louis Guinta, Communication Skills Department, for VATEA Program to provide academic skills, counseling, and support services for associate degree students and adult, non-credit, in-service population.

c $249,743 US Department of Education to Marie Conti for Talent Search Program to provide supportive services to 800 junior high and high school students.

LAGUARDIA COMMUNITY COLLEGE

a $429,906 NYC Department of Employment to Sandra Watson, Continuing Education Division, for Dislocated Workers Assistance Training Program.

NEW YORK CITY TECHNICAL COLLEGE

a $111,097 US Department of Health and Human Services to Professor Shirley Tyson for "Gerontological Nursing Curriculum and Faculty Development."

QUEENS COLLEGE

a $137,225 Salaman/Lampert Corp. to Dr. William Berkowitz, Chemistry Department, for "The Total Synthesis of Taxol and an Archaeobacterial Lipid Diol."

b $160,000 National Science Foundation to Drs. Andrew Beveridge, Joanne Miller, Dean Savage, and Lauren Seiler, Sociology Department, for "The Introductory Sociology Curriculum Initiative: an Empirical Scientific Approach."

c $180,000 National Endowment for the Humanities to Dr. Elizabeth Nuxoll, History Department, for "The Papers of Robert Morris 1781-1784."

COLLEGE OF STATEN ISLAND

a $100,823 NYC Board of Education to Jeffrey Rothman for Tech. Prep.

F. ORAL REPORT OF THE CHANCELLOR: Chancellor Reynolds reported that once again student applications are up significantly over last year – an 8% increase University-wide, a 15% increase at the community colleges, and a 5% increase at the senior colleges. The presidents and their staffs will work hard to accommodate as many students as possible. However, the fiscal shortfall makes it difficult for the University to accommodate these enrollment increases.

Chancellor Reynolds stated that the University is now focused on the early retirement incentive plan. The Administration is monitoring this closely, and Acting Vice Chancellor Judith Broinstein is in constant contact with people in Albany on this matter. Chancellor Reynolds commended Acting Vice Chancellor Bronstein and her staff, and Mr. Bulgari of the Department of the Budget for working out a very fair and equitable early retirement plan that will be a great benefit to faculty who elect it. In the days ahead the thrust will be towards getting the bill through the Legislature. The Administration is proceeding with financial plans for 1992-93, working closely with the presidents at the senior colleges that have retrenchment planning needs. If the early retirement incentive plan does not pass, additional layoffs will be required. This would be absolutely devastating, most critically for all of those students who wish to come to CUNY this fall, because the University is already facing several hundred layoffs. Chancellor Reynolds reported that she spoke on this issue very strongly last week before the State Senate Democratic Conference in Albany. Staff is in constant touch with all key legislators and the Governor's Office to keep this issue at the top of their agenda.
Chancellor Reynolds stated that the University received $1 million from the City Council in additional operating support for the community colleges. Staff is continuing to press for critical funding to operate and maintain facilities, with special concern for the new Hostos Community College and LaGuardia Community College buildings, and for other facility needs. Chancellor Reynolds has spoken with Budget Director Philip Michael, City Council Finance Committee Chair Herbert Berman, and others who are trying to figure out a way to provide additional dollars for the University's critical capital needs. Staff will continue to press on the City side.

Chancellor Reynolds noted that the University is pleased that the less-than-half-time Pell Grants are still in the budget. Secretary of Education Lamar Alexander is now struggling with a billion dollar budget problem because a miscalculation of the number of students eligible resulted in an underestimation of a billion dollars for Pell Grant recipients this year. This data will impact on the Department of Education's budget for next year. Title XI funding of about $100 million over the next five years has been appropriated for urban university grants. Staff is already moving quickly, working with the campuses on plans for proposals that would allow CUNY to utilize these funds.

Chancellor Reynolds joined with Chairman Murphy in wishing all of the Trustees and all University constituents a happy and productive summer.

In response to Mr. Howard's question, Chancellor Reynolds advised that the State has not offered an alternative to the University's early retirement incentive plan other than additional budget cuts. The State has proposed a 1% set-aside as a cushion to possible shortfall revenue problems this fall. The University has protested, indicating that it is not a State agency, and that further cuts would be devastating in light of a large enrollment increase. In response to concerns that theoretically the University could be facing two additional cuts which could increase the workload of faculty and negatively impact upon the education of the students, Chancellor Reynolds indicated that she recognized the depth of the problem and was focused on doing everything possible to get the funding to which the University is entitled. She observed that staff was having incremental levels of success, especially with regard to the community colleges. Staff is working very hard in Albany to help achieve what is needed.

Chairman Murphy commented that the Board, in conjunction with the Chancellory and the presidents will have to do what has to be done in terms of governance requirements and decisions. Now, in this penultimate part of the legislative session, everything possible is being done to get the best results for the University so that it can go forward as anticipated, without any further contraction of programs, etc.

Dr. Jacobs suggested that efficiency experts be called in to review the many areas in which savings can be made in lieu of turning away students and cutting faculty and programs. Chancellor Reynolds thanked Dr. Jacobs for his suggestion, noting that over the last couple of years, his comments on this subject had been helpful to staff in making considerable cuts. She stressed that this institution has been trimmed enormously. The focus has been on keeping faculty in the classroom, although the sustaining and recruitment of new faculty has suffered. Vice Chancellor Rothbard reported that the Governor's annual report on productivity for the State cites CUNY each year for three or four initiatives pursuant to the Board's interest in university-wide contracting which uses the purchasing power of the University. Systems development as a University, such as the Systems and Telecommunications Initiative the Board will be considering later today, will provide greater economies. More will be done over the next several years to reduce expenditures at the administration level and more put into classroom instruction and library support.

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

NO. 1. UNIVERSITY REPORT: RESOLVED, That the University Report for June 22, 1992 (including Addendum Items) be approved, as revised as follows:
(a) **ADDENDUM:** Revise the following:

1. **THE CENTRAL OFFICE**

P 8   D 17 ADMINISTRATIVE DESIGNATION: The functional title for Yaakov Shechter is revised to read Acting University Assistant Dean for Research and Science Education. The "SW" is deleted. The effective date of the appointment is revised to read 8/1/92.

P 9   D 20 ADMINISTRATIVE DESIGNATION: The effective date of the appointment for Mark Spranger is revised to read 7/6/92.

2. **THE CITY COLLEGE**

P 4   D 6 The entry for Venus Green is revised to read THE CITY COLLEGE - APPOINTMENT OF PROFESSORIATE STAFF WITH EARLY PAYMENT OF NEW STEPS (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING, VISITING AND SUBSTITUTE APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH)

(b) **ADDENDUM:** Add the following:

D 33 THE CENTRAL OFFICE - NAMING OF COMMISSIONER OF THE CITY UNIVERSITY OF NEW YORK CIVIL SERVICE COMMISSION

RESOLVED, that the Board of Trustees of The City University of New York hereby authorizes and consents to the naming by the Chancellor of Ms. Liliann Barrios-Paoli as Commissioner of The City University of New York Civil Service Commission for a term ending May 31, 1998.

EXPLANATION: On June 27, 1988 (Calendar No. 6H), the Board of Trustees of The City University of New York authorized the naming of three Civil Service Commissioners to six-year staggered terms. The term of Ms. Iris Morales ended on May 31, 1992. This resolution names Ms. Barrios-Paoli as a Commissioner to succeed Ms. Iris Morales. Ms. Barrios-Paoli holds degrees from Universidad Iberoamericano (B.A.), and New School for Social Research (M.A. and Ph.D.). She is presently Executive Director for Literacy Volunteers of New York City. She has held positions with the New York City Partnership (Vice President for Education and Youth Employment), New York City Department of Employment (Commissioner) and New York City Health and Hospitals Corporation (Vice President, Human Services). Ms. Barrios-Paoli has also taught at Montclair State College, Rutgers University, Bank Street College of Education and Hunter College. She will make a valuable contribution to The City University of New York.

NOTE: This resolution was approved by the Board Committee on Faculty, Staff and Administration at its meeting of June 2, 1992.

D 34 THE CENTRAL OFFICE - APPOINTMENT OF HEO SERIES PERSONNEL WITH NO PRIOR SERVICE (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING AND SUBSTITUTE APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH)

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D 35 THE CENTRAL OFFICE - ADMINISTRATIVE DESIGNATION COMMITTEE APPROVAL NOT REQUIRED (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH)

DEPT/TITLE
Office of the Vice Chancellor for Academic Affairs
Chancellor for Academic Affairs
University Dean
(Univ. Dean for Research)

LAST NAME FIRST NAME EFFEC. DATE
Clark Allan H. 9/1/92

NOTE: Dr. Allan H. Clark has been serving as Acting Vice Chancellor for Academic Affairs since August of 1991. Dr. Clark's position will be supported through non-tax levy funds.

DEPT/TITLE
Office of the Vice Chancellor for Academic Affairs
Acting University Dean
(Acting Univ. Dean for Undergraduate Studies and Deputy to the Vice Chancellor for Special Programs)

LAST NAME FIRST NAME SALARY RATE EFFEC. DATE
Nunez-Wormack Elsa $94,000 9/15/92

NOTE: The position of University Dean for Undergraduate Studies and Deputy to the Vice Chancellor for Special Programs will consolidate responsibility for undergraduate program initiatives, including pre-college programs, summer institutes, and freshman programs, as well as the SEEK and College Discovery Programs.

D 36 LAGUARDIA COMMUNITY COLLEGE - RENEWAL OF CONTRACT FOR UNIFORMED GUARD SERVICES FOR FISCAL YEAR 1992-93

RESOLVED, that the Board of Trustees of The City University of New York authorize LaGuardia Community College to renew contract #9228281 with Bell Security for the purpose of providing Uniformed Guard services for the College for the period July 1, 1992 thru June 30, 1993 at a total cost of $957,000, chargeable to code 23480149.

EXPLANATION: This is the first of the four renewal options specified in the contract. Uniformed Guard services are essential to the protection and security of personnel, facilities, equipment and supplies. The original Calendar no. is 4f, dated April 29, 1991. The contract price for the year now ending was $870,673. The estimated cost for the renewal term is justified by an increase in the number of guards required as a result of the addition of new facilities.

D 37 LEHMAN COLLEGE - AGREEMENT WITH BRONXNET

RESOLVED, that the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute an agreement between Lehman College and BRONXNET, the Bronx Community Cable Programming Corporation, to house the public access television programming and production facilities of the Lehman College campus at no cost to the College or University, the agreement to be subject to the review of the Office of the General Counsel and such other offices as may be appropriate.

EXPLANATION: BRONXNET, is the not-for-profit corporation which, pursuant to New York City contract with Cablevision, Inc., services the public access cable television requirements in the Bronx. BRONXNET, has indicated an interest in initiating a lease arrangement with Lehman College in order to utilize one of the two existing TV Studios on the Lehman College campus for public service cable television purposes. A joint program which will enhance the academic program of the College and provide community service public access television is contemplated. The College welcomes this no cost enhancement of its facilities and academic program.
D 38 BARUCH COLLEGE - ADMINISTRATIVE DESIGNATION COMMITTEE APPROVAL NOT REQUIRED (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH)

DEPT/TITLE | LAST NAME | FIRST NAME | SALARY RATE | EFFEC. DATE
--- | --- | --- | --- | ---
Office of the Dean of Education and Educational services | To Dutka | Julia Yuen-Heung | $86,310 | 9/1/92

D 39 BARUCH COLLEGE - APPOINTMENT WITH TENURE (AFFIRMATIVE ACTION REPORT ON FILE) (SW INDICATES WAIVER OF SEARCH)

DEPT/TITLE | LAST NAME | FIRST NAME | SALARY RATE | EFFEC. DATE
--- | --- | --- | --- | ---
Education Professor | To Dutka | Julia Yuen-Heung | $66,310 | 9/1/92

NOTE: On leave from this position to serve in Executive Compensation Plan position.

D 40 THE GRADUATE SCHOOL AND UNIVERSITY CENTER - AMENDMENT OF RESOLUTION FOR PURCHASE OF CARPETING

RESOLVED, that the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of The Graduate School and University Center to purchase carpeting for selected areas of the college. 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 $45,000 chargeable to [FAS Code 218603200] Capital Project # GR027890. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: New carpeting is needed for selected areas of the College to replace worn-out carpeting. The old carpeting presents a potential safety hazard to staff, faculty and students. The increased cost reflects an increase in the scope of the project making it necessary to change the complete charge to Capital Funds.

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

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

ERRATA: Revise the following:

1. CITY COLLEGE

P.C001 SEC. CIV - OTHER FINANCIAL MATTERS: CIV 2.1 RENEWAL OF HAZARDOUS WASTE CONTRACT - The entry 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 June 22, 1992 (including Addendum Items) be approved, as revised as follows:

(a) ADDENDUM Add the following:

D 10 AMENDMENT OF RESOLUTION - NEW YORK CITY TECHNICAL COLLEGE - POLICY EXTENDING THE "F" GRADE RESOLUTION TO THE GRADE OF "D"

RESOLVED, that, for the computation of the cumulative grade point average of students enrolled at New York City Technical College, the University policy of April 1990 regarding computing "F" in the grade point average shall be amended as follows: in addition to "F" and administrative failing grades, the earned academic grade of "D" also may be deleted from the calculation of the cumulative grade point average if a student has retaken the same course and earned a grade of "C" or better. The combined number of credits of deleted grades of "D", "F" and administrative failing grades shall be limited to 16. This policy shall be effective for the Fall semester, 1990 for courses in which grades of "C" or better are earned to replace grades of "D" previously received for the same course.

EXPLANATION: In April 1990, the Board of Trustees passed a resolution enabling students to have their academic performance more accurately reflected in their cumulative grade point average by allowing a limited number of failing grades to be replaced in the GPA if the grade of "C" or better is earned in the same course. This policy was intended to recognize students' successful academic attainments, despite earlier setbacks. The College Council of New York City Technical College has asked that this policy be extended to the grade of "D", which represents minimal academic achievement and adversely affects the GPA. The Guidelines that have been issued with regard to the "F" grade policy will also be applicable to the deletion and replacement of the "D" grade at New York City Technical College.

D 11 HUNTER COLLEGE - ROOSEVELT HOUSE - INSURANCE - SECOND OF THREE RENEWALS

RESOLVED, that the Board of Trustees of The City University of New York authorize Hunter College to renew contract Number 2444173 with Ruth Kaminsky and Son, Inc., for the purchase of insurance coverage for the building and contents of Roosevelt House, 47-49 East 65th Street, New York, N.Y. 10021, for the period from July 1, 1992 to September 30, 1992 at the total cost of $16,000, chargeable to FAS code 235901701.

EXPLANATION: This is the second of three renewal options specified in the contract. The Roosevelt House is used by Hunter College to house campus organizations run by the college. Inasmuch as the House is not owned by the University, separate insurance is required. Original Calendar No. 2, dated February 26, 1990. The contract price for the year now ending was $29,609.07. The estimated cost is justified by an increase of 10% in industry costs.

D 12 HUNTER COLLEGE - INSURANCE COVERAGE - ROOSEVELT HOUSE

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 Hunter College for insurance to cover the building and contents of the Roosevelt House, 47-49 East 65th Street, New York, N.Y. 10021. 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 $30,000 for the period from October 1, 1992 to June 30, 1993, chargeable to FAS Code 235901701. The contract shall include up to four annual options for the college to renew in its best interest. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Roosevelt House will be closed for public events effective Fall, 1992. A master insurance policy is necessary to provide coverage for the building and contents of Roosevelt House. Inasmuch as the House is not owned by the University, separate insurance is required.
ERRATA: Revise the following:

1. THE CENTRAL OFFICE

P BOO3  REAPPOINTMENT WITHOUT TENURE, CCE, OR 13.3.B. (ANNUAL) – The functional title for Michael Puglisi is revised to read Acting Director of University Contracting.

P C-2  Cl 1.4 COMPUTERIZED INVENTORY SYSTEM – In line 4 of the resolution, the FAS Code is revised to read 217001400.

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 May 26, 1992 be approved.

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

A. BARUCH COLLEGE – REHABILITATION OF AUDITORIUM:

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 Baruch College for the rehabilitation of the Auditorium at 17 Lexington Avenue, New York, NY 10010. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the Office of Facilities Planning, Construction and Management pursuant to law and University Regulations. The contract shall not exceed a total estimated cost of $566,000 chargeable to the State Capital Construction Fund, Project No. BA001-087. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The Project consists of the renovation and upgrading of the existing auditorium and stage to meet the requirements for program and the New York Building Code. On September 28, 1987, Cal. No. 4.B.4, the Board of Trustees approved a service contract with the firm of David Paul Halpern, PC for the architectural and engineering services for the design and supervision of this project.

B. BROOKLYN COLLEGE – ROOF REHABILITATION:

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 Fuller and D’Angelo for architectural and engineering services for the design and supervision of construction for various roof rehabilitation projects at Brooklyn College, CUNY Project No. BY017-090. The total estimated cost shall not exceed $253,000 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 work to be included in this project is for required roof rehabilitation and related work on five buildings – Boylan Hall, Gershwin/Whitman, Ingersoll, Roosevelt and Whitehead – at Brooklyn College. On May 27, 1992, six architectural consulting firms were interviewed. Based on these interviews and submissions by each architect, the Committee made their selection in accordance with approved procedures.
C. THE CITY COLLEGE – DEMOLITION OF EISNER HALL:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of The City College of New York for the demolition of Eisner Hall. The contract for demolition shall be awarded to the lowest responsible bidder by the College pursuant to law and University regulations. The contract for demolition shall not exceed a total estimated cost of $853,000 chargeable to State Capital Construction, CU753-081, Project No. CC008-089. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Eisner Hall was built in 1941 and presently houses the Art Department. It is 23,580 gross square feet and was constructed of steel and masonry. The Art Department has moved into the newly renovated space in Compton/Goethals. In keeping with the Master Space Plan, Eisner Hall, as with all South Campus buildings other than the Park Building, is scheduled to be demolished. In addition, the demolition is necessary for the completion of phase two of the current Athletic Field Project.

On March 22, 1982 (Cal. No. 4.h.) The Board of Trustees adopted a resolution that approved the selection of the architectural firm of Stephen J. Kagel Associates, to prepare plans and specifications for this project. This project has been delayed pending completion of alterations of other buildings on the campus to provide space for the former occupants of Eisner Hall.

Dr. Elsner was president of the Board of Higher Education from 1932 to 1938 and the naming of the building for him was ceremonial.

D. LEHMAN COLLEGE – UPGRADE OF THE HEATING AND COOLING PLANT:

RESOLVED, That the Board of Trustees of The City University of New York approve the selection of the firm of Gibbs and Hill, Inc. to provide design and construction supervision services for upgrading the Heating and Cooling Plant at Herbert H. Lehman College, CUNY Project No. LM015-090; 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: The scope of work, with an estimated cost of $18 million, shall include:

1. Refurbish three existing boilers and demolish Boiler No. 1.
2. Install a new 1000-ton electric centrifugal chiller for standby service and off-peak duty.
3. Demolish and replace the existing condensate return system.
4. Install a new boiler plant flue within the existing masonry and circular steel flue.
5. Upgrade the boiler/chiller plant primary electrical service for the existing and new electrical loads.
6. Upgrade the central boiler and chiller plant to improve general plant conditions, and operation and maintenance efficiency.
7. Study and investigate HVAC system operating problems for the: Library Building, Fine Arts Building, I.D. Card Room in the Music Building, and Greenhouse in the Davis Hall Building. Recommend alternates to improve these systems for satisfactory operation.

The proposed firm was selected in accordance with the procedures established by The City University of New York and has been approved by Lehman College.

E. LEHMAN COLLEGE – REHABILITATION OF PARKING LOTS:

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 Vollmer Associates for architectural and engineering services for the design and supervision of rehabilitation of parking lots at Herbert H. Lehman College, CUNY Project No. LM035-091. The total estimated cost shall not exceed $146,000 chargeable to Capital Project No. HNX004. The contract shall be subject to approval as to form by the University Office of General Counsel; and be it further

RESOLVED, That the Director of the City Office of Management and Budget be requested to approve the funding necessary for said contract.
EXPLANATION: The College utilizes a 900-car parking area, half of which is unpaved. The paved portion of the lot is severely deteriorated. Potholes and broken paving are common, ponding occurs because of lack of drainage and the present inadequate lighting poses a severe security problem. This project will provide a modern, rehabilitated parking facility with proper drainage, lighting, fencing and security/control booths.

The consultant was chosen through approved procedures for City-funded projects. After public advertising, 12 proposals were received and reviewed by a selection committee. Based on the technical merit of the proposals, the committee selected first, second and third choices who were asked to submit sealed cost proposals. The committee then made a final selection, considering both the technical evaluation and the cost proposal.

F. QUEENSBOROUGH COMMUNITY COLLEGE - AMENDMENT OF RESOLUTION:

RESOLVED, That the Board of Trustees of The City University of New York amend the resolution adopted at the meeting of January 25, 1988 (Cal. No.4.A. (2)) for the design and supervision of construction of absorption chiller replacements for the Library and Cafeteria buildings at Queensborough Community College, Project No. QB002-068, to authorize an increase in the estimated cost from $217,200 to a new cost of $283,700 chargeable to City Capital Project No. HN206.

EXPLANATION: Kallen and Lemelson was originally hired in 1988 for the engineering services for the design and supervision of construction of various projects at the Hunter Campus School, Hostos, LaGuardia, Bronx, Borough of Manhattan Community Colleges and Medgar Evers College.

Subsequently, another engineering firm was hired to perform design services on rehabilitation work at several other campuses. As the result of a dispute with that consultant, the project to design replacement chillers at Queensborough Community College was removed from their contract. The amendment to this resolution would allow this work to be added to Kallen and Lemelson's contract and enable this necessary work to be completed expeditiously.

G. QUEENS COLLEGE - ASBESTOS ROOF REMOVAL AND REPLACEMENT:

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 Queens College for the "I" Building asbestos roof removal and replacement project. 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. The contract shall not exceed a total estimated cost of $200,000 chargeable to the State Capital Construction Fund, Project No. QC426-065A. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: An investigation of the existing roof by Testwell Craig Labs., Inc. revealed asbestos containing felts. Renovation of the interior of the building requires duct penetrations through the roof, requiring asbestos removal as mandated by Local Law 76/85.

At this point Mr. Fink joined the meeting.

H. CUNY SURVEYS:

RESOLVED, That the Board of Trustees of The City University of New York approve the selection of the firms of Burns & Roe Industrial Services Company, Stone & Webster Engineering Corp., Urbahn Associates, Inc. and URS Consultants, Inc. to prepare Condition Surveys at various Senior and Community Colleges, CUNY Project No. CA002-090; 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 contracts for the aforesaid project.

EXPLANATION: The purpose of this project is to provide current information on the condition of existing CUNY buildings and to provide a database to support long and short term capital needs and priorities in standardized formats.
The four consultants were selected by a CUNY/DASNY committee after a review of the qualifications of 17 architectural and engineering firms that replied to a publicly-advertised request for qualifications and a subsequent request for proposals.

Sr. Vice Chancellor Donal Farley explained this was an effort to get a base-line condition survey of all of the facilities within the University. The Dormitory Authority buildings were similarly surveyed about eight years ago and the University has been embarking on a program of renovation in accordance with the recommendation of that study, which will be upgraded separately. This resolution provides for the survey of all of the CUNY-owned buildings, and a full assessment of the condition of every facility within the University, to form the basis for a five-year Capital Plan and an annual Capital Budget Request for priority maintenance work across college lines. The selected firms have done four pilot studies and have developed a consistent format which will provide the computer base from which staff will be able to extract Information for the preparation of a coherent Capital Budget Request each year.

I. KINGSBOROUGH COMMUNITY COLLEGE - REHABILITATION OF MARINA BULKHEAD

RESOLVED, That the Board of Trustees of The City University of New York amend the resolution adopted at the meeting of September 19, 1985 (Cal. No.4.G.) for Olko Engineering Consultant Services at Kingsborough Community College, to authorize an increase in the estimated cost from $40,200 to a new cost of $125,000, chargeable to Capital Project No. HN-206.

EXPLANATION: The work of the project consists of the rehabilitation of an existing timber bulkhead, a portion of which is adjacent to the New Marina now in operation. This bulkhead is severely deteriorated and presents a safety and operational liability. The project includes ancillary walkways and railings.

Olko Engineering Corp. designed the New Marina which is now in operation. This work was performed under two contracts, one with CUNY for $40,200 (noted above), and another with the Dormitory Authority for approximately $151,600.

A request for proposals to rehabilitate the portion of the bulkhead adjacent to the new marina was sent to marine engineering firms. Several firms responded that they were unable to accommodate the additional work and only Olko Engineering submitted a proposal. Representatives of CUNY and the College reviewed the proposal and determined that Olko Engineering was qualified and the proposed fee reasonable. The decision to award the project to Olko as a change order to the original, new marina project, was reviewed and accepted by the New York City Comptrollers Office.

J. BRONX COMMUNITY COLLEGE - CONSTRUCTION OF NEW ATHLETIC FIELD HOUSE:

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 Bronx Community College for the construction of a new athletic Field House. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the Department of Design, Construction and Management pursuant to law and University Regulations. The contract shall not exceed a total estimated cost of $385,000 chargeable to City Capital Budget, Project No. CJC020-089/BX005-087; and be it further

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

EXPLANATION: This project consists of the construction of a new Field House adjacent to the playing field and abutting the Lowe Student Center. The Field House will be approximately 30ft. by 70ft. and will provide much needed bathroom and storage facilities for the Physical Education Department. Its location will allow easy movement of large pieces of sports equipment to and from the playing field. A resolution approving the design firm of Nobutaka Ashihara Associates for the preparation of plans and specifications for this project was approved January 28, 1991, Cal. No. 5.

K. HUNTER CAMPUS SCHOOL - WINDOW REPLACEMENT

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 Hunter Campus School for the replacement of windows. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the Department of Design, Construction and Management
pursuant to law and University Regulations. The contract shall not exceed a total estimated cost of $120,000 chargeable to City capital Budget, Project No. CU020-089/HC003-089; and be it further

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

EXPLANATION: This project consists of the removal and replacement of the existing windows. It will resolve a number of existing window problems as follows:

1. The existing single glazed windows will be replaced with energy efficient double glazing which meets current New York State Energy Code.

2. The new windows will provide shatter-proof laminated glazing. The existing deteriorated lexan glazing is scratched and cloudy; current visibility is poor.

3. To insure student safety, new tamper-proof operating levers will be installed which will limit the amount the windows can open. Opening and closing of the windows will be by authorized personnel only.

A resolution approving the design firm of Nobutaka Ashihara Associates for the design of the project was approved January 28, 1991, Cal. No. 5.

L. HUNTER CAMPUS SCHOOL - REROOFING OF THE MADISON AVENUE SIDE ROOF:

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 Hunter Campus School for reroofing of the Madison Avenue side roof. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the Department of Design, Construction and Management pursuant to law and University Regulations. The contract shall not exceed a total estimated cost of $228,300 chargeable to City Capital Budget, Project No. CU020/HC005-089; and be it further

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

EXPLANATION: This project consists of the removal and replacement of the existing roofing and roof drains on the Madison Avenue side of the building. The existing roof has been problematic; the school has experienced continuous and multiple leaks.

A resolution approving the design firm of Nobutaka Ashihara Associates for the design of the project was approved January 28, 1991, Cal. No. 5.

M. HUNTER CAMPUS SCHOOL - MASONRY RESTORATION:

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 Hunter Campus School for masonry restoration. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the Department of Design, Construction and Management pursuant to law and University Regulations. The contract shall not exceed a total estimated cost of $162,000, chargeable to City Capital Budget, Project No. CU020-089/HC006-089; and be it further

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

EXPLANATION: This project consists of repointing the existing brickwork on both the school facades and the historic arched facades. The work also includes repairing and stabilizing the brick parapet walls to insure safety.

A resolution approving the design firm of Nobutaka Ashihara Associates for the design of the project was approved January 28, 1991, Cal. No. 5.
N. NEW YORK CITY TECHNICAL COLLEGE - PURCHASE OF EDUCATIONAL SUPPLIES:

RESOLVED, That the Board of Trustees of The City University of New York Authorize the expenditure of a sum not to exceed $600,000 of income from the Voorhees Endowment Fund, for the purchase of educational supplies and expenses; equipment and temporary services to support the technical and industrial education programs of the New York City Technical College during fiscal year 1992-93.

EXPLANATION: The 1992-93 Budget will not provide the required level of funding to support the academic programs of the College. It is, therefore, necessary to continue the use of the interest earned from the Voorhees Endowment Fund for this purpose. Under the terms of the court order which transferred the assets of the Voorhees Technical Institute to the Board of Higher Education, "...income from the endowment fund, ...shall be used by the Board of Higher Education to support the Technical and Industrial educational programs in such areas as library resources, educational equipment, supplies and material, student financial aid, facilities renovation and other such items that will improve technical educational programs." The Board has previously approved this type of expenditure to support the academic program of the College.

O. CENTRAL OFFICE - UNIVERSITY APPLICATION PROCESSING CENTER:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of the University Application Processing Center (UAPC) to purchase multiple data-entry (MDE) services for the 120,000 students who apply for federal financial aid. The contract shall be awarded to one of the vendors who were selected by the Federal Government as qualified MDE processors. This selection shall be made from amongst these vendors in this group who are willing to serve CUNY, meet our technical requirements, and offer the lowest price, pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $450,000 for the annual period from July 1, 1992, to June 30, 1993, chargeable to FAS Code 326320400. The contract shall include up to four annual options for the University to renew in its best interest. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: UAPC has bid on a federal contract to be a qualified multiple data-entry (MDE) processor. Until UAPC has been so approved, it is required by federal regulations to acquire financial aid information from a federally qualified MDE processor.

P. CUNY-WIDE - FIVE-YEAR SYSTEMS & TELECOMMUNICATIONS INITIATIVE (STI):

RESOLVED, That the Board of Trustees of The City University of New York authorizes University Management to implement a five-year Systems and Telecommunication Initiative. The initiative will improve critical information and data management services throughout the University by standardizing and coordinating a wide variety of systems and telecommunications activities. The initiative was included in the 1992-93 Chancellor's Budget Request. Under STI, CUNY will secure the necessary services, equipment and software through competitive bidding or through existing New York State, New York City or Board of Education contracts. The annual cost of the project is estimated at $920,000 for the period July 1, 1992 through June 30, 1993. The project will be renewed annually thereafter for a period of five years. New contracts associated with this project shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The Systems and Telecommunications Initiative will enhance systems and communications capacities in a variety of areas. These include:

-- advancing the Student Information Management System (SIMS) currently operational at six campuses to the rest of the CUNY colleges. This system was cited as a model in the Governor's 1990 Report on Management and Productivity.

-- developing the next generation of communications linkages among the campuses and providing connections to a wide variety of external data and library resources.
-- implementing revisions to administrative systems made necessary by changing requirements for revenue collection, financial aid processing, and new federal and state requirements to report on student progress.

-- establishing automated linkages between existing central administrative systems to eliminate redundancies and increase efficiency.

-- developing a centralized database management system to provide timely information on key policy issues, such as the evaluation of the College Preparatory Initiative.

To meet these and related needs, the University will engage in a Request for Proposals (RFP) process, including one or more RFPs, that will permit advancement on these critical matters without making permanent additions to staff. Throughout implementation, redundancies will be eliminated and economies instituted to reduce long-term administrative costs. Recent experience with University-wide contracting indicates that significant economies can be achieved through greater coordination of administrative functions and in this sense a considerable portion of this activity will be self-funding through outright savings or cost avoidance.

The RFP (RFPs) will describe the changes and additions needed in each of the areas outlined in this explanation and allow bidders to respond to the RFP (RFPs) in whole or in part. Though most of the changes outlined are in the area of administrative systems, benefits will accrue to the University’s academic programs in a number of ways. For example, by improving telecommunications within the system and to outside locations, faculty and students will enjoy better access to library, supercomputing, and other resources.

In addition, by making improvements through a focused, cost effective RFP process, permanent additions to administrative staff will be avoided. Significant long-term savings in administrative costs will be achieved by developing standard systems and implementing them throughout the University. These savings will be available to be re-allocated to the instructional effort.

Q. CUNY-WIDE MAINTENANCE OF TIMEPLEX MULTIPLEXORS EQUIPMENT:

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 all the Senior and Community Colleges to purchase maintenance for Timeplex multiplexors. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $110,600 for the annual period from July 1, 1992 to June 30, 1993, chargeable to their appropriate FAS codes. The contract shall include up to four annual options for the University to renew in its best interest. The contract shall be subject to approval to form by the University Office of General Counsel.

EXPLANATION: The Timeplex multiplexors are integral components of the data communication facilities between the campuses and the University Computer Center. The maintenance agreement will provide updates, faster response time, greater reliability, voice compatibility, and a 5% discount for streamlining and consolidating paper work.

R. JOHN JAY COLLEGE - NUCLEAR MAGNETIC RESONANCE SPECTROMETER:

RESOLVED, That the Board of Trustees of The City University of New York authorize John Jay College of Criminal Justice to purchase a Nuclear Magnetic Resonance Spectrometer under existing State Contract pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $200,000 chargeable to FAS Code 2-659-01-300.

EXPLANATION: The NMR Instrument permits the study of carbon and hydrogen. Organic compounds, the compounds of life, most commonly include these two elements. Training our students on this equipment will have special value for minority students who are underrepresented in the sciences by making the students more competitive in seeking science careers and in entering advanced science education programs. The National Science Foundation has formally awarded John Jay College $100,000 for the explicit purchase of a Nuclear Magnetic Resonance Spectrometer. CUNY has approved matching funds of another $100,000 for a total cost of $200,000 for this equipment.
Mr. Howard reported that the Committee had reviewed CUNY's Investment Portfolio and the various funds which continue to do well. The Committee has asked staff to continue to monitor the portfolio over the summer. The Committee has also asked staff to review and prepare for its September meeting reports on five areas of the Institution, along with the Chancellor's report on the review of departments within the system to determine where adjustments can or should be made.

Vice Chairperson Everett spoke of complaints regarding air-tight buildings in the University system and the "sick building syndrome" resulting from the lack of windows that open and improper filtering of the air. She suggested that concerns about fresh air and the circulation of air inside buildings be included in the planning for future buildings, i.e., the inclusion of a window or two for emergency purposes. Sr. Vice Chancellor Farley explained that the windowless or air-tight building came about during the energy crises in the early 1970's and were an attempt to create efficient buildings. In practice, however, energy efficiency requires good design, and constant maintenance, which suffers when budgets get cut.

**NO. 5. COMMITTEE ON ACADEMIC POLICY, PROGRAM AND RESEARCH:** RESOLVED, That the following items be approved:

**A. NEW YORK CITY TECHNICAL COLLEGE - TRANSFER OF THE BACHELOR OF TECHNOLOGY PROGRAM:**

RESOLVED, That the transfer of the Bachelor of Technology program from City College to New York City Technical College be approved, effective July 1, 1992, subject to financial ability.

**EXPLANATION:** The transfer of the Bachelor of Technology program from City College to New York City Technical College is being proposed as a cost savings measure to insure the continuation of the program albeit at another college. At the same time of transfer of this program is expected to yield substantial cost savings to City College at a time of severe financial constraints, thus providing needed funds for the traditional engineering departments.

The Bachelor of Technology program is compatible with the undergraduate mission of New York City Technical College where natural linkages can be formed with many existing two year programs in fields such as: Architectural Technology, Chemical Technology, Electro-Mechanical Engineering Technology, Electrical Engineering Technology, Telecommunications Technology, and Mechanical Engineering Technology. The transfer of the program is also expected to be more advantageous to students by offering the entire program—two and four-year components—at the same campus. Currently almost one-half of students enrolled in the program at CCNY have transferred from New York City Technical College.

Support for the program will be provided through a transfer of faculty from City College to New York City Technical College. These actions have been reviewed and approved at City College by the relevant bodies. A separate resolution to approve these personnel actions will appear in the Addendum to the June 1992 University Report. New York City Technical College has in place additional appropriate staff and faculty.

Students currently enrolled in the program at City College receiving degrees in academic years 1992-93, 1993-94, and 1994-95 will be awarded City College degrees. All other degrees will be awarded by New York City Technical College.

The transfer of the Bachelor of Technology program is recommended by the Presidents of City College and New York City Technical College. Faculty were widely consulted. At City College discussions were held with the faculty in the program as well as the faculty of the School of Engineering, the latter body approving the transfer by Majority vote on May 7, 1992. At NYCTC the faculty in the Department of Electro Mechanical Engineering Technology were consulted and supported strongly the transfer of this program.

Dr. Bernstein emphasized that the transfer of this program would result in a cost-saving of over a quarter of a million dollars for The City College. Both Presidents Meredith and Harleston, who shared their views on the transfer at the meeting of the Committee on Academic Affairs, support the transfer. The transfer was approved by the Academic Affairs Committee.
Noting that space was at a premium at NYCTC, Dr. Jacobs asked how many students would be involved in the transfer. He was advised that there were 200 students in the program and that there was sufficient room to accommodate them at NYCTC.

Chairman Murphy advised the Board that a message had been received from Borough President Ruth Messinger. She asked that it be communicated to the Board that she views this particular approach, "the yanking of a professional program from City College," to represent a diminution of educational and economic development-related services in the Borough of Manhattan.

In response to Dr. Tam's inquiry about what support services NYCTC would give to the program, i.e., computer needs, library needs, and other equipment needs, President Meredith advised that part of the transfer arrangement provides that funds would be made available by City College to purchase equipment that City College would have purchased if the program had remained there. In addition, NYCTC will make funds available to renovate and design the laboratory to receive the equipment. President Harleston added that City College will also transfer all existing equipment currently involved in the program, and all library holdings specifically earmarked for the Technology Program.

B. GRADUATE SCHOOL AND UNIVERSITY CENTER - CERTIFICATE IN FILM STUDIES:

RESOLVED, That the program in Film Studies leading to a Certificate, to be offered at the Graduate School, be approved, effective September 1992, subject to financial ability.

EXPLANATION: The purpose of the proposed program is to offer students enrolled in a doctoral program the opportunity to complete a Certificate in Film Studies at the same time. The Certificate would be awarded on the date that the Ph.D. is conferred. The proposed program is intended to provide students with the critical skills and knowledge needed to comprehend cinema as a discrete discipline with its own methodology. The program's principal purpose will be to stimulate exploration of the connections between film and traditional fields of inquiry such as theater, art history, sociology, political science, and languages and literatures. The interdisciplinary approach is expected to encourage students to integrate cinema studies scholarship with their doctoral studies and thereby to generate original research within their disciplines. It is also believed that successful completion of the Certificate program in Film Studies will help students gain employment graduation.

NO. 6. COMMITTEE ON STUDENT AFFAIRS AND SPECIAL PROGRAMS: The following items are placed on the Calendar subject to the approval of the Committee on Student Affairs and Special Programs:

A. BARUCH COLLEGE - STUDENT ACTIVITY FEE INCREASE - DAY SESSION:

RESOLVED, That the College student activity fee paid by Baruch College undergraduate day session students be increased by $5.00 per semester for full-time students and by $2.00 per semester for part-time students to be earmarked for the Early Learning Center (Child Care) and allocated by the College Association effective Fall 1992 in accordance with the following schedule:

<table>
<thead>
<tr>
<th>EARMARKING</th>
<th>ALLOCATING BODY</th>
<th>CURRENT FEE</th>
<th>PROPOSED FEE</th>
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<tbody>
<tr>
<td>Student Center</td>
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<td>$22.65/10.50</td>
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<td>Athletics</td>
<td>College Association</td>
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<tr>
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<td>College Association</td>
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<td>4.50/2.10</td>
</tr>
<tr>
<td>Early Learning Center</td>
<td>College Association</td>
<td>.0 / 0</td>
<td>5.00/2.00</td>
</tr>
<tr>
<td>Clubs and Organizations</td>
<td>Student Government</td>
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<tr>
<td>Student Government</td>
<td>Student Government</td>
<td>5.00/2.35</td>
<td>5.00/2.35</td>
</tr>
<tr>
<td>Total College Student Activity Fee</td>
<td></td>
<td>$49.15/$23.00</td>
<td>$54.15/$25.00</td>
</tr>
</tbody>
</table>

Surpluses to the earmarked fees shall accrue to the respective earmarked purposes for which they were generated.
The Summer Session fee shall continue to be $3.00 to be earmarked to the College Association for the Student Center.

**EXPLANATION:** The new student activity fee schedule represents an increase of $5.00 in the full-time and $2.00 in the part-time undergraduate student activity fees, which will be earmarked for the Rose-Schoenberger Early Learning Center at Baruch College, a child care center for students who are parents and in need of child care, and allocated by the College Association.

A referendum was held in accordance with University Bylaw Section 16.12 in conjunction with student government elections held May 5, 6, and 7, 1992. The vote was 863 in favor and 347 opposed to the increase, with 14.5% of the eligible students voting. The College President supports this increase. The student activity fee was last increased in Spring 1988.

Earmarkings set forth in the Board resolution may only be changed by further Board action.

**B. GRADUATE SCHOOL AND UNIVERSITY CENTER - STUDENT ACTIVITY FEE INCREASE:**

RESOLVED, That the College student activity fee paid by students at the Graduate School and University Center be increased by $11.25 from $7.50 to $18.75 per semester for all students, effective the Fall 1992 semester and that the entire fee constitute the student government fee to be allocated by the student government.

There is no summer session fee.

**EXPLANATION:** The increase in the Graduate School and University Center student activity fee is the first since 1974. The amount of monies available from student activity fees will increase from about $60,000 to $150,000 per semester. The Doctoral Students' Council which is the student government, has proposed that the increased revenues be used for a nurse practitioner on campus, a legal consultation service, student travel for conferences and presentation of papers, and other programs and services to benefit students, including the student newspaper and a film series.

A referendum was held in accordance with University Bylaw Section 16.12, in conjunction with student government elections, by mail ballot from April 2-27, 1992. The vote was 218 in favor and 163 opposed to the increase, with 10% of the eligible students voting. The College President supports this increase.

**C. NEW YORK CITY TECHNICAL COLLEGE - STUDENT ACTIVITY FEE RE-EARMARKING:**

RESOLVED, That the portion of the total college student activity fee of $23.20 paid by full-time New York City Technical College students which is earmarked to and allocated by NYPIRG (New York Public Interest Research Group) be increased by $1.00 per semester to $3.00 per semester, effective the Fall 1992 semester, in accordance with the following schedule. There is no NYPIRG fee paid by part-time students.

<table>
<thead>
<tr>
<th>EARMARKED ALLOCATING BODY</th>
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<tr>
<td>College Association</td>
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<td>NYPIRG</td>
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<tr>
<td>Total College Student Activity Fee</td>
<td>$23.20/3.60</td>
<td>$23.20/3.60</td>
</tr>
</tbody>
</table>

There is no summer session fee collected.

**EXPLANATION:** The new student activity fee schedule represents an increase of $1.00 in the portion of the full-time student activity fee, which will be earmarked to and allocated by NYPIRG. There is no increase in the total student activity fee. With the increase, the total NYPIRG Fee will be $3.00. The NYPIRG fee is used to support the activities of the New York Public Interest Research Group, Inc. whose purpose is to investigate and research public policy issues of special interest to the student membership.

The student activity fee allocated by NYPIRG is refundable, in accordance with procedures subject to the approval of the College President.
A referendum was held in accordance with University Bylaw section 16.12, but not in conjunction with student government elections. The referendum was held on May 6, 7 and 8, 1992. The vote was 710 in favor and 94 opposed to the increase, with 12% of the eligible students voting. The referendum was not held in conjunction with student government elections, because the student government elections have been postponed to the Fall 1992. The total fee was last increased in the Fall 1982 semester, when the NYPIRG fee was established at $2.00 per semester.

The College President supports this increase.

Within the College Association Fee, the following local earmarking exist (full-time/part-time): $1.25/.25 for accident insurance, $3.50/.25 for athletics, $3.65/.35 for graduation, $3.50/$1.00 for health information and activities programs, $1.25/.25 for the Tipster (student handbook), $1.00/.25 for theater, $.10/.0 for contingency and $.45/.05 for a corporation annual assessment. Local earmarkings at the College have been established and are subject to change at the College in accordance with the referendum process set forth in University Bylaw section 16.12, provided there is no change in the total fee. The earmarkings to the allocating bodies as set forth in the resolution may only be changed by further Board action and therefore the re-earmarking of $1.00 of the existing fee to NYPIRG must be approved by the Board.

D. QUEENS COLLEGE - STUDENT ACTIVITY FEE RE-EARMARKING:

RESOLVED, That the College student activity fees paid by undergraduate day session students, undergraduate evening session students, and graduate students be re-earmarked effective with the summer session 1992, in accordance with the following schedules (The bracketed Student Activities Corporation fees are eliminated and re-earmarked to the student government and college association):

**UNDERGRADUATE DAY SESSION STUDENTS**

<table>
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<tr>
<th>EARMARKED ALLOCATION BODY</th>
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<th>PART-TIME</th>
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<td>[Student Activities Corp.]</td>
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**UNDERGRADUATE EVENING SESSION STUDENTS**

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### GRADUATE STUDENTS

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**EXPLANATION:** The above resolution re-earmarks the portions of the student activity fees previously allocated by the Student Activities Corporation by dividing them between a college association fee and a student government fee. In accordance with the resolution of the Board of Trustees adopted on March 23, 1992, the contract with the Student Activities Corporation to allocate student activity fees has been terminated, which necessitates a re-earmarking of the Student Activities Corporation fees. While no student referendum has been held, the division of the fee by a formula which makes 35% the student government fee and 65% the college association fee is based on the past allocation of fees to the student governments by the Student Activities Corporation. The division of the fee has been recommended by the governing board of the Student Activities Corporation and is supported by the College President. In addition, the Student Activities Corporation has resolved that the administrative expenses of the new college association should be charged against the student government fee and the College association fee in accordance with the same percentages, and the College intends to implement this recommendation.

The governing boards of the allocation bodies for the Queens College student activity fees other than the student governments and the College association have the following voting compositions: (1) Student Services Corporation (student union board) - 11 faculty/administrators, 7 students and 1 alumnus; (2) Sports Allocation Board - 4 faculty/administrators, 6 students, and 1 alumnus; (3) Committee for Disabled Students - 5 students, 1 member-at-large and the Dean of Students; (4) Child Development Center Board - 6 faculty/administrators and 3 students.

The earmarkings to the allocating bodies as set forth in this resolution may only be changed by further Board action.

The student activity fees allocated by the Sports Allocation Board, the Child Care Board, and NYPIRG are refundable, in accordance with procedures subject to the approval of the College President.

Ms. Carrion advised the Board that the following fifteen (15) colleges have amended their College Association Bylaws (Calendar Items No. 6E-6S) to conform with recent Board Bylaw changes. All of the College Association Bylaws have been reviewed by the Office of Legal Affairs and the Committee on Student Affairs and Special Programs.

### E. BOROUGH OF MANHATTAN COMMUNITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaw provisions of the Borough of Manhattan Community College Association, Inc.

**EXPLANATION:** In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

**NOTE:** See Appendix A for amended College Association Bylaws.
F. BRONX COMMUNITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of the Bronx Community College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix B for amended College Association Bylaws.

G. HUNTER COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of the Hunter College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix C for amended College Association Bylaws.

H. JOHN JAY COLLEGE OF CRIMINAL JUSTICE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of the John Jay College of Criminal Justice Student Activities Corporation, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix D for amended College Association Bylaws.

I. THE COLLEGE OF STATEN ISLAND - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The College of Staten Island Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix E for amended College Association Bylaws.

J. QUEENSBOROUGH COMMUNITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of the Queensborough Community College Student Activities Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix F for amended College Association Bylaws.
K. BARUCH COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The Bernard M. Baruch College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix G for amended College Association Bylaws.

L. THE CITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The City College Student Services Corporation, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix H for amended College Association Bylaws.

M. HOSTOS COMMUNITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The Eugenio Maria de Hostos Community College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix I for amended College Association Bylaws.

N. KINGSBOROUGH COMMUNITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of Kingsborough Community College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix J for amended College Association Bylaws.

O. LAGUARDIA COMMUNITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The Fiorello H. LaGuardia Community College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix K for amended College Association Bylaws.
RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The Herbert H. Lehman College Association for Campus Activities, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix L for amended College Association Bylaws.

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The Medgar Evers College Student Faculty Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix M for amended College Association Bylaws.

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The New York City Technical College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix N for amended College Association Bylaws.

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of York College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix O for amended College Association Bylaws.

Ms. Carrion noted that Calendar Items No. 6T, 6U, and 6V, were proposals for new governing documents for College Associations, and Item No. 6W was a proposal for the reorganization of a College Association, to conform with Board Bylaws. These proposals have been approved by the Committee. In response to Mr. Howard's request that Counsel's concurrence be reflected in the minutes, Vice Chancellor Diaz verified that his Office has reviewed and approved all of the documents for conformance with the Board Bylaws.

RESOLVED, That the Board of Trustees of The City University of New York approve the establishment of The Graduate School and University Center College Association, and the proposed Bylaws for the college association.
EXPLANATION: The establishment of a new college association at the Graduate School and University Center is required by the repeal of a Bylaw waiver by the Board at its March 23, 1992 meeting. In accordance with Board Bylaw section 16.5, the Bylaws of the college association have been approved by the College President and reviewed by the Board's general counsel. The name of the college association is The College Association of the Graduate School and University Center. The college association will be responsible for student activity fees and its governing board will be composed of the College President or his/her designee as chair, six students, three administrators and three faculty members.

NOTE: See Appendix P for governing documents of the College Association.

U. QUEENS COLLEGE - GOVERNING DOCUMENTS OF THE COLLEGE ASSOCIATION AND AUXILIARY ENTERPRISE BOARD:

RESOLVED, That the Board of Trustees of The City University of New York approve the establishment of the Queens College college association and the Queens College auxiliary enterprise board, and the proposed Bylaws for the college association and auxiliary enterprise board.

EXPLANATION: The establishment of a college association and auxiliary enterprise board is required by the repeal of a Bylaw waiver by the Board at its March 23, 1992 meeting. In accordance with Board Bylaw sections 16.5 and 16.10 respectively, the Bylaws of the college association and auxiliary enterprise board have been approved by the College President and reviewed by the Board's general counsel. The name of the college association is The Queens College Association and the name of the auxiliary enterprise board is The Queens College Auxiliary Enterprise Association. The college association will be responsible for student activity fees and its governing board will be composed of the College President or his/her designee as chair, six students, three administrators and three faculty members. The auxiliary enterprise board will be responsible for auxiliary enterprises including food services, bookstore operations, and a game room and its governing board will be composed of the College President or his/her designee as chair, four administrators, two faculty members and six students.

NOTE: See Appendix Q for governing documents of the College Association and Auxiliary Enterprise Board.

V. CITY UNIVERSITY LAW SCHOOL AT QUEENS COLLEGE - GOVERNING DOCUMENTS OF THE COLLEGE ASSOCIATION

RESOLVED, That the Board of Trustees of The City University of New York approve the establishment of the City University Law School at Queens College Association, and the proposed Bylaws for the college association.

EXPLANATION: The establishment of a new college association at the Law School is required by the repeal of a Bylaw waiver by the Board at its March 23, 1992 meeting. In accordance with Board Bylaw section 16.5, the Bylaws of the college association have been approved by the Dean of the Law School and reviewed by the Board's general counsel. The name of the college association is the City University School of Law at Queens College Association. The college association will be responsible for student activity fees and its governing board will be composed of the Dean or his/her designee as chair, six students, three administrators and three faculty members.

NOTE: See Appendix R for governing documents of the College Association.

W. BROOKLYN COLLEGE - REORGANIZATION OF COLLEGE ASSOCIATION:

RESOLVED, That the college association at Brooklyn College be restructured to provide for a governing board consisting of 13 members composed of the College President or his/her designee as chair, three administrative members appointed by the College President, three faculty members appointed by the College President from a panel of six elected by the Faculty Council, and six student members comprised of the three student government presidents and three additional students elected by the student governments from their elected members with the student seats allocated on a basis which will provide representation to each government as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies; and be it further
RESOLVED, That the budget committee of the college association shall consist of five members composed of the three student government presidents and two governing board members appointed by the College President, at least one of whom shall be a member of the faculty, and the budget committee will elect its own chair; and be it further

RESOLVED, That the Brooklyn College Governance Plan to the extent it conflicts with this reorganization of the college association is waived, and the President shall have the authority to implement this reorganization until such time as the Brooklyn College Governance Plan is revised in conformity with City University Bylaw Section 16.5, as amended by the Board on March 23, 1992, and is proposed to and adopted by the Board; and be it further

RESOLVED, That this resolution be effective July 1, 1992.

EXPLANATION: The establishment of a new college association at Brooklyn College is required by the repeal of a Bylaw waiver by the Board at its March 23, 1992 meeting. This resolution will bring the College into compliance with Board Bylaw section 16.5. Article IX(A) of the Governance Plan of Brooklyn College provides for a five member college association consisting of three students and two faculty/administrative members, which membership will now comprise the budget committee, as set forth in the second resolved. The governing board will consist of thirteen members in conformance with University Bylaw Section 16.5.

ADDED ITEMS

X. QUEENS COLLEGE - DISTRIBUTION OF ASSETS OF STUDENT ACTIVITIES CORPORATION:

RESOLVED, That the Board authorize the President of Queens College, on its behalf, to accept the assets of the Student Activities Corporation, at Queens College, and to transfer those assets to the Queens College Association and Queens College Auxiliary Enterprises Association in accordance with the distribution plan proposed by the outside auditors, subject to review, ratification and modification by the Board at its September 1992 meeting.

EXPLANATION: At its March 23, 1992 meeting, the Board terminated the authority of the Student Activities Corporation (Corporation) at Queens College, effective June 30, 1992. The Corporation has been responsible for allocating student activity fees and administration of food and book store operations at Queens College. The Certification of Incorporation of the Corporation and the Agreement with the Corporation provide that upon dissolution of the Corporation, after making provision for its liabilities, the assets of the Corporation shall be transferred to the Board. An audit is now in progress of the finances of the Corporation. The above resolution, pending the next meeting of the Board, will enable the College President to transfer assets to the bodies assuming the functions of allocating student activity fees and operating the food and book store operations so that student activities and auxiliary enterprises may continue without interruption.

Y. AMENDMENT TO BOARD POLICY ON THE SCHEDULING OF STUDENT GOVERNMENT ELECTIONS AND THE ELECTION OF DELEGATES AND OFFICERS OF THE UNIVERSITY STUDENT SENATE:

RESOLVED, that the Board Policy on the Scheduling of Student Government Elections and the Election of Delegates and Officers of the University Student Senate adopted by the Board of Trustees on March 30, 1987, Cal. No. 8.B, be amended to add a new Section IX, as follows:

IX. The election of officers of the University Student Senate shall be managed by a non-partisan agency or organization, such as the League of Women Voters or the Honest Ballot Association, approved by the Vice Chancellor for Student Affairs and Special Programs and the selection of the Parliamentarian for the elections shall be effected by the University Student Senate after consultation with the Vice Chancellor for Student Affairs and Special Programs. The cost will be assumed by the USS and in the event that the USS does not have sufficient funds, will be paid for by the administration.
EXPLANATION: During the academic year 1991–1992, the University Student Senate Elections Review Committee found that the University Student Senate failed to adhere to its own election guidelines, and failed to assure the neutrality, objectivity, and integrity of the overall election. The University Student Senate Elections Review Committee has recommended the adoption of these measures to improve the University Student Senate process for the election of officers.

NO. 7. COMMITTEE ON FACULTY, STAFF, AND ADMINISTRATION: RESOLVED, That the following items be approved:

A. BARUCH COLLEGE - ESTABLISHMENT OF THE ELI AND CLAIRE MASON PROFESSORSHIP IN ACCOUNTANCY:

WHEREAS, Eli and Claire Mason have been alumni, friends and supporters of Baruch College; and

WHEREAS, Eli Mason (Class of 1940) has served the College with distinction as the Founder and first President of the Baruch College Fund, 1969–1974; and

WHEREAS, He has a distinguished professional career in accountancy which includes the presidency of the New York Society of Certified Public Accountants and the Foundation for Accounting Education; and

WHEREAS, In 1987, gifts generated by the Eli Mason Distinguished Alumnus Tribute Dinner and a personal contribution from Eli and Claire Mason established a $100,000 fund to support young faculty members in the field of accountancy who demonstrate scholarly promise and ability; and therefore

BE IT RESOLVED, That the Board of Trustees of The City University of New York authorize the establishment of The Eli and Claire Mason Professorship in Accountancy in the School of Business and Public Administration at Bernard M. Baruch College of The City University of New York.

EXPLANATION: The purpose of this professorship is to attract or retain superior faculty in the highly competitive disciplines of the School of Business and Public Administration.

Criteria or selection, in addition to the appropriate academic credentials will include a significant scholarly publication record in business administration.

After appointment through normal Personnel and Budget Committee procedures, the recipient shall be designated by the President of the College, upon recommendation of the Dean of the School of Business and Public Administration. The Professorship will be awarded for a one-year term and the incumbent may be a candidate for renewal.

The income from the endowment shall be used at the discretion of the President to provide an annual salary and/or funds for research support, equipment, or supplies.

At this point Mr. Howard left the meeting.

B. QUEENS COLLEGE - NAMING OF THE "D" BUILDING:

RESOLVED, That the Board of Trustees of The City University of New York approve the naming of the "D" Building at Queens College, the Lloyd T. Delany Hall.

EXPLANATION: The "D" Building is one of the original Spanish tile-roofed buildings left over from the days when the Queens College campus was a Catholic Boys Protectory. It has recently been renovated and the College's SEEK Program is the occupant.

This year the SEEK Program is celebrating its 25th Anniversary at Queens College. The College wishes to memorialize the 25th Anniversary by renaming "D" Building after Dr. Lloyd T. Delany, who was most instrumental in shaping and assisting the program through its early stages.
Dr. Lloyd T. Delany was an Associate Professor (1964-1969) in the Education Department at Queens College. He was the first African American faculty member to obtain the rank of Associate Professor at Queens College. He was a bright, charismatic scholar who brought prestige to the Education Department and to the College. Dr. Delany is widely published and was influential in assisting in the formulation of The City University of New York open enrollment program.

At this point Mr. Howard rejoined the meeting.

C. QUEENS COLLEGE – NAMING OF THE "E" BUILDING:

RESOLVED, That the Board of Trustees of The City University of New York approve the naming of the "E" Building at Queens College, the Laura and Arthur L. Colwin Hall.

EXPLANATION: Professor Arthur L. Colwin was a member of the Biology Department at Queens College for 33 years (1940-73), and Professor Laura Colwin was a member of the Biology Department at Queens College for 25 years (1948-1973). The Colwins were distinguished research scientists in the areas of marine embryology and gametogenesis, spending their time during the academic year in their laboratories in "E" Building and their summers at the internationally-acclaimed Marine Biological Laboratory at Woods Hole. These joint research efforts, funded largely by the National Institutes of Health, have relevance for the study of basic reproductive physiology, conception and development. They co-authored over 50 articles in some of the most prestigious scientific journals. Both were instrumental in the development of the Biology Department, where they are fondly remembered as excellent teachers and colleagues. Upon their retirement, the Department honored the Colwins with the establishment of the Colwin Prize, given each year to a graduating senior who has excelled in research.

It is altogether fitting that the "E" Building, which remains as a facility for the Biology Department, containing both teaching and research laboratory, be named the Laura and Arthur L. Colwin Hall.

Dr. Jacobs noted that he valued President Shirley Strum Kenny's knowledge of the background of the individuals named and her assurance to the Committee that the distinguished persons for whom the buildings are being named were most deserving. Chairman Murphy added his support.

D. JOHN JAY COLLEGE OF CRIMINAL JUSTICE – AMENDMENTS TO THE GOVERNANCE PLAN:

RESOLVED, That the proposed amendments to the Governance Plan of John Jay College be approved.

EXPLANATION: The following six amendments to the John Jay College Governance Plan have been approved by the College Council and are recommended by the College President.

1. Ex-Officio Non-Voting Members on the College Council (Article I, Section 3 (f)). Four non-voting ex-officio members are added.

2. Non-Members Speaking at College Council Meetings (Article I, Section 9(a)). This amendment will permit persons eligible to vote for Council members to speak at Council meetings.

3. Executive Committee (Article I, Section 10(a)). This amendment increases the Executive Committee membership from 12 to 14, with four administrators, six faculty members, 1 non-teaching instructional staff members, and three students.

4 Committee on Faculty Personnel and Budget (Article I, Section 10(f)). The amendment restricts membership on the Committee to chairpersons of academic departments and faculty because non-teaching instructional staff members are not considered by the Committee.

5. Committee on Student Retention and Undergraduate Standards (Article I, Section 10(j)). The amendment redefines the committee to remove student retention from its jurisdiction. The College President will appoint a task force to develop a committee to deal with student retention.

6. Committee on Cultural Pluralism and Diversity (Article I, Section 10(1)). This committee is established as a College Council Committee, with two administrators, eight faculty members, 3 students, and two non-teaching instructional staff members.

NOTE: The revised governance plan is at the end of the June 22, 1992 minutes.
A. RESOLUTION REGARDING FUNDING FOR PELL GRANT SHORTFALL:

WHEREAS, Both the House and Senate versions of the Higher Education Act reauthorization include significant increases in the maximum Pell Grant award; and

WHEREAS, The President's FY 1993 budget proposal includes an increase in the maximum Pell award to $3,700; and

WHEREAS, Due to an incorrect estimate of the number of students eligible to receive Pell Grants this year by the U.S. Office of Education, $1.1 billion will be needed to ensure that this year's Pell recipients do not lose all or part of their grants; and

WHEREAS, The Bush Administration proposes to use most of the $1.2 billion designated for increasing the size of next year's Pell awards for the shortfall, thereby forcing the retaining of the current $2,400 cap on Pell Grants for another year; and therefore

BE IT RESOLVED, That CUNY urge all members of the NY Congressional Delegation to take all steps necessary to ensure that current shortfalls not be paid for at the expense of next year's needy students by providing sufficient funding to take care of the shortfall, and to allow for the scheduled increase in Pell Grant award levels; and

BE IT FURTHER RESOLVED, That a copy of this resolution be distributed to all offices of the NY delegation.

B. REPORT: Mrs. Bloom presented the following report:

Mrs. Bloom reported that the federal government faces a $1.1 billion shortfall in Pell Grant funding due to an incorrect estimate of the number of students eligible. The President's administration miscalculated by 300,000 students. It is vitally important that the current shortfall not be paid for at the expense of next year's needy students by providing sufficient funding to take care of the shortfall, and to allow for the scheduled increase in Pell Grant award levels.

Mrs. Bloom reported that the recent Salk Awards ceremony was a beautiful event. Earl Ubell, City College alumnus and television reporter, gave an eloquent testimonial to the education he received at City College. She congratulated Vice Chairperson Edith Everett, Chancellor W. Ann Reynolds, and all those who worked on the Salk Scholars Program.

ADDED ITEM

NO. 9. HONORARY DEGREES: RESOLVED, That the following honorary degree, approved by the appropriate faculty body and recommended by the Chancellor, be presented on the occasion of the convocation at Queens's College new music building as specified:

QUEENS COLLEGE                      DEGREE

Frank Lopardo                      Doctor of Musical Arts

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 Proceedings, June 22, 1992

MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK

HELD

JUNE 22, 1992

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

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

There were present:

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

Blanche Bernstein
Sylvia Bloom
Gladys Carrlon
Louls C. Cencl
Stanley Fink

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

Robert A. Picken, ex officio

Secretary Genevieve Mullin
Lillian W. Phillips, Executive Assistant

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Muccolo
Dean Brenda Spatt

The absence of Mr. Badillo, Mr. Del Guilec, Rev. Pressley, and Mr. LaMarre, was excused.

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

E1. CONSOLIDATION OF VICE CHANCELLORSHIP OF STUDENT AFFAIRS AND URBAN AFFAIRS AND DESIGNATION OF VICE CHANCELLOR: RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. Joyce F. Brown as Vice Chancellor for Student Affairs and Urban Affairs, effective September 1, 1992, at the established salary level for a Vice Chancellor.

EXPLANATION: The Chancellor is advancing a reorganization of the Chancellory that will eliminate one vice chancellor's position and will redistribute functional and administrative responsibilities among the Offices of Academic Affairs, Student Affairs, and Urban Affairs. Dr. Brown has held the position of Vice Chancellor for Urban Affairs since December of 1989. She served previously in several senior administrative posts, including Acting Vice Chancellor for Student Affairs during 1987-88.

E2. QUEENSBOROUGH COMMUNITY COLLEGE – ADMINISTRATION DESIGNATION: RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. Marcia V. Keizs as Vice President for Student Affairs, effective September 1, 1992, at an annual salary of $96,031, subject to financial ability.

EXPLANATION: Dr. Marcia V. Keizs has served in a number of executive positions at LaGuardia Community College and Queensborough Community College during the past decade. Dr. Keizs has been serving as Acting Vice Chancellor for Student Affairs since September of 1991. She will return to her position as chief student affairs officer at Queensborough in the rank of Vice President.
E3. APPOINTMENT OF VICE CHANCELLOR FOR ACADEMIC AFFAIRS: RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. Richard M. Freeland as Vice Chancellor for Academic Affairs, effective September 1, 1992, at the established salary level for a Vice Chancellor, subject to financial ability, and that he be appointed Professor of History with tenure in the Ph.D. Program in History at the Graduate School and University Center.

EXPLANATION: Dr. Richard M. Freeland is recommended for appointment as Vice Chancellor for Academic Affairs following a national search. Dr. Freeland holds a doctorate in American Civilization from the University of Pennsylvania and has served in a variety of senior administrative posts at the University of Massachusetts during the past twenty-two years. He has been serving as Dean of the College of Arts and Sciences at the University of Massachusetts at Boston, where he is a tenured Professor of History. Dr. Freeland is the author of two major books and is the recipient of various research grants and post-doctoral appointments.

E4. THE CITY COLLEGE - PERSONNEL ACTION: RESOLVED, That the Board of Trustees accept with regret the resignation of Dr. Bernard W. Harleston as President of The City College, effective August 31, 1992; and be it further

RESOLVED, That Dr. Bernard W. Harleston be granted a study leave for the period September 1, 1992 to November 30, 1992; and be it further

RESOLVED, That Dr. Bernard W. Harleston be appointed University Professor of Psychology at The City College and The Graduate School and University Center, effective February 1, 1993, at the applicable salary level, subject to financial ability.

E5. THE CITY COLLEGE - DESIGNATION OF ACTING PRESIDENT: RESOLVED, That Dr. Augusta Souza Kappner be appointed Acting President of The City College, effective September 1, 1992, with an annual salary at the applicable presidential level, subject to financial ability, and that during the period of her service as Acting President, Dr. Kappner be granted a leave from her position as President of Borough of Manhattan Community College.

EXPLANATION: Dr. Bernard W. Harleston, the President of The City College, has resigned, effective September 1, 1992. Dr. Kappner, who is currently the President of Borough of Manhattan Community College, has many years of service at the City University, including service as University Dean in the Office of Academic Affairs.

E6. BOROUGH OF MANHATTAN COMMUNITY COLLEGE - DESIGNATION OF ACTING PRESIDENT: RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. Stephen M. Curtis as Acting President of Borough of Manhattan Community College, effective September 1, 1992, with a salary at the applicable college presidential level, subject to financial ability.

EXPLANATION: Dr. Augusta Souza Kappner will become Acting President of The City College, effective September 1, 1992. Dr. Stephen M. Curtis has served as Dean of Academic Affairs at Borough of Manhattan Community College since January of 1998. He brings to the position more than two decades of experience as a faculty member and administrator.

E7. BROOKLYN COLLEGE - DESIGNATION OF PRESIDENT: RESOLVED, That Dr. Vernon Lattin be designated President of Brooklyn College, effective September 1, 1992, with a salary at the applicable college presidential level, subject to financial ability, and that he be appointed Professor with tenure in the Department of English at Brooklyn College.

EXPLANATION: Dr. Lattin is being recommended by the Chancellor to the Board of Trustees for appointment as President of Brooklyn College following the conclusion of an extensive national search. Dr. Lattin, who holds a doctorate in English Literature, has extensive experience as a faculty member, scholar, and academic administrator. Dr. Lattin presently serves as Provost and Vice President at Arizona State University and is chief operating officer of the ASU campus in Phoenix.

Chancellor Reynolds announced with regret that President Roscoe C. Brown, Jr. will be retiring at the end of the 1992-93 academic year.

Upon motions duly made, seconded and carried, the Executive Session was adjourned at 6:38 P.M.

SECRETARY GENEVIEVE MULLIN
ARTICLE I

Section 1. Powers

The College Council shall be the primary governing body of the John Jay College of Criminal Justice. It shall have authority to establish College policy on all matters except those specifically reserved by the Education Law or by the Bylaws of the Board of Trustees of The City University of New York to the President or to other officials of the John Jay College or of The City University of New York, or to the Board of Trustees.

Section 2. Representation

The College Council of the John Jay College of Criminal Justice shall be a representative body with members selected by the instructional staff, students, administration, non-instructional staff and alumni.

Section 3. Allocation of Members

Membership in the Council is fixed at 56 and shall be allocated as follows:

a. Instructional Staff

The instructional staff is allotted 33 representatives.

1) Faculty

The faculty is allotted 28 representatives.

The "faculty" consists of all members of the instructional staff in the full time and part time (adjunct) titles of: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer; and, for the purposes of representation on the College Council, College Laboratory Technician. Full time faculty in the aforementioned titles are subject to the actions of the College Personnel and Budget Committee. "Academic departments" are those departments whose full time faculty members are subject to the actions of the College Personnel and Budget Committee.

The basis of representation for academic departments shall be the number of full time faculty in each academic department plus one half the number of part time faculty in each academic department as of the first of September preceding an election. Members of the administration and members of the non-teaching instructional staff are not included in this basis since they are represented on the Council separately. Each academic department shall have at least one elected representative, who shall be a full time member of the faculty. The 28 representatives of the academic departments shall be reapportioned among the academic departments as of the first of September of the year preceding that in which the election is held, at which time the academic departments shall be rank-ordered based on the number of faculty of each department. Each academic department shall be allocated one seat and the remaining seats shall be allocated according to any method duly adopted by the Faculty Senate. Other members shall be elected as prescribed in Article I, Section 6.

2) Non-Teaching Instructional Staff

The non-teaching instructional staff is allotted 5 representatives.
Non-teaching instructional staff (excluding those designated as "faculty in Section 3.a.1., and those in titles excluded from the PSC/CUNY bargaining unit) shall be elected at large.

Total Instructional Staff Seats...................................................................................................................... 33

b. Students

Executive Officers of the Student Council................................................................................................. 4
Graduate Students ........................................................................................................................................... 2
Senior Class................................................................................................................................................... 2
Junior Class.................................................................................................................................................. 2
Sophomore Class............................................................................................................................................ 2
Freshman Class ............................................................................................................................................ 2
At Large........................................................................................................................................................
Total Student Seats .................................................................................................................................... 15

c. Administration

The President ............................................................................................................................................... 1
The Provost and Vice President for Academic Affairs ............................................................................... 1
The Vice President for Administrative Affairs ............................................................................................ 1
The Vice President for Student Development ............................................................................................. 1
Dean of Graduate Studies ............................................................................................................................ 1
Dean for Admissions and Registration ....................................................................................................... 1
Total Administration Seats ......................................................................................................................... 6

d. Non-Instructional Staff........................................................................................................................... 1

e. Alumni.................................................................................................................................................... 1

Total Voting Council Membership.............................................................................................................. 56

f. Ex-Officio Members

Ex-officio membership is extended to those serving in the following capacities, who do not already hold membership on the College Council by virtue of their election or appointment. Ex-officio members have all the rights and privileges of Council membership, except the right to vote. They are not included in the Council quorum. The term of office for the representatives of the Faculty Senate and the Council of HEOs will coincide with that of the voting members of the College Council. Names of these representatives will be forwarded to the College Council by their respective bodies in the spring preceding their College Council term.

1) One officer or designee of the Executive Committee of the Faculty Senate
2) One officer or designee of the Executive Committee of the Council of HEOs
3) Dean of Undergraduate Studies
4) Director of Financial Affairs and Planning
Section 4. Qualifications for Council Membership

a. Instructional Staff

Any member of the instructional staff of the College is eligible for election to the College Council.

b. Students

Any student, whether part time or full time, who is in good standing is eligible for election to the Council. Any student member of the Council placed on academic probation during his or her term of office must resign his or her seat and may stand for re-election only on being returned to good standing.

c. Non-Instructional Staff

Any full time member of the permanent non-instructional staff as defined in Article XIV, Section 14.1 of the Board of Trustees Bylaws is eligible for election to the Council.

d. Alumni

Any recipient of a John Jay College degree not enrolled in the College is eligible for election to the Council as an alumni representative.

e. General

Each election unit shall be the judge of the qualification of candidates from its constituency. The Judicial Committee shall arbitrate disputes.

f. Dual Membership

No person shall simultaneously hold more than one membership on the Council.

Section 5. Qualifications for Voting

a. Instructional Staff

Each full time member of the instructional staff shall be allowed one vote in an election of Council members and each part time member, one-half vote.

b. Students

Any student, full time or part time, matriculant or qualifying non-matriculant, who is registered for study in the College at the time of an election of Council members may vote in such an election. The class with which a qualifying non-matriculant will vote shall be determined by the number of credit hours he or she will have completed at the end of the semester in which the election is held.

c. Non-Instructional Staff

Any full time member of the permanent non-instructional Staff may vote in an election for Council members.

d. Alumni

Any recipient of a John Jay College degree not enrolled in the College may vote as an alumnus, alumna in an election for Council members.
Section 6. Elections

a. Time and Place

The initial elections of members of the Council shall be at a time and place designated by the president except that the time shall be not more than 30 days after this Charter is approved by the Board of Trustees. Thereafter elections to the Council and to all Council committees shall be held annually in the spring semester, the time and place to be designated by the Executive Committee.

b. Nominations

Each constituency eligible to elect members to the Council shall determine its own method of nominating candidates, subject to approval of the Council. Should a constituency fail to nominate candidates, the Executive Committee of the College Council shall serve as the nominating committee for such constituency.

Nominations for elective instructional staff committee members—at—large shall be made by the instructional staff members of the Executive Committee.

Nominations for elective student committee members shall be made by the student delegation to the College Council.

c. Voting

No representative except the alumni representative shall be entitled to a seat on the Council unless at least 30 percent of his or her constituency votes in the election. When the number of participants in an election falls short of the required percentage, further elections may be scheduled until a representative is elected in an election in which one-fourth of the electorate participates. The percentage of his or her constituency required to vote shall be determined by an alumni organization recognized by the College Council. Elections shall be decided by plurality vote.

d. Vacancies

When a vacancy on the Council or on a Council Committee occurs, as determined by the Council, the Executive Committee may appoint an interim representative from the constituency affected if the unexpired term is for less than four months. Otherwise, a vacancy shall be filled by a special election of the constituency affected, the time and place of which shall be designated by the Executive Committee. A member serving to fill a vacancy shall serve only to complete the regular term of the member he has replaced.

e. Absentee Ballots

Absentee ballots may be used under such conditions as the Executive Committee may prescribe.

f. Recall

A recall vote shall be held upon petition signed by 25 members or one-fourth of a Council member's electing constituency, whichever is smaller. A majority of the votes cast for recall shall cause the recall of the representative and his or her seat shall thereby become vacant. Recall votes shall be subject to the same minimum participation requirements as votes in representative elections.
Section 7. Term of Office

Each elected representative to the Council or to a Council Committee shall serve for a term of one year, except in the cases of the Committee on Student Evaluation of the Faculty and the Committee on Curriculum, for which the term shall be two years, or until a successor shall have qualified, but in no case shall serve for more than an additional six month unless re-elected by his or her constituency. The regular term of office shall begin on July 1st following the spring elections except for that of the Executive Committee which shall begin immediately following the September meeting of the Council succeeding the Spring elections. No representative may be elected for more than three consecutive terms except in the case of 1) the members of the Committee on the Protection of Human Subjects, the length of whose term of office shall be determined by the president in consultation with the Director of Sponsored Programs and 2) members of the Committee on Curriculum who are department chairpersons or have been elected, who may serve an indefinite number of consecutive terms.

Section 8. Officers of the Council

The President of the College, or in his or her absence the Provost and Vice President for Academic Affairs, shall be the presiding officer of the College Council. The Council shall appoint a Secretary. Other officers may be selected by the Council at its discretion.

Section 9. Meetings

a. Regular and Special Meetings

The College Council shall hold regular meetings at least once a month during the academic year. More frequent meetings may be called by decision of a majority of Council members present and voting, at the call of the President, at the call of the Executive Committee, or at the call of one-third or more of all its members. All persons entitled to vote for Council members may attend Council meetings and may speak on any issue before the Council. Unless otherwise indicated in this Charter, Robert's Rules of Order shall govern the conduct of Council meetings.

b. Agenda

Any member of the college community may propose items for the Council agenda which shall be prepared by the Executive Committee. Important proposals shall be delivered in writing to the Secretary of the Council not less than seven work days preceding the meeting at which they are to be introduced. The Secretary shall make the agenda available to members of the Council at least two work days in advance of each meeting and shall make the agenda available to all members of the college community in advance of each meeting, except that upon a two-thirds vote of members present and voting, agenda items may be introduced at any Council meeting without prior notice.

c. Quorum

A quorum of the Council and its committees shall consist of a majority of their voting members unless otherwise prescribed in this Charter. No business at a College Council meeting may take place absent a quorum (beginning or end).

Section 10. Council Committees

The College Council may establish committees at its discretion. Committee members need not be members of the Council unless so stipulated and, in fact, designation of non-Council members is to be desired. No person may serve on more than two committees unless he or she serves by virtue of his or her office.

Rotation of departmental membership on the Committees on Undergraduate Admissions and the Library shall be monitored by the Social Sciences, Humanities and Professional Studies Faculties which shall establish a rotation system for each committee which shall provide so far as possible for a balance in disciplines as well as in the size of the departments represented, and for a reasonable committee load for each department in any given year. Vacancies on committees shall be filled by the department to which the retiring member belongs.
The following standing committees are created:

a. Executive Committee

An Executive Committee shall consist of the following members: the President, Chairperson; the Provost and Vice President for Academic Affairs; the Vice President for Administrative Affairs; the Vice President for Student Development; six members of the faculty elected by the College Council from among the faculty representatives on the College Council and one member of the non-teaching instructional staff elected by the College Council from among the non-teaching instructional staff representatives on the College Council and three students, all of whom shall be members of the Council nominated by the Student Council and elected by the College Council.

The Executive Committee shall be the Council's Agenda Committee as well as the Committee on Committees. It shall have the power to call the Council into extraordinary session, and shall have only such powers, functions, and duties as the Council may delegate to it to exercise during periods when the Council is not in session. The Executive Committee shall serve as the continuing liaison between the Council and the Administration.

b. Committee on Curriculum

A Committee on Curriculum shall consist of the following members: the Provost and Vice President for Academic Affairs, chairperson; the Dean of Undergraduate Studies, the chairperson of each of the teaching departments, the Chief Librarian and the Dean for Admissions and Registration, or his or her regularly assigned (elected or appointed) designee, to be chosen from among the members of that department or office to serve as the voting member for two academic years or for the remainder of an unexpired term; and five students, nominated by the Student Council and elected by the College Council. Other administrative officers, faculty and students may, at their pleasure, meet with the Committee, without vote. The Committee shall elect a vice chairperson from among its faculty members. The Provost and Vice President for Academic Affairs shall provide a secretary to the Committee.

The Committee on Curriculum shall consider all matters relating to the undergraduate curriculum of the College and make recommendations to the Council on such matters as additions, deletions and modifications of courses proposed programs, existing programs, distribution and core requirements, and basic skills.

c. Committee on the Library

A Committee on the Library shall consist of the following members: the Librarian, chairperson; nine representatives of nine teaching departments, three to be chosen by each of the academic faculties and confirmed by the College Council; and three students nominated by the Student Council and elected by the College Council.

The committee shall review and recommend college policies relating to the Library that will advance the role of the Library in the achievement of the educational purposes of the College.

d. Committee on Student Interests

A Committee on Student Interests shall consist of the following members: the Dean of Students; the Director of Athletics; the Director of Student Activities; six students nominated by the Student Council and elected by the College Council; and two members of the instructional staff nominated by the Executive Committee and elected by the College Council. The committee shall select its own chairperson.

The committee shall be concerned with matters of student life including but not limited to student organizations, student housing, extracurricular activities, and student concerns in the community.
e. Judicial Committee

A Judicial Committee shall consist of the following members: two members of the instructional staff nominated by the Executive Committee and elected by the College Council; two students nominated by the Student Council and elected by the College Council, and a law member who shall be a qualified attorney and who may or may not be a member of the faculty, chosen by the other four members. The committee shall select its own chairperson.

The Judicial Committee shall have primary jurisdiction in all matters of student discipline not handled administratively. Matters of discipline may be handled administratively only with the consent of the person involved. The committee shall use the procedures required by the Bylaws of the Board of Trustees.

f. Committee on Faculty Personnel and Budget

Personnel

A Committee on Faculty Personnel and Budget shall consist of the following members: the President, chairperson; the Provost and Vice President for Academic Affairs; the Dean for Graduate Studies; the Dean of Undergraduate Studies; the chairpersons of the academic departments; three members of the faculty elected by those members of the faculty who are subject to the review of the Committee on Faculty Personnel and two students nominated by the Student Council and elected by the College Council. The chairperson of the Interdepartment of Thematic Studies shall be a voting member of the Committee. The Director of Financial Affairs and Planning and the Vice-President for Administrative Affairs shall sit with the committee at the invitation of the President.

Policy recommendations of the committee shall be made to the College Council for action. Recommendations and actions with respect to appointments, promotions, and other matters specified in paragraphs (1) and (2) below shall be reported to the President and shall not be considered by the Council except at the discretion of the President.

(1) The committee shall receive from the departments and other appropriate units of the College all recommendations for appointments to the instructional staff in the following ranks: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Senior Laboratory Technician, and College Laboratory Technician. It shall also receive recommendations for promotions and reappointments with or without tenure, together with compensation, in the aforementioned ranks of the instructional staff and shall recommend to the President actions on these matters. It may also recommend to the President special salary increments. The President shall consider such recommendations in making his or her recommendations on such matters to the Board of Trustees.

(2) The Committee shall receive and consider petitions and appeals from appropriate members of the instructional staff with respect to matters of status and compensation, and shall present its recommendations to the President. Further appeals will follow University procedures.

Budget

The President shall, within the period prescribed by the Chancellor, prepare the annual tentative budget and submit it to the committee for recommendations. The committee shall make its recommendations within the period prescribed by the Chancellor. The President shall submit to the Chancellor such tentative annual budget together with comments and recommendations. Upon failure of the committee to act upon the budget within the period prescribed by the Chancellor, the President shall submit to the Chancellor his or her own recommendations, together with a statement of explanation.

g. Committee on Graduate Studies

A Committee on Graduate Studies shall consist of the following members: the Dean of Graduate Studies, chairperson; the Dean of Students; the Dean for Admissions and Registration; a member of the Library faculty without vote; the Graduate Program Coordinators; the BA/MA Coordinator and two graduate students nominated by the Student Council and elected by the College Council.
The committee shall be responsible for establishing general policy for the graduate programs, subject to review by the College Council. It shall have primary responsibility for admission, curriculum, degree requirements, course and standing matters, periodic evaluation of the graduate programs and for other areas of immediate and long-range importance to the quality and growth of graduate study. The committee shall also be responsible for advising on all matters relating to graduate student honors, prizes, scholarships and awards.

h. Committee for the Protection of Human Subjects

A Committee for the Protection of Human Subjects shall consist of the following members: seven to nine members, including members of the instructional staff; the Director of Sponsored Programs; a student, a lawyer, and, a person who is not otherwise affiliated with the College or University and who is not part of the immediate family of a person affiliated with the College or University, to be appointed by the President. The terms of office of committee members shall be determined by the President in consultation with the Director of Sponsored Programs.

The Committee shall have responsibility for assuring the exercise of appropriate concern and protection for individual human subjects who may be exposed to risks as a consequence of their participation in activities administered by the College, The City University of New York and the Research Foundation of the City University of New York. The Committee shall follow the joint policy on the Protection of Human Subjects established by The City University of New York and the Research Foundation, which was adopted by the University's Board of Trustees on June 28, 1982, and which is consistent with regulations of the United States Department of Health and Human Services and applicable state and federal law.

i. Committee on Student Evaluation of the Faculty

A Committee on Student Evaluation of the Faculty shall consist of the following members: two teaching faculty members elected by the teaching faculty, two students elected by the Student Council and two teaching faculty members designated by the Professional Staff Congress. Members shall serve for a term of two years.

The committee shall be responsible for a continuous review of faculty evaluation procedures; for the terms under which they are used; and for the development of guidelines, as may be necessary, for interpretation of the results of these procedures.

j. Committee on Undergraduate Academic Standards

A Committee on Undergraduate Academic Standards shall consist of the following members: the Dean of Undergraduate Studies, chairperson; the Dean of Students; the Dean for Admissions and Registration; the chairperson of the Council of Chairs; the President of the Faculty Senate; at least one fulltime member of the faculty from each academic department, elected by the department; five students, each of whom have a cumulative grade point average of at least 3.2, nominated by the Student Council and elected by the College Council.

The committee shall review academic standards and policies and make appropriate recommendations to the College Council.

k. Special Committees

All special committees existing at the time of ratification of these Articles of Governance shall continue in being, subject to modification of membership and function as determined by the College Council. The creation of additional special committees may be recommended to the College Council by the Executive Committee.

l. Committee on Cultural Pluralism and Diversity

A Committee on Cultural Pluralism and Diversity shall consist of the following members: the Vice-President for Student Development; the Dean of Undergraduate Studies; eight members of the full time faculty, six elected by the Faculty Senate, and two appointed by the President of the College; three students, two elected by the Student Council, and one appointed by the President of the College; and two members of the non-teaching instructional staff, one elected by their constituent assembly, and one appointed by the President of the College. The Committee shall elect its own chairperson. The President of the College shall provide a secretary to the Committee.
The Committee on Cultural Pluralism and Diversity shall organize and promote programs that recognize the contributions of the diverse peoples who together comprise the academic community. The Committee may also develop positions, proposals, and programs to address problems of prejudice, insensitivity, and bigotry at the College. The Committee shall each spring present an annual plan to the College Council for the ensuing academic year. Upon approval, it will proceed to implement the particulars of that plan.

**ARTICLE II - DEPARTMENTS**

**Section 1. Departments**

Each department, subject to approval of the College Council and to the provisions of the Bylaws of the Board of Trustees, shall have control of its own educational policies. Each full time member of the instructional staff shall be allowed one-half vote in all elections, except in elections for Department Chair, Personnel & Budget Committee and any other committee assignment for which they are not themselves eligible to serve. Except as specified in this Charter, the organization and functioning of the department shall be determined by its members.

Full time faculty members who retire and subsequently become adjuncts will be eligible to vote in the first semester in which they become members of the part time faculty.

In order to exist as a departmental entity, a discipline is required to have a minimum of seven full time members and be approved by the College Council except that the disciplines of African American Studies, Physical Education and Puerto Rican Studies shall be exempt from this requirement and shall be established as departments. Any discipline not exempt from this requirement which has less than the required number of faculty members may petition the College Council to establish a separate department and may do so upon a two-thirds affirmative vote of Council members present and voting at a regular Council meeting. If one or more disciplines choose to be combined into a single department, such combination may be effected by a two-thirds affirmative vote of the total membership of the disciplines affected and the approval of the College Council. If at any time subsequent to such a merger a discipline wishes to be separated from the combined department, a two-thirds affirmative vote of the total membership of the discipline can effect such a separation and the discipline can become a separate department provided it meets the minimum requirement of seven full time faculty members and has the approval of the College Council.

**Section 2. Departmental Chairpersons**

The chairperson of each department shall be the chief executive officer. He or she must hold professorial rank, and shall be elected by secret ballot for a term of three years by a majority of all voting members of the department, subject to the approval of the President of the College and the Board of Trustees. Elections shall be held in May of the year in which the chairperson’s term expires. The new chairperson shall take office as of July 1 of the year in which he or she is elected.

**Section 3. Departmental Committee on Faculty Personnel and Budget**

Each department shall establish a Committee on Faculty Personnel and Budget which shall consist of the chairperson of the department who shall serve as committee chairperson and four (when possible) full time faculty members, each of whom shall serve for one year, but who may be re-elected. A majority of the members, when possible, must be tenured.

**Section 4. Students**

Each department is instructed to provide for systematic student input on curricular and personnel matters and to report to the College Council its arrangements for such input.
ARTICLE III - THE INSTRUCTIONAL STAFF

Section 1. Meetings

The entire membership of the instructional staff shall be convened at least once each semester during the regular academic year by the President of the College to hear and discuss important issues affecting the College. Other meetings of the instructional staff may be called by the President of the College or by petition of any ten members of the instructional staff.

Section 2. The Faculty Senate

The Faculty Senate shall meet at least once each semester during the regular academic year with the President of the College to discuss matters of particular concern to the teaching faculty.

ARTICLE IV - THE STUDENT BODY

The student body shall be kept informed of important issues affecting the College and the College Council by the administration through the student newspaper and through other channels of communication that the students may organize.

ARTICLE V - BYLAWS AND AMENDMENTS

Section 1. Bylaws

The College Council shall adopt bylaws to define and regulate the details of its organization and procedures.

Section 2. Amendments

This Charter may be amended by a 75 percent vote of members of the College Council present and voting at a regular meeting of the Council; or by a referendum of no less than 75 percent full time members of the instructional staff who shall vote in such referendum. A proposal to amend the Charter may be initiated by a petition containing the signatures of 50 members or ten percent of the qualified voters of either the instructional staff or the student body, whichever number is smaller. Any amendment to the Charter shall be proposed and discussed at a regular meeting of the College Council and shall be voted on at the next regular meeting of the Council. An amendment shall become effective upon approval by the Board of Trustees.

ARTICLE VI - RATIFICATION

This Charter shall become effective when it is:

(1) approved by referendum by no less than 75 percent of the student body who shall vote in such referendum;

(2) approved by referendum by no less than 75 percent of those individuals who are full-time members of the instructional staff who shall vote in such referendum;

(3) recommended to the Board of Trustees by the President of the College; and

(4) approved by the Board of Trustees. *

* The Charter was approved by the Board of Higher Education on April 29, 1970, following approval by referenda by the student body and the instructional staff. Approved by the Board of Trustees on June 22, 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  William R. Howard
Sylvia Bloom  Charles E. Inniss
Gladys Carron  Harold M. Jacobs
Louis C. Concl  Susan Moore Mouner

Robert A. Picken, ex officio

Secretary Genevieve Mullin
Lillian W. Phillips, Executive Assistant

Chancellor W. Ann Reynolds  President Gerald W. Lynch
Deputy Chancellor Laurence F. Muccolo  President Charles E. Merideth
President Raymond C. Bowen  President Isaura S. Santiago
President Roscoe C. Brown, Jr.  President Kurt R. Schmeller
Acting President Stephen M. Curtis  President Edmond L. Volpe
President Ricardo R. Fernandez  Sr. Vice Chancellor Donal E. Farley
President Leon M. Goldstein  Vice Chancellor Joyce F. Brown
President Matthew Goldstein  Vice Chancellor Richard Freeland
President Frances Degen Horowitz  Vice Chancellor Jay Hershenson
President Vernon Lattin  Vice Chancellor Richard F. Rothbard
President Edson O. Jackson  Dean Haywood Burns
Acting President Augusta Souza Kappner  Dean Stanford R. Roman, Jr.
President Shirley Strum Kenny

The absence of Mr. Murphy, Mr. Badillo, Mr. Del Gulidice, Mr. Fink, 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. Curfs 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 29th 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 actuality, 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 work stations 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 Mounier.

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 Medisence 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. Schultz, 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 Herderson, Biological Sciences, for "Does Exposure of Human Cells to Electromagnetic Fields Cause Cancer?"

b. $100,290 Martin Marietta Energy Systems to Ann Herderson, 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 Delucca, 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 On 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 retrenched, 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 retrenchments of instructional staff have occurred at City and at Baruch and that seven tenured faculty members at CCNY have received notice of retrenchment. 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, $22,795. 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 $1680 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 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 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 plus a $29 increment if in the college fiscal year 1989-1990 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 $133 plus a $29 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 $177 if the average number of full-time disadvantaged students coming from the sponsorship area as a percentage of the average number of total 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 cost for physical space.

(3) Notwithstanding the provisions of paragraphs (1) and (2) of this subdivision, a community college or a new campus of a multiple campus community college in the process of formation shall be eligible for basic State financial assistance in the amount of one-third of the net operating budget or one-third of the net operating costs, whichever is the lesser, for those colleges not implementing an approved full opportunity program during the organization year and the first two fiscal years in which students are enrolled.

(4) Federal Jobs Opportunities and Basic Skills Program. Notwithstanding any other provision of law, rule or regulation, the chancellor or designee of The City University may allocate any portion of such basic State financial assistance on a matching basis pursuant to a memorandum of understanding between the City University and the department of social services, to community colleges consistent with federal requirements to implement a program for the provision of education and training services to adults eligible for the federal Jobs Opportunities and Basic Skills (JOBS) program. Services to be provided by community colleges receiving such allocation may include, 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:

Community colleges shall be eligible for supplemental State financial assistance in the [1991-92] 1992-93 community college fiscal 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.

[(0) (e) Funded enrollment. Notwithstanding the provisions of this section, assistance payable for the [1991-92] 1992-93 community 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 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 1990-91, 1990-91 plus 20 percent of the actual full-time equivalent credit enrollment and non-credit remedial enrollment for college fiscal year 1989-90. For such enrollment full assistance is payable 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 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 per academic year of two semesters or three quarters.

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

(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 reinsulate 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 LJMC 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.
(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. P36865, 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 doing so, 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 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. Cenci

William R. Howard
Charles E. Inniss
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. Muccillo
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 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.
Minutes of Proceedings, September 30, 1992

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 CLT's 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 CLTs 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.
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.
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK

HELD

NOVEMBER 23, 1992

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

The Chairperson called the meeting to order at 4:40 P.M.

There were present:

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

Herman Badillo
Sylvia Bloom
Gladys Carrion
Louls C. Cencl
Stanley Fink

Robert A. Picken, ex officio

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

Ron Quartimon, ex officio

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

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Mucciolo
President Raymond C. Bowen
President Roscoe C. Brown, Jr.
Acting President Stephen M. Curtis
President Leon M. Goldstein
President Matthew Goldstein
President Frances Degen Horowitz
President Vernon Lattin
Acting President Augusta Souza Kappner
President Shirley Strum Kenny
President Paul LeClerc

President Gerald W. Lynch
President Charles E. Merideth
President Kurt R. Schmeller
Sr. Vice Chancellor Donal E. Farley
Acting Vice Chancellor Judith Bronstein
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 Dr. Bernsteln, Mr. Del Guldice, Dr. Jacobs, and Rev. Pressley was excused.
Chairman James P. Murphy welcomed everyone and wished all a Happy Thanksgiving.

A. NEW BOARD MEMBER: Chairman Murphy announced that the newest member of the Board, Mr. Ronald Quartimon, had been duly elected on November 8, 1992 as Chairperson of the University Student Senate. Mr. Quartimon’s seating as ex-officio member will bring the Board of Trustees to full complement.

B. ELECTION OUTCOME: Chairman Murphy expressed the hope that the changes in the leadership of the nation would be productive and beneficial to this University, the City, the State, and the nation. He stressed that the problems of the University are still very severe. Fiscal exigencies that the University has been experiencing continue to have their growing and cumulative impact. He hoped that the new leadership and a reinvigorated nation would lead to a stronger economy, more revenues, and some restorations of much needed revenue for this University and for other service areas of need in New York City.

C. TRUSTEE HONOR: Trustee Herman Badillo, an alumnus of City College, was one of seven recipients of the Townsend Harris Medal, presented to him at the 112th Annual Dinner of The City College Alumni Association.

D. PRESIDENTIAL HONORS: Acting President Augusta Souza Kappner of The City College has been appointed to the Board of Trustees of the College Board. She has also been appointed to the Citizen’s Commission for the Governance of the Board of Education.

Dean Haywood Burns, Dean of the CUNY School of Law at Queens College was the first recipient of the James Weldon Johnson Medal in Humanities from the Humanities Council of New York University and the Johnson Memorial Foundation. On December 4th, at the Sheraton New York Hotel, Dean Burns will also receive the Tom Paine Award from the National Emergency Civil Liberties Committee in recognition of his activities for civil rights and civil liberties.

E. FACULTY HONORS: Fulbright Scholars - Twelve members of the City University Instructional staff have received awards under the Fulbright Scholar program to conduct research or lecture abroad during 1992–93.

1. Laird Bergad, Professor of Puerto Rican studies at Lehman College (Brazil)
2. Gertrude Berger, Professor of Education at Brooklyn College (Russia)
3. Barbara Brooks, Assistant Professor of History at The City College (Japan)
4. Randall Filer, Professor of Economics at Hunter College (Czech & Slovak Federal Republic)
5. Mac Gottlieb, Assistant Professor of Business at The College of Staten Island (Eastern Europe)
6. David Jaffee, Assistant Professor of History at The City College (Japan)
7. Charles Landesman, Professor of Philosophy at Hunter College (Israel)
8. Eleanor Langstaff, Associate Professor, Library, at Baruch College (Mauritius)
9. Judith Lorber, Professor of Sociology at the Graduate School and University Center (Israel)
10. David Traboulay, Professor of History at The College of Staten Island (India)
11. Naomi Woronov, Assistant Professor of English, Borough of Manhattan Community College (Czech & Slovak Federal Republic)
12. Jack Zevln, Professor of Secondary Education, Queens College (Malaysia)

F. SCHOOL HONOR: Borough of Manhattan Community College is the only community college in the nation that has been awarded four consecutive National Science Foundation grants for its Collaborative Calculus Project, a "teaching calculus with computer" project. The BMCC Mathematics Department has brought distinction to the College with this leading-edge technology in teaching.
G. GRANTS: The Chairman presented for inclusion in the record the following report of Grants $100,000 or above received by the University subsequent to the last Board meeting.

BARUCH COLLEGE:

a. $212,048 New York University to Professor and Associate Provost Herminio Martinez, School of Education and Educational Services, for "National Origin Unit of the Equity Assistance Center."

b. $105,585 U.S. Department of Education to Professor Carlos Moreno, Department of Mathematics, for "FIPSE Program: Sparcstation Based Courses in Mathematical Sciences."

c. $125,000 National Endowment for the Humanities to Professor David Rosner, History Department, for "Race, Mental Health and Youth in New York, 1940-1976."

BOROUGH OF MANHATTAN COMMUNITY COLLEGE:

a. $236,202 U.S. Department of Education to Patricia Wilkinson for "MISIP – Institutional."

BROOKLYN COLLEGE:

a. $189,398 U.S. Department of Education to Provost Christoph M. Kimmich, Office of the Provost, for "Brooklyn College Strengthening Program."

THE CITY COLLEGE:

a. $721,935 NIH to M. Fishman, Chemistry, for "MBRS Program Research Training for Biomedical Careers."

b. $100,000 N.Y.S. Education Dept. to M. Marin, Education-Admin, for "CCNY Teacher Opportunity Corps."

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

d. $126,000 DOE to R. Shinnar, Chem. Engineering, for "Partial Control of Complex Processing Systems."

GRADUATE SCHOOL AND UNIVERSITY CENTER:

a. $150,000 W. K. Kellogg Foundation to Prof. F. Riessman for "A New Peer Tutoring Design."

b. $316,000 DeWitt Wallace-Reader's Digest Fund to Prof. Joan Schine for "Center for Service Learning in Early Adolescence."

c. $199,808 John D. and Catherine T. MacArthur Foundation to Prof. B. Rivlin for "Minority Student Fellowships in International Affairs."

d. $111,600 The Pew Charitable Trusts to Prof. A. Stevens-Arroyo for "Program for the Analysis of Religion Among Latinos."

HUNTER COLLEGE:

a. $200,000 N.Y.S. AIDS Institute to Nicholas Freudenberg, Health Sciences, for "Hunter College AIDS Health Care Workers Project and Community College Project."

b. $277,500 N.Y.S. Occupational Safety & Health Hazard Abatement Board to Stephen Zoloth, Health Sciences, for "Minimizing Asbestos Risks in the Building Trades."

c. $127,000 New York Community Trust to Evelynn Gioiella, Nursing, for "Hunter-Bellevue Nursing Fund."
d. $199,663  PHS/NIH/Division of Nursing to Margaret Lunney, Nursing, for "Community Health Nursing Master of Science Degree."

e. $138,596  PHS/NIH/Division of Nursing to Kathleen Nokes, Nursing, for "Subspecialization in Nursing of Clients with HIV/AIDS."

f. $126,180  U.S. Education Department to Rena Subotnik and Anthony Miserandino, Campus Schools-Educational Foundations and Counseling Programs, for "Discovery and Nurturance of Scientific and Mathematical Talent in Adolescents: A School-College Collaboration."

g. $125,000  N.Y.S. Education Department to Mae Gamble, Curriculum and Teaching, for "Teacher Opportunity Corps."

h. $1,044,727  National Science Foundation to John Niman, Curriculum and Teaching, for "Project ET: Energizing Teachers of Mathematics, Science, and Technology in Grades 4-9."

i. $104,409  N.Y.S. Education Department to Angela Parrino, Curriculum and Teaching, for "Saturday Program in English Language Literacy."

j. $108,632  U.S. Education Department to Rosanne Silberman, Special Education, for "Long Term Training in Rehabilitation of the Blind."

k. $215,533  PHS/NIH/National Institute of General Medical Sciences to Robert Dottin, Biological Sciences, for "Developmental Control of Dictyostelium Gene Expression."

l. $125,000  American Cancer Society to Laurel Eckhardt, Biological Sciences, for "The Negative Regulation of Immunoglobulin Genes."

m. $110,645  PHS/NIH/National Cancer Institute to David Foster, Biological Sciences, for "The Molecular Basis for Transformation by Fujinami Sarcoma Virus."

n. $144,300  PHS/NIH/National Institute of General Medical Sciences to Joseph Krakow, Biological Sciences, for "Studies on the Cyclic AMP Receptor Protein of E. Coli."

o. $155,712  PHS/NIH/National Cancer Institute to Richard Franck, Chemistry, for "Anthracyclines from Isoquinolines."

p. $140,581  PHS/ADAMAH/National Institute of Mental Health to Darlene DeFour and Charles Green, Psychology and Sociology, for "Minority Access to Research Careers Program."

q. $168,750  American Planning Association to Eugenie Birch and Peter Salins, Urban Affairs, for "Editorship of the Journal of the American Planning Association."

r. $371,405  N.Y.C. Department of Mental Health to Robert Salmon, Rose Starr, Roberta Graziano, and Yvonne Asamoah, Social Work, for "An Education Program for Minority Social Workers."

s. $406,426  PHS/Division of Associated & Dental Health Professions to Rose Dobrof and Pasquale Giberto, Brookdale Center for Aging, for "Geriatric Education Center."

t. $160,000  N.Y.C. Housing Preservation & Development to Sarah Greenblatt and Janet Poppendieck, Center for the Study of Family Policy, for "Community Pride."

u. $193,000  Edna McConnell Clark Foundation to Janet Poppendieck and David Tobis, Center for the Study of Family Policy, for "Coordination of Implementation of Intensive Case Management Services for Formerly Homeless Families."
v. $250,000 Rockefeller Foundation to Rena Benmayor and Antonio Lauria, Centro de Estudios Puertorriquenos, for "Resident Fellowships in the Humanities."

w. $202,520 N.Y.S. Education Department to Elaine Walsh, Office of the Provost, for "Liberty Partnership Program."

x. $253,990 U.S. Education Department to Louis Ray and Sylvia Fishman, Student Services, for "Student Support Services Program."

JOHN JAY COLLEGE OF CRIMINAL JUSTICE:

a. $140,000 U.S. Department of Education to Jannette Domingo, African-American Studies Department, for "McNair Post-Baccalaureate Achievement Program."

LAGUARDIA COMMUNITY COLLEGE:

a. $255,770 N.Y.S. Education Department to college for "VATEA Adult Education."

b. $132,048 Department of Health and Human Services to Naomi Greenberg, Academic Affairs Division, for "Health Careers Opportunity Program (HCOP)."

c. $153,380 N.Y.S. Education Department to Ruth Lebovitz, Academic Division, for "Collegiate Science and Technology Entry Program (C STEP)."

d. $270,271 U.S. Department of Education to Robert Levine, Academic Division, for "Student Support Services Program."

e. $287,238 N.Y.S. Education Department to Alice Smith, Academic Affairs Division, for "Liberty Partnership Program."

f. $306,461 U.S. Department of Education to Samuel Farrell, Continuing Education Division, for "Upward Bound Program."

g. $181,589 Office of the Mayor to Alexis Frazier, Continuing Education Division, for "Adult Literacy Initiative Program."

h. $383,275 N.Y.S. Education Department/CUNY Office of Academic Affairs to Alexis Frazier, Continuing Education Division, for "Adult Education Act/Section 321."

i. $100,000 N.Y.S. Education Department to Shirley Miller, Continuing Education Division, for "Preparation for Occupations in Public Safety JTPA/Section 123 Innovative."

j. $159,813 N.Y.S. Education Department to Shirley Miller, Continuing Education Division, for "Transition Project AEA/Section 326."

k. $273,867 N.Y.C. Department of Social Services to Jane Schulman, Continuing Education Division, for "Job Club Model."

QUEENSBOROUGH COMMUNITY COLLEGE:


b. $176,280 N.Y.S. Department of Education to Patricia Haag, for "Liberty Partnerships: Project PRIZE - Continuation."

COLLEGE OF STATEN ISLAND:

a. $151,172 NIH to Yigal Ehrlich, for "Role of Ecto-Protein Kinase in Neuronal Development."

b. $576,697 NYC/DOE to Ronald Sheppard, for "New Direction Health Occupations."
c. $191,254 NYCIMAC to Carol Sonnenblick, for "NYC Literacy Project."

d. $134,005 NYCDMH to Carol Sonnenblick, for "Creative Exchange Program."

e. $125,608 NYSVATEA to various project directors for "Vocational and Applied Technology Education Act FY93."

YORK COLLEGE:

a. $448,440 N.Y.C. Department of Employment to Dean Linda R. Barley and Mr. Ronald C. Thomas, Adult and Continuing Education, for "JTPA: Child Care Teacher Aide Program."

b. $457,365 U.S. Dept. of Education/TITLE III to Dr. Che Tsao Huang, Academic Computing and Educational Technology, for "Developing Modern Technology in the Academic Program."

H. ORAL REPORT OF THE CHANCELLOR: Chancellor W. Ann Reynolds reported the following:

(1) STATE BUDGET DEVELOPMENTS: The Chancellor and her colleagues testified in Albany before the State Division of the Budget (DOB) on October 27th. She said that for the first time in her 2 1/2 year tenure at the University the State has a balanced budget for the 1992-1993 fiscal year, therefore, no mid-year resolutions or cuts have been received.

Collective bargaining talks continue in earnest between the University, and State and City representatives, and are moving along positively.

The State continues to see a structural imbalance in its budget for next year and beyond, because of the $1.3 billion that will be lost due to sunsetting taxes, the $700 million which will be manditorily transferred to the Transportation Fund, a 2% revenue shortfall, and an 8% spending increase for Medicaid, increased welfare rolls, corrections, collective bargaining, etc. As a consequence, this past week, State agencies including CUNY and SUNY were asked to think about the impact of a 10% cut.

At this point Mr. Badillo and Ms. Carrion joined the meeting.

The Chancellor asked Vice Chancellor Rothbard to discuss the reasons for the projected imbalance in the 1993-94 State budget, which were outlined in a three-page handout distributed around the table.

Vice Chancellor Rothbard indicated that, although the total impact of the aforementioned budget items has not been determined, it has been estimated as approximately $4 billion, which is substantially less than for the last several years, but, nevertheless, a significant dollar amount. All State agencies, including CUNY and SUNY, have been asked to perform an exercise in which their 1992-93 budget base is cut first by 10%, and then by an additional 5% "contingency" amount. Vice Chancellor Rothbard stressed that the Department of Budget (DOB) has not provided exact figures, however, based upon past experience with the DOB, University staff has estimated the dollar amounts, by eliminating the fringe benefits from the State aid total. The University would be required to cut approximately $40 million at the 10% level, and another $20 million at the 5% level. Cumulatively, during the 90's, State aid to the senior colleges has been substantially reduced, by over $130 million. In the event of an additional 10% plus 5% cut, State cuts would total over $200 million in this decade. During the period from 1988-89 to 1993-94 the percentage of State aid to the CUNY senior college budget has been reduced from 75% to 59% should the 10% plus 5% cuts be implemented. At the same time, tuition as a percentage of the budget has been increasing to take up some of the budget shortfall caused by the State aid cuts. Mr. Rothbard indicated that his staff was currently working with the colleges to develop Impact statements, in preparation for responding to the DOB, when it becomes necessary. He noted that, in addition to a lack of information on figures, the DOB has not provided Instructions in terms of timing or procedures for the submission of this exercise.

Mr. Fink made the observation that the Information provided by the State was insufficient for a response to the exercise. Further, he indicated that he knew of no State statute requiring a response.
Chancellor Reynolds added that when she and Chairman Murphy visited the Governor, and also in meetings with SUNY, the Governor said that he felt CUNY and SUNY had borne the brunt of the State cuts and that he was very concerned about the future welfare of higher education.

Mr. Badillo stressed that the University should make some response, especially with respect to the treatment of the University like 'all State agencies.' He said that one of the University's problems is that in the last few years the State has come to regard CUNY as just another State agency, and the University has gone along with that. Thus, the University would be required to make the same 10% or 5% cuts as other agencies. He cited his article in the City Journal this fall in which he recounted the historic recognition of the University as an Institution, not just another State agency. It was his contention that the continuation of the perception by the Governor and the Legislature that the University is just another State agency would be detrimental to its survival. Mr. Badillo suggested that the University develop a campaign to rally its alumni, and to enlist a massive lobbying group, such as it had when there was no tuition at CUNY. Without this support, these cuts will be imposed, as they have been in the last few years. He called for the historic point of view of CUNY as an Institution that provided an avenue of opportunity for young people to make a contribution. He added that it would be a mistake for the University to accept designation as just another State agency, even in good times.

Mr. Fink stated that he and Mr. Badillo did not have a disagreement, unless in semantics. However, at this particular time in the University's history, he did not think there was a mandate for the University to respond to a Bureau of the Budget exercise for organizations funded by the State, although the University is in part funded by the State, especially since the Governor has suggested publicly and privately that CUNY has taken an inordinate amount of cuts over the last couple of years. Such statements lead to the expectation that the Governor would agree that higher education should receive some priorities in the State's fiscal plan. Mr. Fink stated that he was against responding to a 15% decrease, notwithstanding the determination of Chancellor Reynolds and Vice Chancellor Rothbard, based upon their experience in years of day-to-day dealings with the DOB. He stressed that over the last two years, the Board has acted in a very responsible manner by implementing tuition increases and making cuts. He noted that last year, upon the imposition of the last tuition increase, the majority of the Board members had made statements to the effect that they would not support further tuition increases. Likewise, the majority believed that it would be inappropriate for the University to make all budget cuts in the interest of operational efficiency, because such actions would severely effect the delivery of pedagogical services.

Mr. Badillo agreed, but stressed that beyond the refusal to go along with preparation of impact statements in anticipation of further cuts, the University should think about planning a different campaign.

Chairman Murphy said that trusteeship for the University was frustrating because the typical State agency does not have a board appointed by a Governor and a Mayor, a board that represents the constituencies of the University, the faculty, and the students. In the projection of this difference it must be stressed that, in all the areas of service funded by the State and provided through State government bureaucracies and delivery systems, the University's is the one that is really an investment for the future. It is an activity that relates to the creation and dissemination of knowledge. It is an activity as a public institution to take the citizenry of this City and to give that citizenry an opportunity to be fully realized in terms of their abilities as individuals and their ability to live happy lives and to contribute to the common good. That differentiation is not being made. Something must be done about defining the constituency of the University and developing strategies to project the University as an organism that deserves enthusiastic and realistic support. The University has put together a budget that is creative and responsive to what the Governor asked Chairman Murphy and Chancellor Reynolds to do. A meeting with the Governor is being sought to discuss with him and his key aides where the University is heading. Clearly it would be impossible for the University to take a cut of the magnitude discussed by Vice Chancellor Rothbard without disemowering this University. The University has its work cut out for it. Chairman Murphy indicated that he appreciated the comments of both Trustee Fink and Trustee Badillo and their expression of concern for the welfare of this University.

Chancellor Reynolds remarked that currently a great deal of time is being spent in Albany on a very active program involving direct communication between the college presidents and the legislators on some vital issues, in order to get the University's case before the legislators, before the Governor's office, and before everyone in Albany. The strong position of the Board on these State budget issues will be of benefit to these discussions.
Chancellor Reynolds announced that the newest trustee, Trustee Ronald Quartimon, who had joined the meeting and she extended a welcome to him. Chairman Murphy offered his congratulations to Mr. Quartimon and asked him to introduce any fellow USS officers who were with him. Mr. Quartimon introduced Ms. Kim Ray of Hunter College, who is Vice Chair of Legislative Affairs for the University Student Senate.

At this point Mrs. Everett joined the meeting.

2. CITY BUDGET ISSUES: The City estimates a 1.5 billion budget gap in its revenue expenditures this year. The City has put in a November financial plan with a proposed cut for CUNY of $6.4 million. The University has objected strenuously. The Chancellor met in a long meeting with Budget Director Michael and pointed out that were that cut to be enacted, the University would have to defer one third of the freshman class next fall into the spring semester, unless the Mayor’s budget or the City Council are effective in reversing the cut. The Chancellor indicated this point in her testimony before the City Council on Friday. The Council is very supportive of CUNY of CUNY’s budget and are trying to help. Also indicated very strongly in the City budget was CUNY’s need for $2 million for the opening of new community college facilities for this next year.

3. FEDERAL GOVERNMENT ISSUES: It is University staff’s belief that the change in administration will lead to a greater focus on support for education. The University is spending considerable time and thought in reaching out to people who it is believed will be playing a role in this transition. It is expected that key appointments will be named by early December. There are plans for a February Congressional delegation breakfast in New York City, and for one in Washington, D.C.

4. CUNY CADET CORPS: An inaugural ceremony for the first class of CUNY/NYC Police Department Cadets was held on November 6th at City Hall, in the Council Chamber. In attendance were Mayor Dinkins, Speaker Valone, and Police Commissioner Kelly. With the help of John Jay College, The College of Staten Island, New York City Technical College, and all of the community colleges, the Cadet Program is now off and running. The Cadet Program was begun when the $6 million “Safe Streets Project” was starting to come into being in the fall of 1990. With help from President Lynch and others at John Jay, the University moved quickly, got all of the community colleges involved, and negotiated this Program.

At this point a 3 minute news clip from WCBS-TV on the CUNY Cadet Corps graduation ceremony and on the Program was shown.

5. SCIENCE, ENGINEERING TECHNOLOGY, AND MATHEMATICS REPORT: Chancellor Reynolds noted the Board of Trustees’ strong support of efforts to strengthen CUNY’s high quality programs in science, engineering, technology and mathematics. Shortly after coming to CUNY, She appointed a Chancellor’s Advisory Committee, Chaired by President Bernard Harleston, which reported to her about a year ago on series of specific recommendations. As part of the consultation process, the Chancellor sought input from the college presidents, the University Faculty Senate, and the scientific community on the campuses. In the packet provided for the Board both the Advisory Committee Report and the Chancellor’s response, for which input is still being sought.

At the same time, the University has vigorously pursued some major outside funding initiatives and has received official notice of the receipt of a $5 million Alliance for Minorities grant from NSF and an Applied Science Institute to access some $15 million in State support. Vice Chancellor Freeland will coordinate both the implementation of recommendations for actions that the University may take and to monitor progress on these new initiatives. The Chancellor called on Vice Chancellor Freeland to briefly summarize this and to introduce Dean Fitzgerald Bramwell and Dr. Alvin Halpern of Brooklyn College to summarize some of the progress involving the twelve CUNY campuses.

Vice Chancellor Freeland discussed the national debate, since the early 1980’s, regarding the importance of strengthening the performance of the United States in scientific education and in scientific research. This concern was expressed in a National Commission on Education and Excellence report entitled “A Nation at Risk.” That report and other subsequent documents drew the attention of the nation to the fact that young Americans were preforming in scientific fields at levels considerably below those of its international competitors. They were entering the scientific fields at alarmingly low rates and American science is increasingly challenged in international economics competition, and international technological competition. These two issues are clearly related for unless the U.S. can develop a more educated workforce, In scientific and technological fields, the U.S. will never have the economic strength to maintain itself In an increasingly competitive global context. These national debates and expressions of concern have been echoed in New York State beginning with the work of the NYS Science and Technology Foundation and the Urban Development Corporation in the early 1980’s and more
recently in the report of the Governor's Task Force on Science and Engineering Education and Research and Development in 1990. Similar concerns have been expressed at the local level with regard to the importance of biomedical research to the economy of New York City. It is within this large context that the Chancellor charged the Advisory Committee. Three central themes of both documents is the observation that CUNY's collective strength in science is far greater than the sum of the individual strengths at its campuses. Despite budget cuts, which have particularly affected CUNY's scientific departments on the campuses because of the high costs associated with them, CUNY continues to have major strength in scientific disciplines when considered collectively. The benefits of university-wide collaboration are particularly evident in education. The Advisory Committee Report and the Chancellor's response stress the need to strengthen science, engineering, technology and mathematics (SEDM) programs, majors and pre-majors, for all students and especially for women and minorities upon whom the economy will become increasingly dependent. Vice Chancellor Freeland pointed to the New York City Alliance for Minority Participation in Science, a federally funded program under the direction of Dr. Fitzgerald Bramwell, Dean of Graduate Education and Research at Brooklyn College, as an example of the potential of system-wide collaboration in scientific education.

At this point Mr. Badillo and Mr. Fink left the meeting.

Dr. Bramwell explained that the NYC Alliance is a National Science Foundation funded program designed to significantly increase the baccalaureate graduation rate for students from underrepresented groups in the natural sciences and engineering. It is a consortium which consists of Brooklyn, City, Hunter, Lehman, Medgar Evers, and New York City Technical Colleges and Borough of Manhattan, Bronx, Hostos, Kingsborough, LaGuardia, and Queensborough Community Colleges. Also included is Polytechnic University and a number of different companies that have bought into the idea that there is a critical need for their involvement in the science, engineering, and technology education process. In keeping with its concern about basic science literacy and the quality and quantity of underrepresented minorities successfully completing science and engineering baccalaureate programs, the National Science Foundation (NSF) set the goal of substantially increasing the pool of interested and academically qualified underrepresented minority students eligible for graduate studies in science, engineering, and mathematics. This represents a major commitment for CUNY, since approximately one-half of CUNY students, about 100,000, are from underrepresented groups. The NYC Alliance, a multi-million dollar, multi-year project upon which the University has engaged, has set specific objectives for its program which focus on transition point intervention and student tracking, and will involve the restructuring of courses, concentration on courses in mathematics, chemistry and physics; mentoring programs; the use of learning centers; research preparation programs; research enrichment career development; and cross-campus curriculum coordination. Dr. Bramwell indicated that he is available to answer any questions about the alliance.

Trustee Susan Mounier observed that The College of Staten Island was not part of the New York City Alliance. She asked Dr. Bramwell to address this situation and to explain how the colleges were chosen. Dr. Bramwell explained that during the two-year organizational process all of the CUNY colleges were asked to become part of the Alliance. At that time some of the colleges chose not to participate, however, since that time many of these, including The College of Staten Island, have indicated an active interest, albeit through professorial, not administrative, contacts.

Chancellor Reynolds stressed that a planning meeting had been held and everyone who wanted to participate was asked to join the Alliance. Participation was volitional. Anyone who is not represented, chose not to be there.

Vice Chancellor Freeland stated that the Applied Science and Technology Economic Development Proposal is an illustration of what is possible when the University marshals its resources in scientific research, CUNY-wide. CUNY has submitted this proposal, which will provide revenues to higher educational institutions in the State of New York to purchase facilities and equipment in economically significant areas of science and technology, to the NYS Higher Education Applied Technology program administered by the Urban Development Corporation. Vice Chancellor Freeland called upon Dr. Alvin Halpern, Professor of Physics, on special assignment to the Research Foundation and the Graduate School who will head and coordinate CUNY's efforts.

At this point Mr. Badillo rejoined the meeting.

Dr. Halpern explained that CUNY's new scientific research initiative was complementary to, and interactive with the Alliance. The program will support the University in its research and development initiatives, as well as enhance and
Increase the role of the University as a partner in economic development in New York State. The University has prepared a four-volume, 1700-page proposal for this initiative which is part of the NYS Higher Education Applied Technology Program approved by the State with an overall authorization of $75 million for nine universities. The CUNY authorization of $15 million will be used to enhance interaction and technology transfer between the University and Industry, in support of economic development in New York State, through the funding of scientific research equipment and facilities for specific and cohesive applied science initiatives. Dr. Halpern acknowledged the major efforts of Chancellor Reynolds and her staff, President Horowitz, and many others, in the development of CUNY's proposal within a short period of time subsequent to securing the $15 million State authorization. Dr. Halpern briefly described the program and the expected outcomes with the use of new equipment, first class research laboratories, and state-of-the-art instrumentation: 1) greater multi-campus cooperation in key areas of multi-disciplinary and inter-disciplinary scientific research, 2) enhanced interaction and collaboration of CUNY scientists and engineers with specific NYS companies, 3) technology transfer from University laboratories to the commercial sector, 4) more effective training of undergraduate and graduate students from high technology careers at all levels, 5) greater attraction of students, including specifically minority and women, to scientific and technology careers through cooperative interaction with programs such as the NYC Alliance, and, 6) outreach to small manufacturers in the City and State in cooperation with technology extension and economic development organizations, such as the NYC Industrial Technology Assistance Corporation, and the New York City Partnership. The University must play a more active role in this important area because, although small businesses in the State and City make up a very large part of the manufacturing and employment base, they have a difficult time accessing technology and scientific innovation. The organizational structure of the University's Higher Education Applied Technology Program provides for The Applied Science Coordinating Institute under which there will be three University-wide research centers (a Center for Ultrafast Photonic Materials and Applications, a Center for Applied Biomedicine and Biotechnology, and a Center for Applied Studies of the Environment) working interactively for economic development, technology transfer, and the education and training of undergraduate and graduate students.

Chancellor Reynolds indicated that she would conclude her report on this very positive note of these new collaborative efforts involving many campuses of the University in pursuit of some first rate scientific goals.

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

NO. 1. UNIVERSITY REPORT: RESOLVED, That the University Report for November 23, 1992 (including Addendum Items) be approved as revised as follows:

(a) ADDENDUM: Revise the following:

D 3 KINGSBOROUGH COMMUNITY COLLEGE - ADMINISTRATIVE DESIGNATION WITH COMMITTEE APPROVAL (EXECUTIVE COMPENSATION PLAN-AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH) - The salary rate for the designation of Ralph Edwards is revised to read $94,320.

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

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

Trustee Robert A. Picken made the following statement regarding items on the September 1992 University Report:

I am not the first New Yorker to be misquoted and misconstrued by the New York Post, and I am certain I shall not be the last. What I find astonishing is that a statement I made to this Board nearly two months ago, a statement which was made in public session, which was recorded in the Board's minutes, subsequently approved at our October meeting, which was reported to the University Faculty Senate, included in its minutes and distributed to every department in the University, should, at this late date, be the object of so much attention.
I am therefore pleased to take this opportunity to correct some of the misinformation that has been circulating in conjunction with my statement regarding the Board's approval of increases in compensation for senior administrators. At the September 30 meeting of this Board, I had occasion to question certain discretionary increases proposed for a small number of administrators holding executive compensation or REM titles. There were 11 in all. The proposed actions were included in public documents, the University Report and its addendum, according to established procedures, and available in time for review by anyone wishing to do so. Indeed, one of the actions I spoke to was the object of written comment from a member of the public through the public hearing process. A number of the actions were addressed in Deputy Chancellor Mucciolo's memo to the Trustees in advance of the meeting. I was able to make my views public. I did not at that time, nor subsequently, mention any of the individuals involved by name. My sole concern was with principles, not personalities, and I stated at the September 30 meeting that I firmly believe our senior executives are, by-and-large, doing a fine job. Certain of the points I raised were responded to by members of the Chancellory. I fear I was unpersuasive, and the voting Trustees present acted to accept the recommendations of the presidents and the Chancellor.

The number of supposedly questionable actions reported in the press -- 33 actions with a cost of $450,000 -- goes far beyond the 11 cases I objected to, and seems to have been arrived at by totaling up all the administrative appointments included in the September University Report. The additional cases were standard University personnel actions in which individuals had been selected to fill vacancies and/or undertake defined responsibilities at particular salaries, either on a regular or an acting basis. I am pleased that in a large number of instances, vacancies were filled by City University faculty members, testifying to the capability and willingness of CUNY faculty to undertake administrative assignments. Certainly there was nothing unusual, underhanded, or inappropriate in those recommendations.

With respect to the question of senior administrative appointments, I would like to take this opportunity to recognize the Chancellor for the way in which she has acted to reduce the number of administrators in executive compensation and REM titles in the central administration since taking office. At the first Board meeting she attended in September, 1990, I spoke to the matter of the proliferation of senior administrators throughout the CUNY system and the ballooning of their ranks that occurred in the late '80's. Chancellor Reynolds made a commitment to reduce the number of senior level administrators in the central administration, and she has followed through on that commitment.

Chairman James P. Murphy submitted the following statement for inclusion in the record:

At its September 30, 1992 meeting, the Board of Trustees approved thirty-six actions recommended by college presidents filling vacant administrative positions, changing titles reflecting added responsibilities, and, in nine instances, granting salary increases totalling $30,000. None of these salary increases benefited any of the system officers of the University or college presidents. Such actions routinely appear on the agenda of the first Board meeting of the academic year, as they did this year.

The majority of these actions were either the appointment of faculty to replace deans and other administrator or the promotion of incumbent administrators to higher titles because they have assumed the workload of unreplaceable administrative staff. These actions have to be considered within the context of the substantial reductions in University and college administrative staff, including executive staff, implemented during the past several years; and also a 1992 Board-approved retirement incentive program that involved 351 employees. Retirement incentive programs and other management initiatives have substantially reduced administrative and executive staff throughout the system; for example, executive staff has been cut twenty percent since 1989. While the University was compelled to terminate and retrench some staff (the overwhelming majority of whom were non-teaching staff), the retirement incentive program avoided significantly greater layoffs.

It is important to emphasize that all of the personnel actions that are presented to the Trustees are widely distributed and made public prior to each Board meeting. In the case of the most senior administrative appointments, a Board committee reviews each president's recommendations and, if approved, the item is then presented to the full Board. At the September 30th meeting, there was, in fact, a thorough discussion in the public session about these personnel
actions, which is reflected in the minutes of the meeting. Following the discussion, the Board of Trustees unanimously approved all of the recommendations. Following the public meeting, and after adoption of these personnel actions, the Board met in executive session and further discussed individual cases.

It is, therefore, completely inaccurate and untrue to suggest that these appointments were hidden or that Board members were unaware of these issues.

The Chancellor and the presidents need and have our full support to manage the University during this period.

NO. 2. CHANCELLOR’S REPORT: RESOLVED, That the Chancellor’s Report for November 23, 1992 (including Addendum Items) be approved.

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

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

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the regular Board meeting of October 26, 1992 be approved.

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

A. BROOKLYN COLLEGE - CAMPUS-WIDE ACCESS AND SAFETY AND WINDOW REPLACEMENT IN INGERSOLL HALL AND VARIOUS OTHER FACILITIES.

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract with firm of Elifeo, Bostwick, and Purcell Architects for architectural and engineering services for the design and supervision of construction for campus-wide access and safety (Project No. BY041-092) and for the replacement of windows in Ingersoll Hall and various other campus facilities (Project No. BY 006-089). The total estimated cost for this design contract shall not exceed $330,000 for BY041-092 and $93,000 for BY006-089, 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: Project No. BY041-092 will provide campus-wide access for the disabled, abate outstanding violations of federal regulations and make toilet rooms comply with the Americans with Disabilities Act (ADA) rules. The estimated construction cost is $2,153,000.

Project No. BY006-089 will replace all of the deteriorated windows with new aluminum energy-efficient windows which comply with the State Energy Code and will also eliminate the maintenance costs required for the periodic painting of the present windows. The estimated construction cost is $598,000. The consultant has been selected in accordance with CUNY procedures.

B. JOHN JAY COLLEGE - REHABILITATION OF EXISTING TOILETS AND REMOVAL OF OBSTACLES TO THE PHYSICALLY DISABLED IN THE NORTH HALL BUILDING.

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 Fleming Architects, for architectural and engineering services for the design and supervision of construction for rehabilitation of existing toilets and removal of obstacles to the physically disabled at the North Hall Building at John Jay College, CUNY Project No. JJ009-090 and JJ026-092. The total estimated cost of the contract shall not exceed $163,000, 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 the rehabilitation of eight (8) dilapidated toilet rooms and an inspection survey and correction of existing building conditions to provide accessibility for the physically disabled throughout the North Hall facility. Estimated construction costs are $772,116 and $164,135 respectively. The consultant was chosen in accordance with CUNY procedures.

C. BARUCH COLLEGE - REPLACEMENT OF THE ORIGINAL ELECTRIC SERVICE AND TELECOMMUNICATIONS WIRING AT 135 EAST 22ND STREET

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 Atkinson, Koven & Feinberg Engineers for engineering services for the design and supervision of construction for replacement of the original electric service and telecommunications wiring system at 135 East 22nd Street, Baruch College, CUNY Project No. BA009-090. The total estimated cost of the contract shall not exceed $112,000 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: In order to implement the University's 1992-93 Capital Construction program at Baruch College, the firm now proposed was selected in accordance with the procedures established by the University to provide design and supervision of construction services for the original electric service and telecommunications replacement project which has an estimated construction cost of $552,000.

The original electric service and distribution system is 53 years old and is not compatible with Utility Company and Electrical Code requirements. Existing panel boards do not conform to NEMA standards. As they are of outdated design, spare parts are not available. The project involves the replacement of the existing service, main switchgear, feeders, lighting and power panel boards.

The scope of work also includes the replacement of the existing telephone wiring system in the building to make it compatible with the new telecommunication system of the Baruch College Site "A" project, to enable it to transmit digital telephone data and video traffic and to provide for the implementation of Local Area Networks (LANS). The College has implemented the "Intellipath II" system for telephone/data transmission at Site "A". Existing telephone wiring at 135 East 22nd Street is not suitable for the above system.

At this point Cal. No. 4. E. was considered.

E. CENTRAL OFFICE - LICENSE OF COMPUTER SOFTWARE

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 all the Senior and Community Colleges to purchase a University-wide license for CA-EASYTRIEVE PLUS and CA-EASYTRIEVE PLUS/IDMS report writing tools from Computer Associates without competitive bidding. The total estimated cost is $287,685, chargeable to FAS Code 240001532. The contract shall include up to four years of maintenance and usage, the renewal fee to be no more than 15% above the then prevailing license annual fee. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: In the interests of compatibility and standardization, most CUNY campuses own and operate IBM mainframe peripherals and software. The Computer Associates software running on these machines is proprietary, copyrighted intellectual property, not available from any other vendor. These report writing tools significantly enhance programmer productivity by enabling programmers to use industry standard, fourth generation software tools to produce a variety of mandated and ad hoc statistical and management reports.

Acquisition of these tools will allow standardization of formats in report writing, and the ability to share locally developed programming modules among campuses. The software is fully compatible with the University's Student Information Management System, (SIMS), and will significantly enhance the productive capacity of this system. By executing a CUNY-wide contract, overall savings are estimated at $500,000 compared with individual campus acquisitions. Standardization on this software and on SIMS will produce system wide savings by being fully portable from campus to campus and by reducing redundant programming efforts.
F. CENTRAL OFFICE - BORLAND EDUCATIONAL SITE LICENSE AGREEMENT

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute an agreement on behalf of the University to purchase an Educational Site License from Borland International, Inc. without competitive bidding and pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $108,000, chargeable to FAS Code 2-240-01-532. The agreement shall include up to four annual options for the University to renew in its best interest. The agreement shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Borland International is the sole author and copyright holder of this software used by faculty, staff and students at the campuses of the University. The University-wide license agreement effects significant savings over individual campus agreements and is offered to the University at a price substantially below that quoted to other academic institutions or state agencies. A license agreement is the method by which a licensee gains limited rights to the intellectual property represented by a software program. This agreement permits the University to use Borland software at each University site.

At this point cal No. 4. D. was considered.

D. CENTRAL OFFICE - UNIVERSITY INVESTMENT ADVISOR

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of the University to purchase the services of an Investment Advisor. The contract shall be awarded based on sealed response to a Request for Proposal after public advertisement by the University Accounting Office pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $100,000 for the annual period from February 1, 1993 to January 31, 1994, to be paid from income derived from trust and gift investment accounts. The contract shall include up to four annual options for the University to renew in its best interest. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The City University employs an investment advisor to provide professional assistance in managing trust and gift funds.

Vice Chair Everett asked if the request for bids in a sealed response was an indication that the contract will be awarded based on the lowest provider. Mr. Howard responded that that was not the case. He explained that although the current Investment advisor, Oppenheimer, has done a reasonably good job for the University for a fair number of years, a contract for a CUNY Investment advisor has not been awarded for several years. The Committee on Fiscal Affairs, Facilities, and Contract Review felt it would be in the best Interest of this Board to a) look at what the universe of other advisors was, and b) assure itself that the University was getting the best possible price. Once staff has reviewed responses to the RFP from Interested parties the recommendation will come to the Fiscal Affairs Committee and ultimately the entire Board will choose the Investment advisor.

Mrs. Everett recommended that since the size of the corpus to be managed is about $60 million, the Committee might want to consider the possibility of more than a single advisor, as well as specialists in different areas, i.e., bond specialists, equity specialists, etc. She further stated that she presumes whoever is hired will be instructed that the University has no tobacco stocks in its portfolio.

Mr. Howard emphasized that in addition to the ban on tobacco stocks, the Fiscal Affairs Committee continues to follow the City and State lead on investments in South Africa, which will also be in the specifications. Both are being taken very seriously.

NO. 5. COMMITTEE ON ACADEMIC POLICY, PROGRAM, AND RESEARCH: RESOLVED, That the following items be approved:

A. HUNTER COLLEGE - MSED IN BILINGUAL (SPANISH-ENGLISH) SPECIAL EDUCATION:

RESOLVED, That the program in Bilingual (Spanish–English) Special Education leading to the Master of Science in Education Degree to be offered at Hunter College be approved effective February 1993, subject to financial ability.
EXPLANATION: The program's primary objective is to prepare special education teachers to work in the New York City public schools with Hispanic/Latino students who have disabilities and whose home language is Spanish. Such teachers are in very short supply. This program will combine the efforts and expertise of faculty members in the Department of Special Education and those faculty members responsible for the program in bilingual education. Faculty from both departments are qualified and committed to the proposed program. The program was developed with support from the New York State Education Department and will receive implementation funds from the same source for the first two years of operation.

B. DISSOLUTION OF THE CUNY INSTITUTE FOR MARINE AND ATMOSPHERIC SCIENCES (IMAS) AT THE CITY COLLEGE:

RESOLVED, That the CUNY Institute of Marine and Atmospheric Sciences within the organization of The City College be dissolved.

EXPLANATION: The Board established the University Institute of Oceanography (later renamed the CUNY Institute for Marine and Atmospheric Sciences) in January, 1971. Following an external evaluation of the Institute conducted in 1989, the President of City College, where the Institute was based, decided to dissolve the Institute. In its place, the Chancellor launched the CUNY Urban Marine and Freshwater Initiative (CUMFI) in June 1991. The Chancellor's Advisory Committee on CUMFI is currently developing a proposal for a research institute, which will require Board approval.

C. BYLAW AMENDMENT: Notice was served of the introduction of the following amendments to Sections 6.6 b., 8.3 and 8.15 of the Bylaws of the Board, with respect to the abolition of the CUNY Institute of Marine and Atmospheric Sciences at City College. These amendments will come up for action at the January 1993 meeting of the Board of Trustees.

RESOLVED, That Sections 6.6 b., 8.3 and 8.15 of the Bylaws of the Board be amended as follows:

Section 6.6 b. Except for the appointment of persons [to the cuny institute of marine and atmospheric sciences at city college or of persons] whose sole educational duties shall be administrative, all original appointments to the instructional staff shall be made to a department. All appointments shall be for one year or less except that the board may, in appropriate instances, make appointments for a period not exceeding two years.

Section 8.3 THE FACULTY, EXCEPT IN THE CITY COLLEGE[. AND THE UNIVERSITY GRADUATE DIVISION [. AND THE CUNY INSTITUTE OF MARINE AND ATMOSPHERIC SCIENCES AT CITY COLLEGE]. The faculty (except in the city college[,] and the university graduate division [, and the cuny institute of marine and atmospheric sciences at city college]) shall consist of all persons having faculty rank or faculty status and such other individual members of the instructional staff as the faculty may add because of their educational responsibilities except that members with faculty rank in the hunter college high school and the hunter college elementary school shall have membership in the faculties of their respective schools, and shall have membership in the faculty of hunter college only if they have faculty rank or status concurrently in the faculty of hunter college.

[Section 8.15 CUNY INSTITUTE OF MARINE AND ATMOSPHERIC SCIENCES AT CITY COLLEGE: There shall be a cuny institute of marine and atmospheric sciences within the organization of the City College. Its purpose shall be to coordinate and integrate, at all degree levels, and at whatever campus of the city university of New York, existing training, research and advisory service programs in oceanography and marine resources and the organization at all degree levels of new programs. The organizational structure of the institute shall be as provided in the bylaws of the institute.]

and be it further

RESOLVED, That section 8.16 of the Bylaws of the Board be renumbered Section 8.15.

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

In response to Mr. Quartlmon's query as to what was going on at the Institute at the present time, Mr. Cencl indicated that the Institute was not functioning.
Mrs. Everett reported, apropos of the resolution regarding bilingual and ESL education, that the ESL faculty was concerned about how non-ESL faculty was handling the very large number of limited English proficient students. Therefore, on their own time and by their own efforts ESL faculty developed a paper entitled "Into the Academic Mainstream: Guidelines for Teaching Language Minority Students." (language minority means non-English speaking students) addressed, primarily to non-ESL teachers. The Instructional Resource Center printed 7000 of these guidelines so that each faculty member could receive one. Requests for these guidelines have come from all over the country -- from California to New Jersey. Stressing that the receipt of these guidelines in the mail did not insure that they would be used, Mrs. Everett urged each of the Presidents to contact and work with someone in their ESL Department to help bring an awareness of this document to all of the faculty, i.e., at a Senate meeting, so that the University can really make some serious inroads in helping its foreign language, non-native English speaking, or limited English proficient (LEP) students. This is very important because this 30% of the student body within the University has been somewhat neglected.

Chairman Murphy thanked Mrs. Everett for her statement.

ADDED ITEM

NO. 6. HONORARY DEGREES: RESOLVED, That the following honorary degrees, approved by the appropriate faculty body and recommended by the Chancellor, be presented at the December 2, 1992 College Academic Convocation at Medgar Evers College:

<table>
<thead>
<tr>
<th>MEDGAR EVERS COLLEGE</th>
<th>DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert B. Catell</td>
<td>Doctor of Science</td>
</tr>
<tr>
<td>Vernal Gordon Cave</td>
<td>Doctor of Science</td>
</tr>
</tbody>
</table>

Provost Dominick Nwaziki, emphasized that these two recommendations from the Medgar Evers faculty were in keeping with the University's thrust in the area of science. The recommended individuals represent good role models in addition to their contributions in this area.

Mr. Inniss said he knew both Dr. Catell, who is a recognized doctor of science, and the distinguished Dr. Cave, who has become a legend in his own time, especially in Central Brooklyn where he has done much to improve racial harmony in Crown Heights. He added that both honoraries were well deserved.

NO. 7. COMMITTEE ON PUBLIC AFFAIRS: RESOLVED, That the following report be noted:

A. REPORT: Trustee Bloom reported that last Thursday, 208 faculty members who were winners of external awards and grants were honored at a CUNY-wide event held at the New York Public Library. Chairman Murphy, Chancellors Reynolds, Trustee Conci, and Trustee Picken were in attendance, along with most of the college presidents. Copies of the publication "Access to Excellence" were provided in the Board materials at the table.

For those Trustees who wished to attend, Mrs. Bloom advised that the reception for the New York City Congressional Delegation was scheduled for February 3, 1993. A formal notice with the details will be sent to the Trustees shortly.

Mrs. Bloom also reminded everyone that the Manhattan Borough Hearing will be held on Thursday, January 14, 1993, from 4:00 P.M. to 8:00 P.M., in the Public Hearing Room at City Hall.

Upon motions duly made, seconded and carried, the public meeting was adjourned at 5:55 P.M.

SECRETARY GENEVIEVE MULLIN
Governance Structure - Corporation

Name - Borough of Manhattan Community College Association, Inc.

Governance Documents - Bylaws

Certificate of Incorporation

Governing Board - 13 members composed of:

1 Chair (The Chair of the Association is the College President or his/her designee).

3 administrative members appointed by the College President.

3 faculty members appointed by the College President from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate faculty governance body.

6 student members comprised of the Student Government President and other elected Student Government Senators elected by the student body and selected by the Student Government.

Budget Committee - 5 board members composed of:

3 students, including the Student Government President
1 administrator
1 faculty member

Executive Committee - 5 board members consisting of the 4 officers, 2 of whom must be students, and one additional non-student board member.

Officers - Chair, Vice-Chair, Treasurer and Secretary. The Chair of the Association shall be the President of the College or his/her designee. 2 officers shall be students, 1 an administrator and 1 a faculty member

Checks - At least two signatures required including the College President or his/her designee.

Approvals - Proposed Bylaws and Certificate of Incorporation have been approved by the College President and reviewed by the Board's general counsel for conformance with the Board's Bylaws.

Attachments - Proposed Bylaws and Certificate of Incorporation.

ARTICLE I - NAME AND PURPOSES

Section 1 - Name

This corporation shall be known as the BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC. (BMCC ASSOCIATION) and will hereinafter be referred to as the Association.

Section 2 - Purposes

The principal objectives and purposes of the Association are as follows:
APPENDIX A

1. To plan, develop, promote, and cultivate educational and social relations among the students and faculty of Borough of Manhattan Community College, an educational unit of The City University of New York.

2. To aid the students and faculty of the Borough of Manhattan Community College by assisting them in their study, work, curricular, and college-related activities, and to provide a vehicle for the orderly administration of student fees and activities. Any facilities provided for students, faculty, or staff shall be available to all members of the Borough of Manhattan Community College without regard to membership in any organization.

3. To receive, maintain and dispose of a fund or funds of real or personal property, or both, and to apply the income and principal thereof, in whole or in part, to the various objectives herein set forth.

4. Without profit and solely as an incident to the foregoing purposes, to acquire, print, publish, manufacture, operate, conduct, engage in, circulate, distribute, deliver and otherwise deal in and with any periodicals, magazines, journals, newspapers, circulars, pamphlets, books, music, photographs, blueprints and any other printed or duplicated matter in connection with any of the above mentioned objectives.

5. To acquire by purchase, gift, grant, devise and/or bequest real and personal property and to accept such property for use, in fee or in trust, for the purposes of effecting any or all of its objectives.

6. To sell, mortgage, exchange, lease, convey, transfer of otherwise dispose of or encumber any such property, both real and personal, as the objects and purposes of the Association may require, subject to such limitations as may be provided by law and by the regulations of the Board of Trustees of The City University of New York.

7. To administer, invest and reinvest any and all monies, securities or property received by it and to apply and expend the income and principal of the Association in carrying out its purposes.

8. To borrow money and to make, accept endorse, execute and issue promissory notes and other obligations or evidences of indebtedness in payment for property acquired or money borrowed.

9. To make such rules, regulations and bylaws and to hire clerical and other staff and such employees as may be necessary and advisable to carry out the purposes of the Association.

10. In general, to exercise such powers as are incidental and conducive to the attainment of the objectives and purposes of the Association, provided that the Association shall not operate for profit and further provided that no part of the net earnings of the Association shall inure to the benefit of any member thereof.

ARTICLE II - DIRECTORS

Section 1. Number - The property, affairs, and concerns of the Association shall be viewed in a Board of Directors consisting of thirteen (13) Directors.

1. The President of the College or his/her designee, shall be Chair of the Board of Directors.

2. The President of the College shall appoint three (3) Directors from amongst the administrators of the College.

3. The President of the College shall appoint three (3) faculty members from a panel of at least six (6) teaching faculty elected by the College's Faculty Council.

4. The President of the Student Government Association shall be a Director of the Board of Directors by virtue of the office held.

5. Five (5) Student Directors of the Board of Directors shall be elected by the Student Senate from amongst the students duly elected by the general student body. Where practical, these students shall be representative of the different constituent student groups (i.e. full-time, part-time, day students, evening students).
Section 2 - Term of Office

Directors shall be elected or appointed annually. A Director's term of office shall commence with the Association's fiscal year.

Section 3 - Qualifications

The faculty/administration component of the Board of Directors shall be full-time employees of the Borough of Manhattan Community College. The Student component of the Board of Directors shall be students in good standing enrolled at the Borough of Manhattan Community College. (The President of the Student Government Association shall maintain at least a 2.5 cumulative index; all other Student Directors shall maintain at least 2.0 cumulative index.)

Section 4 - Duties and Meetings

The first meeting of a new Board of Directors shall be held during the first week in July. The Board of Directors shall have power to hold meetings at such times and places as it deems advisable, to appoint committees, to employ necessary employees, to authorize proper expenditures and to take such other measures as may be necessary or proper to carry out the purposes of the Association. Meetings of the Board of Directors may be called by the Chair whenever he/she deems advisable. The President of the College may also call meetings of the Board of Directors whenever deemed advisable.

Section 5 - Quorum

The presence of seven (7) Directors shall constitute a quorum for the transaction of any business and, unless otherwise specified in these bylaws, the act of a majority at any meeting of the Board of Directors shall be the act of the Board. Each Director shall be entitled to one vote. Directors shall vote in person and not by proxy.

Section 6 - Vacancies

Whenever a vacancy shall occur in the Board of Directors, said vacancy shall be filled in accordance with the provisions set forth in Section 1 of Article II hereof.

Section 7 - Compensation

No Director shall receive any compensation from the Association for services performed in his official capacity, but Directors shall be reimbursed for reasonable expenses incurred in the performance of official duties. The payment of stipends to student leaders is permitted only within those time limits and amounts authorized by the Board of Trustees of The City University of New York.

Section 8 - Assessments

The Board of Directors shall have no power to impose any liability or assessment upon any member or members of the Association, except that, a member of the Association may be required to reimburse the Association for personal use of Association services.

ARTICLE III - OFFICERS AND EXECUTIVE COMMITTEE

Section 1 - Chair

The Chair of the Board of Directors shall preside over meetings of the Board and shall vote only in case of a tie. He/she shall sign and execute, in the name and on behalf of the Association, all documents required to be executed by the Association and shall perform such other duties as requested by the Board of Directors or as are reasonable incidental to his/her office. The Chair of the Board of Directors shall be the President of the College or his/her designee.
Section 2 - Vice-Chair

The Board of Directors shall elect one of the members of the Board as Vice-Chair of the Board of Directors. He/she shall preside over meetings of the Board in the absence of the Chair. He/she shall perform such other duties as requested by the Chair or Board of Directors.

Section 3 - Treasurer

The Board of Directors shall elect one of the members of the Board as Treasurer of the Board of Directors. The Treasurer shall be the titular business and fiscal officer of the Association. He/she shall perform such other duties as requested by the Chair or Board of Directors.

Section 4 - Secretary

The Board of Directors shall elect one of the members of the Board as Secretary of the Board of Directors. The Secretary shall oversee the taking and recording of minutes of all meetings of the Association's Board of Directors, shall keep the seal of the Association and shall, when necessary, attest to the official acts of the Chair and Board of Directors. The Secretary shall supervise the distribution of minutes of all Association meetings; said distribution shall take place no more than seven (7) days after a meeting. Whenever a person is elected or appointed to one of the positions specified in Section 1 of Article II hereof, the Secretary shall immediately notify such person, in writing, of his/her membership in the Association. The Secretary shall perform such other duties as requested by the Chair or Board of Directors.

Section 5 - Composition of Officers

Two (2) of the officers of the Board of Directors shall be students, one (1) shall be an administrator and one (1) shall be a member of the faculty.

Section 6 - Executive Committee

The officers of the Board of Directors of the Association and one (1) additional non-student Board member shall constitute the Executive Committee of the Board with power to act for the full Board when classes at the Borough of Manhattan Community College are not in session. The Executive Committee of the Board shall also have the power to act for the Board of Directors when circumstances make it unfeasible to call for a meeting of the full Board of Directors. An action of the Executive Committee shall be reviewed and voted upon at the next regularly scheduled meeting of the full Board of Directors of the Association.

ARTICLE IV - BUDGETS AND PROCEDURES

Section 1 - Fiscal Year

The fiscal year for the Association shall begin July 1st.

Section 2 - Budget Procedures

The budget of the Association shall consist of at least two (2) principal sub-budgets: The operating budget for College Purposes and Activities and the operating budget for the Student Government Association. All accounting procedures shall be in accordance with the provisions set forth in Article XVI of the Bylaws of the Board of Trustees of The City University of New York, and consistent with such other policies and procedures followed by the Borough of Manhattan Community College.

Section 3 - Budget Committee

The Budget Committee shall be empowered to receive and review student activity fee budget requests and, after notice and hearing, to develop and allocate a budget subject to the review and approval of the Board of Directors of the Association. Five (5) Directors of the Board shall comprise the membership of the Budget Committee including the Student Government Association President. A majority of members of the committee shall be students. One (1) Administrator and one (1) faculty member shall also be members of the Budget Committee.
APPENDIX A

Section 4 - Student Government Association

The operating budget for the Student Government Association shall be prepared by the Budget Committee of the BMCC Association, Inc. after notice and hearing and approval by the full Board of Directors.

Section 5 - College Purposes Fund

The College Purposes Fund shall be allocated by the President of the College. The College Purposes Fund may have up to 25% (twenty-five percent) of the unearmarked portion of the student activity fee earmarked to it by resolution of the Board of Trustees of The City University of New York, upon the presentation to the Board of Trustees of a list of activities that may be properly funded by student activity fees that are deemed essential by the College President.

Section 6 - Notification for Action

The minutes of the Board of Directors or the Executive Committee, as submitted by the Secretary and approved by the Board of Directors or the Executive Committee, shall be deemed to be the official notification for the Executive Office of the BMCC Association, Inc. authorizing it and other related college offices to take the necessary actions relating to appropriations and expenditures.

Section 7 - Audit

The accounts of the Association shall be audited annually by outside certified public accountants engaged by the Board of Directors for that purpose.

ARTICLE V - REVIEW AUTHORITY OF THE COLLEGE PRESIDENT AND GOVERNANCE

Section 1 - Authority

The President of the Borough of Manhattan Community College, shall have review authority over all actions taken by the Association's Board of Directors. Said review authority shall be exercised in the manner prescribed under Article XVI of the Bylaws of the Board of Trustees of The City University of New York.

Section 2 - Governance

The Association shall operate consistent with the Bylaws, policies and regulations of The City University of New York, and any policies, regulations and orders of the Borough of Manhattan Community College.

ARTICLE VI ASSETS AND FUNDS

Section 1 - Owners

No member, Director, officer or employee of the Association shall have any right, title or interest in the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.

Section 2 - Disposition

All funds of the Association shall be deposited in an account or accounts in the name of the Association in a bank or banks designated by the President of the College and shall be used solely to pay the proper expenses of the Association. Funds shall be withdrawn from such bank account or accounts only upon the written authorization and signatures of the Treasurer of the Association and President of the College or his/her designee or upon the written authorization and signature of such other person or persons as the Board of Directors shall designate by resolution. The College President or his/her designee must be a signatory on all checks. Any funds or other assets of the Association which, in the judgment of the Board of Directors, shall not immediately be required to effect the purposes of the Association may be invested, reinvested, and administered by the Board of Directors in such securities, real estate or other investment as in the judgment of the Board of Directors is sound and proper.
Section 3 - Dissolution

In case of dissolution of the Association, surplus assets, if any, shall pass to the Board of Trustees of The City University of New York for the purposes of the Borough of Manhattan Community College, pursuant to approval and order of a justice of the Supreme Court of the State of New York.

ARTICLE VII - AMENDMENTS TO BYLAWS

Section 1 - Amendments

These bylaws may be amended by a two-thirds vote of the total membership of the Board of Directors. Said two-thirds vote shall be cast during two consecutive meetings of the total membership of the Board of Directors of the Association. Amendments shall be subject to the approval of the President of the College and the Board of Trustees of The City University of New York.

Section 2 - Effective Date of Amendment

The effective date of amendments to these bylaws shall be as stated by the Board of Trustees of The City University of New York.

Section 3 - Conflicts

The Board of Directors of the Association shall not adopt any new or amended Bylaws, policies, or resolutions which conflict with the terms of the Bylaws of the Board of Trustees of The City University of New York. Nothing contained in the Bylaws of the BMCC Association, Inc. shall be construed as diminishing the rights, duties and intentions as defined in Article XVI of the Bylaws of the Board of Trustees of The City University of New York.

Section 4 - Resolution of Conflicts

Should a conflict exist between the Bylaws of the BMCC Association, Inc. and the Bylaws of the Board of Trustees of The City University of New York, governing policy shall be that established by The City University of New York and the Board of Trustees of The City University of New York. Conflicts may be submitted to the Office of the Vice-Chancellor for Legal Affairs of The City University of New York for resolution.
THE COLLEGE ASSOCIATION OF
BRONX COMMUNITY COLLEGE

GOVERNANCE STRUCTURE: Corporation

NAME: Bronx Community College Association, Inc.

GOVERNING DOCUMENTS: Bylaws

GOVERNING BOARD: Thirteen (13) Members composed of:

The college president or his/her designee who will serve as chairperson.

Three (3) administrative members appointed by the college president.

Three (3) faculty members appointed by the college president from a panel of six (6) elected by the College Senate Executive Committee.

Six (6) student members comprised of the student government president and treasurer, and four (4) other student government members selected by the student government from among the members elected by the student body.

BUDGET COMMITTEE: Seven (7) board members composed of:

Four (4) students comprised of the student government president and treasurer, and two (2) other students selected by the student government from among the student board members.

One (1) faculty member to be appointed by the college president from among the faculty board members.

One (1) administrative member to be appointed by the college president from among the administrative board members.

One (1) Treasurer to be appointed by the college president.

EXECUTIVE COMMITTEE: Five (5) members composed of:

The four (4) board officers and one (1) additional member to be elected by the Board from its membership.

OFFICERS: Four (4) officers composed of:

A Chairperson to be the college president or his/her designee.

A Vice Chairperson to be elected by the board from among the members of the board.

A Secretary to be designated by the college president.

A Treasurer to be designated by the college president.

ARTICLE I - NAMES AND OBJECTIVES

Section 1. Name:

This corporation will be known as THE BRONX COMMUNITY COLLEGE ASSOCIATION, INC., and, hereinafter, will be referred to as "The Association".
Section 2. Certification of Incorporation:

The Association, organized originally on February 16, 1959, has been incorporated under the Not for Profit Corporation Law of the State of New York, and said certificate was revised on November 30, 1976. This certificate is filed in the office of the college president.

Section 3. General Purpose:

The principal purpose for which this Association has been created is to concern itself with the welfare of students of the Bronx Community College and with the funding of the student activities which are dependent upon funds derived from fees other than tuition, generally referred to as Student Activity Fees and other authorized sources of income. The Association is subject to such limitation and guidelines as may be provided by law (Non-Profit Corporation Law—Sections 201 and 202) and must be in accord with the bylaws, policies and regulations of the Board of Trustees of The City University of New York and the Policies and Regulations and Orders of the college.

Section 4. Specific Student Activity Fee Use – Expenditure Categories:

Student activity fee funds shall be allocated and expended only for the following purposes:

1. Extracurricular educational programs;
2. cultural and social activities;
3. recreational and athletic programs;
4. student government;
5. publications and other media;
6. assistance to registered student organizations;
7. community service programs;
8. enhancement of the college and university environment;
9. student services to supplement or add to those provided by the university;
10. transportation, administration and insurance related to the implementation of these activities;
11. stipends for student leaders.

Section 5. Non-Profit Organization:

The Association will not operate for profit and no revenues of the corporation will inure to the benefit of any member of the Association or Board of Directors, but will be used solely to support and promote the purposes stated above with the exception of stipends to students contained in Article VI, Fiscal Policy.

Section 6. Liability: The Board of Directors will provide liability insurance for its members.

ARTICLE II - BOARD OF DIRECTORS

Section 1. Management:

The Association will be administered and managed by a Board of Directors who will represent the various major constituencies of the College as described and prescribed in this article. The general management and administration of the affairs of the Association will be vested in the Board of Directors who will be elected or designated as provided by these Bylaws.

Section 2. Functions:

The Board of Directors will (a) meet regularly throughout the academic year in order to conduct all necessary business for the Association; and (b) be responsible for adherence to the purposes of the Association as described in Article I, and (c) be responsible for the implementation and enforcement of the rules and regulations, fiscal or otherwise, established and adopted by the Association.
APPENDIX B

Section 3. Membership:

The Board of Directors of the Association shall have 13 members, of whom three (3) shall be members of the College administration, three (3) shall be members of the College faculty, six (6) shall be College students, and one (1) shall be College President or his/her designee.

Section 4. Budget Review:

The Association Board of Directors shall have responsibility for the supervision and review over college student activity fee-supported budgets. All budgets of college student activity fees, except where earmarked by the Board to be allocated by another body, shall be developed and allocated by the Board of Directors Budget Committee and recommended to the Board of Directors for review prior to expenditure. The Board of Directors shall review all college student activity fees, including student government fee allocations and expenditures, for conformance with the expenditure categories defined in Article I, Section 4 and the Board of Directors shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable. If the Board of Directors does not approve the budget or portions of the budget, the whole budget shall be returned to the Budget Committee with the specific concerns of the Board of Directors noted for further deliberation by the Budget Committee and subsequent resubmittal to the Board of Directors. If the budget is not approved within 30 days, those portions of the budget voted upon and approved by the Board of Directors shall be allocated. The unapproved portions of the budget remain unallocated until the Board of Directors and the Budget Committee agree upon and approve allocations.

Section 5. Selection of Directors: The Board of Directors will be selected in the following manner:

5.1 The College President will appoint the three (3) College Administrators.

5.2 The three (3) faculty members will be appointed by the College President from a panel of six (6) candidates. The panel will be selected by the College Senate Executive Committee.

5.3 The six (6) students will be duly elected members of the student government as determined by the College Governance Plan. The student government president and treasurer shall sit as full members along with four (4) additional members elected from the student governing board.

5.4 Date of Elections and Terms of Office: Elections of the officers of the new Board of Directors will be held during the first week of June. The term of office for all directors will be for one year, June 1 through May 31.

Section 6. Vacancies:

A vacancy will be declared by the Chairperson of the Board of Directors when a Board member has three consecutive unexcused absences from regular meetings of the Board. Vacancies will be filled according to the following procedures:

6.1 Vacancies on the Board of Directors from among the six student governing board members will be filled by other members on the student governing board.

6.2 The President of the College will fill College faculty vacancies by selecting another faculty member from the list described in Section 5.2 to fill the vacancy.

ARTICLE III - OFFICERS OF THE BOARD OF DIRECTORS

Section 1. Officers:

The officers of the Board of Directors of the Association (hereafter referred to as the Board) will be the following: Chairperson, Vice Chairperson, Secretary and Treasurer.

1.1 Chairperson of the Board: The Chairperson of the Board of the College Association will be the College President or his/her designee.
1.2 Vice Chairperson: The Vice Chairperson of the Board of the College Association will be elected by the Board.

1.3 Secretary: The Secretary must be a person possessing the necessary skills for secretarial matters. He/she will be designated by the College President from among the members of the Board.

1.4 Treasurer: The Treasurer must be a person possessing the necessary skills for fiscal matters. He/she will be designated by the College President from among the members of the Board.

Section 2. Qualifications:

The officers of the Board shall be designated for their special abilities and skills enabling them to serve in their particular positions.

Section 3. Term of Office:

The term of office for officers will be from the date of designation (first week of June) through May 31 of the following year.

Section 4. Duties and Responsibilities of Officers:

Officers of the Board will be expected to fulfill their duties responsibly in accordance with the guidelines provided in these bylaws.

4.1 Chairperson of the Board: The Chairperson shall preside at all meetings of the Board of Directors, and of the Executive Committee; and shall appoint such committees as are required for the execution of Association business; and he/she shall be an ex-officio member of all committees. The Chairperson shall be responsible for the smooth operation of the corporation; and shall report regularly to the Board of Directors any information that may be needed for the efficient and effective operation of the Board's business; and shall communicate to the Board of Directors such matters and suggestions as may in his/her opinion tend to promote the prosperity and welfare of the Association, and increase its usefulness to this College. The Chairperson of the Board shall perform all duties that are necessarily incident to this office.

4.2 Vice Chairperson: In case of the absence, retirement, resignation, or death of the Chairperson of the Board, or any other cause which renders the Chairperson unable to perform his/her duties, the Vice Chairperson will undertake the duties of the Chairperson.

4.3 Secretary: The Secretary will keep a complete and accurate record of all proceedings and attendance at Board meetings. Minutes of each meeting will be prepared, duplicated, and sent to all Board members no later than ten (10) business days after each meeting. The Secretary will give notice of all meetings of the Board, conduct correspondence, and carry into execution all orders, votes, and resolutions not otherwise committed. Further, the Secretary will keep an up-to-date list of names, addresses, and telephone numbers of Board members. The Secretary will receive all annual reports, in written form, from the Standing Committees as well as Special (ad hoc) Committees, and he/she will maintain a permanent file thereof. The Secretary will be the keeper of the Seal of the Association. The Secretary will send copies of all minutes to the Library.

4.4 Treasurer: The Treasurer will keep a complete and accurate account of all monies received and disbursed for the use of the Association. He/she will act as Chairperson of the Budget Committee of the Association. He/she will be responsible for conducting the Association's business in accord with the policies and procedures prescribed by the Budget Committee. The Treasurer will report to the Board at each regular meeting. The Treasurer will submit an annual report in writing to each member of the Board of Directors no later than May 15 of each year.

Section 5. Other Duties:

Duties and responsibilities not specifically described in these bylaws will be derived from the parliamentary authority used by this Board.

5.1 Management and Disbursement of Funds The college and all student activity fee allocating bodies shall employ generally-accepted accounting and investment procedures in the management of all funds. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A requisition for disbursement
of funds must contain two signatures; one, the signature of a person with responsibility for the program; the other the signature of an approved representative of the allocating body.

5.2 College Purposes Fund A college purposes fund may be established at the college and shall be allocated by the College President. This fund may have up to twenty-five (25) percent of the unearmarked portion of the student activity fee earmarked to it by resolution of the Board of Trustees, upon the presentation to the Board of Trustees of a list of activities that may be properly funded by student activity fees that are deemed essential by the College President.

5.3 The Review Authority of the College President over Student Activity Fee Allocating Bodies

5.3.1. The President of the College shall have the authority to disapprove any student activity fee, including student government fee allocation or expenditure, which in his/her opinion contravenes the laws of the city, state, or nation or any bylaw or policy of the university or any policy, regulation, or order of the college. If the college president chooses to disapprove an allocation or expenditure, he/she shall consult with the General Counsel and Vice Chancellor for Legal Affairs and thereafter communicate his/her decision to the allocating body.

5.3.2. The President of the college shall have the authority to suspend and send back for further review any student activity fee, including student government fee, allocation or expenditure which in his/her opinion is not within the expenditure categories defined in Article I Section 4 of this article. The college association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the President with respect to it. The college President shall thereafter consider the recommendation, shall consult with the General Counsel and Vice Chancellor for Legal Affairs, and thereafter communicate his/her final decision to the allocating body as to whether the allocation or expenditure is disapproved.

5.3.3. All disapprovals exercised under this section shall be filed with the General Counsel and Vice Chancellor for Legal Affairs.

ARTICLE IV - MEETINGS OF THE BOARD OF DIRECTORS

Section 1. Regular Meetings:

The Board of Directors will meet regularly throughout the academic year in accordance with a schedule which it will establish. Members shall have at least ten (10) days advance notice of changes in meeting times.

Section 2. Special Meetings:

Special meetings of the Board may be called at any time deemed necessary by the Chairperson of the Board of Directors, or by one-third (1/3) of the total membership of the Board who make such a request of the Chairperson in writing.

2.1 Notification: Notice of a special meeting will be sent in writing or by telephone by the Secretary of the Board. Such notice must be at least 24 hours in advance of meeting time.

2.2 Agenda: Only the business specified in the notification will be considered at such a meeting.

Section 3. Annual Meeting:

The annual meeting of the Board of Directors will be held during the month of June of the new fiscal year.

3.1 Notification: Notice of the date, time and place of this meeting will be announced and mailed to each Board member at least ten (10) days in advance.

3.2 Agenda: The business to be conducted at the annual meeting will include (a) annual reports; (b) election of members to the Board of Directors.

Section 4. Quorum:

4.1 A quorum will be constituted when one more than half the full number of Board members are present.
4.2 Absence of a Quorum: No meeting will be conducted without a quorum. If a quorum is not present, the presiding officer will adjourn the meeting to a day and time fixed by him/her.

Section 5. Visitors and Guests:

Visitors and guests are welcome to attend meetings of the Board of Directors, as long as the following policies and procedures are observed:

5.1 College Personnel: Bona fide members of the College (students, faculty, and administrators and staff) are welcome to attend meetings of the Association. They may not participate in the deliberations unless they have requested, and have been granted, permission to do so by the Board. If granted permission, they may speak to the Board, answer questions that might be asked of them, but they may not participate in the discussions of the Board of Directors. They do not have the right or privilege of voting.

5.2 Outside Visitors: Persons who are not members of this College may not attend a Board meeting unless they have been specifically invited by a member of the Board to attend and the Board has been duly notified that such a guest (or guests) will be, or is, present. A person from outside the college community (not a student, not a faculty member, not a member of the administration or staff) may request an invitation to attend a Board meeting by specifying his/her reason for attendance.

5.3 Seating: Visitors and guests will be seated separately from the Board of Directors, and they must maintain proper decorum while in attendance.

Section 6. Decorum:

It is expected that proper decorum will be maintained throughout the course of a meeting. Board members or visitors and guests who in any way violate courtesy and minimum standards of orderliness will be asked to leave the room. Should the need arise, the Chairperson may appoint a Sergeant-at-arms for the purpose of maintaining order.

Section 7. Procedure:

Meetings will be conducted with the appropriate and necessary degree of parliamentary procedure. The parliamentary authority will be indicated in Article VIII of these bylaws. Standing Rules of Order of the Board will be prescribed and attached hereto.

ARTICLE V - COMMITTEES OF THE BOARD OF DIRECTORS

Section 1. Committees:

Standing Committees and Special (ad hoc) Committees will be appointed as prescribed by these bylaws:

1.1 The Chairperson will have the authority to appoint standing committees and establish and appoint special (ad hoc) committees in accordance with these bylaws and the needs of the Association.

1.2 At the discretion and request of the Board of Directors, committee members may be elected if it is deemed appropriate. The Chairperson will, however, invite recommendations from appropriate sources before appointing committee members.

1.3 Committee Chairpersons will be named by the Chairperson of the Board or they may be elected by the committee members themselves.

1.4 Standing Committees will serve for one year, June 1 through May 31.

1.5 All committees will report at regular meetings of the Board, and will submit a written annual report or a written report at the conclusion of their work.

1.6 Annual reports of Standing Committees must be prepared and circulated to Board members no later than May 15.
1.7 Committee designations and appointments are subject to the approval of the Board of Directors.

1.8 A quorum for the transaction of business in a committee will be the majority of its members, unless the committee decides upon another quorum upon its formation.

Section 2. Standing Committees:

The following will be the Standing Committees of the Association: The Executive Committee; the Budget Committee; the Rules and Procedures Committee; and the Personnel Committee.

2.1 The Executive Committee: This committee will consist of the Chairperson, the Vice Chairperson, the Secretary, the Treasurer, and one (1) additional member elected by the Board from its membership. If necessary to constitute a faculty/administrator majority of one on the Executive Committee, the Board shall elect additional committee members from the Board. The Executive Committee may act on behalf of the Board in any matter when the Board is not in session, and must report its actions to the Board at each regular meeting or special meeting called for that purpose.

The Executive Committee will appoint such employees as may be needed to conduct the business of the Board.

2.2 The Budget Committee: This committee will consist of seven (7) Board members: the Treasurer of the Association, the Treasurer of the Student Government, the President of the Student Government, two (2) student members selected by the Student Government, one (1) administrative member and one (1) faculty member selected by the President of the College.

The Treasurer of the Board of Directors will be the Chairperson of the Budget Committee.

The Budget Committee will meet regularly to conduct its business and will submit a detailed annual report as prescribed by these bylaws.

This committee will be responsible for formulating the fiscal policy of the Association and for submitting such recommendations to the Board for approval, as prescribed in Article VI of these bylaws.

2.3 Rules and Procedures Committee: The Chairperson of the Board will appoint a committee of five (two student members and three faculty/administrators), who will maintain a continual check on the use of and adherence to the bylaws, their practicality, and possible areas which may need examination, revision, or amendments. This committee should meet periodically to review the bylaws, report periodically to the Board if errors, violations or problems occur, and make necessary recommendations for amendments or revisions. An annual report will be prepared in accordance with these bylaws.

2.4 The Personnel Committee: The Chairperson of the Board will appoint a committee of five members (two student members and three faculty/administrator members), who will comprise the Personnel Committee. This committee will be responsible for making recommendations to the Chairperson of the Board of Directors with regard to all actions concerning the hiring, retention, or promotion of employees of the Association.

Further, this committee will be responsible for reviewing and amending the Personnel Practices Policy of the Association as the need(s) for such amendments arise, and for submitting such amendments to the Board of Directors for approval. The Personnel Committee will meet regularly to conduct its business.

No person may be employed by the Board whose application has not been reviewed by this committee. The committee will submit a recommendation to the Chairperson of the Board relative to the application.

In cases of urgency, the Chairperson of the Board may make a temporary appointment of an employee pending a meeting of the Committee. Such meeting should be held no later than four weeks from the date of temporary appointment.
Section 3. Special Committees (ad hoc committees):

As each need arises, the Chairperson will appoint, with the approval of the Board, special committees to perform specific duties. These committees may be established upon the initiative of the Chairperson or Vice Chairperson at the request and/or recommendation of the Board. Special committees exist so long as there is a need for them or until their special task has been completed. They will submit a written report to the Board upon the completion of their work.

ARTICLE VI - FISCAL POLICY

Section 1. Formulation of Fiscal Policy:

1.1 The Budget Committee shall be responsible for formulating the fiscal policy and regulations of the Association (ref. Article V, Section 2).

1.2 The rules and regulations as well as the procedures of the fiscal activity of the Board must be available in written form and duplicated so that all members of the Board have a copy.

1.3 The fiscal policies and procedures formulated by the Budget Committee must be presented to the Board of Directors for its approval.

1.4 An up-to-date copy of the fiscal policy must be attached to each copy of the bylaws.

Section 2. Stipends:

The student leaders who qualify for stipends are the President, the Vice President, the Secretary, the Treasurer and the Executive Officer for Legal and Legislative Affairs of the student governing board.

Section 3. Signatories:

All checks must contain at least two signatures designated by the Board of Directors, including the Treasurer of the Association or his/her designee.

ARTICLE VII - SEAL

The Seal of the Association shall be the one adopted by the corporation, containing the legend "Bronx Community College Association, Inc., New York, New York, February 16, 1959", more particularly as shown in the following impression: Note: The seal should be kept in the office of the President of the College.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Section 1

The Board of Directors and Committees of the Board will use ROBERT'S RULES OF ORDER, Newly Revised, current edition, as its parliamentary authority, except in such instances when the bylaws or standing rules of the Board provide specific information and guidance.

Section 2

The Chairperson of the Board of Directors will appoint a parliamentarian to serve for one year.
ARTICLE IX - AMENDMENTS

These bylaws may be amended, repealed, revised in whole or in part by a two-thirds vote of the Board of Directors at any duly constituted meeting of the Board. All amendments are subject to the approval of the college President and the Board of Trustees of The City University of New York. The proposed change must be submitted to the Rules and Procedures Committee for review prior to consideration by the full Board. The amendment should be presented to the Board as a report from the Rules and Procedures Committee.

ARTICLE X - REFERENDA

A referendum proposing changes in the student activity fee may be conducted pursuant to Section 16.12 ("Referenda") of Article 16 of the Bylaws of the Board of Trustees.
INTRODUCTION

The Hunter College Association shall have the obligations and responsibilities as set forth in Article XVI of the By-laws of the Board of Trustees.

I. Purpose

The College Association shall have responsibility for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees, except where earmarked by the Board of Trustees to be allocated by another body, shall be developed and allocated by the College Association Budget Committee and recommended to the College Association for review prior to expenditure.

The College Association shall review student activity fees, including student government fee allocations and expenditures, only for conformance with the expenditure categories defined in section III B and the College Association shall disapprove any allocation or expenditure it finds does not so conform or is inappropriate, improper or inequitable.

II. Membership

The College Association will consist of a thirteen (13) member governing board and its composition will be as follows:

A. The College President or his/her designee as chair.

B. Three administrative members appointed by the College President.

C. Three faculty members appointed by the College President from a panel whose size is twice the number of seats to be filled and the panel is elected by the Faculty Delegate Assembly.

D. Six student members comprised of the three student government presidents and other elected students with the student seats allocated on a basis which will provide representation to each government, as nearly as practicable, in proportion to the student activity fees provided by the students from the respective constituencies. Therefore, based upon 1991–1992, in addition to the three student government presidents, three day session students elected at large will also serve on the College Association.

E. College Association Budget Committee

1. The College Association Budget Committee will consist of eleven members and its composition will be as follows:

   1. Three student government presidents
   2. Three day session student members of the College Association
   3. Five faculty/administrative members of the College Association elected by the governing board.

2. The Budget Committee shall be empowered to receive and review student activity fee budget requests and to develop a budget subject to the review of the College Association for conformance with the expenditure categories as set forth in Section III (B) below. If the College Association governing board does not approve the budget or portions of the budget the whole budget shall be returned to the budget committee with the specific concerns of the College Association noted for further deliberation by the Budget Committee and subsequent resubmittal to the College Association. If the budget is not approved within thirty (30) days, those portions of the budget voted upon and approved by the College Association Board will be allocated. The remainder shall be held until the College Association and Budget Committee agree.

F. For the purpose of convening the first meeting of the College Association for each academic year, the Dean of Students (or designee) shall act as chair.
III. Definition of Terms

A. Student Activity Fee. The student activity fee is the total of the fees for student government and other student activities. Student activity fees, including student government fees collected by the college, shall be deposited in a college central depository and, except where earmarked by the Board of Trustees allocated by the College Association Budget Committee subject to review by the College Association as required in these bylaws.

B. Student Activity Fees Use. Expenditure Categories—Student Activity Fee funds shall be allocated and expended only for the following purposes:

1. Extracurricular educational programs;
2. Cultural and social activities;
3. Recreational and athletic programs;
4. Student governments;
5. Publications and other media;
6. Assistance to registered student organizations;
7. Community service programs;
8. Enhancement of the college and university environment;
9. Transportation, administration and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the university;
11. Stipends to student leaders.

C. Student Government Fee. The student government fee is that portion of the student activity fee levied by resolution of The Board of Trustees which has been established for the support of student government activities. The existing student government fees now in effect shall continue until changed. Student government fees shall be allocated by the respective duly elected student governments for its own use and for the use of student organizations, as specified in section III B of this charter, provided, however that the allocation is based on a budget approved by the duly elected student government after notice and hearing, subject to the review of the College Association. The College Association shall apportion the student government fees to each student government in direct proportion to the amount collected from members of each student government.

D. Student Government Activity Defined. A student government activity is any activity operated by and for the student enrolled at the college provided,

(1) such activity is for the direct benefit of the students enrolled at the college,
(2) that participation in the activity and the benefit thereof is available to all students enrolled in the unit or student government thereof, and
(3) that the activity does not contravene the laws of the city, state or nation, or the published rules, regulations, and orders of The City University of New York or the duly established college authorities.

IV. Management and Disbursement of Funds

The College Association and all student activity fee allocating bodies shall employ generally accepted accounting and investment procedures in the management of all funds. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A request for disbursement of funds must contain two signatures; one, the signature of a person with responsibility for the program; the other, the signature of an approved representative of the allocating body. All checks must be signed by the Hunter College President or designee. Checks over $2,000 must also have a second signatory designated by the College President.

V. Revenues

All revenues generated by the student activities funded through student activity fees shall be placed in a college central depository subject to the control of the allocating body. The application of such revenues to the account of the income generating organization shall require the specific authorization of the allocating body.
VI. Fiscal Accountability Handbook

The chancellor or his/her designee shall promulgate regulations in a fiscal accountability handbook, to regulate all aspects of the collection, deposit, financial disclosure, accounting procedures, financial payments, documentation, contracts, travel vouchers, investments and surpluses of student activity fees and all other procedural and documentary aspects necessary, as determined by the chancellor or his/her designee to protect the integrity and accountability of all student activity fee funds.

VII. Extramural Student Activity Fees

Recipients of extramural student activity fees shall present an annual report to the chancellor for the appropriate board committee detailing the activities, benefits and finances of the extramural body as they pertain to the colleges where students are paying an extramural fee.

VIII. Referenda

A referendum proposing changes in the student activity fee shall be initiated by a petition of at least ten (10) percent of the appropriate student body and voted upon in conjunction with student government elections.

A. Where a referendum seeks to earmark student activity fees for a specific purpose or organization without changing the total student activity fee, the results of the referendum shall be sent to the College Association for implementation.

B. Where a referendum seeks to earmark student activity fees for a specific purpose or organization by changing the total student activity fee, the result of such referendum shall be sent to the Board of Trustees by the President of the College together with his/her recommendation.

C. At the initiation of a petition of at least ten (10) percent of the appropriate student body, the College President may schedule a student referendum at a convenient time other than in conjunction with student government elections.

IX. Disclosure

A. The student activity fee allocating bodies shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to all of its activities.

B. For purposes of the foregoing paragraphs, full disclosure shall mean the presentation each semester of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year.

X. Stipends

The payment of stipends to student leaders is permitted only within those time limits and amounts authorized by the Board of Trustees.

XI. Amendments

This charter may be amended by a 2/3's vote of the members of the Association, but must always adhere to Article XVI of the Bylaws of the Board of Trustees. All amendments must be approved by the College President and by the Board of Trustees.

XII. Governance

The College Association shall operate consistent with the By-laws, policies, and regulations of the University and the policies, regulations, and orders of the College.
APPENDIX

The Review Authority of College Presidents Over Student Activity Fee Allocating Bodies

A. The President of the College shall have the authority to disapprove any student activity fee, including student government fee, allocation or expenditure, which in his or her opinion contravenes the laws of the city, state, or nation or any bylaw or policy of the university or any policy, regulation, or order of the College. If the College President chooses to disapprove an allocation or expenditure, he or she shall consult with the general counsel and vice chancellor for legal affairs and thereafter communicate his/her decision to the College Association.

B. The President of the College shall have the authority to suspend and send back for further review any student activity fee, including student government fee, allocation or expenditure which in his or her opinion is not within the expenditure categories defined in section III B. The College Association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the President with respect to it. The College President shall thereafter consider the recommendation, shall consult with the general counsel and vice chancellor for legal affairs, and thereafter communicate his/her final decision to the allocating body as to whether the allocation or expenditure is disapproved.

C. All disapprovals exercised under this section shall be filed with the general counsel and vice chancellor for legal affairs.

Disclosure

The College President shall be responsible for the full disclosure to each of the student governments of the College of all financial information with respect to student activity fees.

The student governments shall be responsible for the full disclosure to their constituents of all financial information with respect to student government fees.
APPENDIX D

STUDENT ACTIVITIES ASSOCIATION BYLAWS
JOHN JAY COLLEGE OF CRIMINAL JUSTICE

ARTICLE I - Title

This document is the Bylaws of the John Jay College of Criminal Justice Student Activities Corporation, Inc., hereinafter referred to as the "Corporation."

ARTICLE II - Purpose

The Corporation shall have the responsibility for administration, management and supervision of the John Jay College Student Activity Fee.

ARTICLE III - Organization

The Corporation shall be administered by a Board of Directors, hereinafter referred to as the "Corporate Board". The Corporate Board shall consist of thirteen members:

- Chairperson appointed by the College President
- Vice President for Administration
- Director of Financial Affairs and Planning
- Associate Dean of Students
- Three faculty members
- President of the Student Government
- Vice-President of the Student Government
- Treasurer of the Student Government
- Secretary of the Student Government
- Senior Representative from the Student Council
- Junior Representative from the Student Council

The three faculty members shall be appointed by the College President from a panel of six elected by the College Council of John Jay College of Criminal Justice. The faculty members shall serve for a period of two years at the pleasure of the College President.

The senior and junior class representatives shall be the senior and junior representatives receiving the highest number of votes for representative to their respective classes. If no representative qualifies from a class, then the Student Council shall elect a Corporate Board member from among its members provided that all student members of the Corporate Board must be elected by the student body. If one of the administrative positions on the Corporate Board is vacant, the College President shall appoint another administrator to fill the position. The other officers of the Corporate Board shall be elected annually for a term coincident with the academic year.

The Corporate Board shall operate consistent with the Bylaws, policies and regulations of the City University of New York and any policies, regulations and orders of John Jay College of Criminal Justice. The Corporate Board shall review all college student activity fee, including student government fee allocations and expenditures for conformance with expenditure categories defined in the 16.2 of the Bylaws of the City University of New York and the Board of Directors shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper or inequitable. The parliamentary procedures at the meetings of the Corporate Board and its Committees shall follow the most recent edition of Robert's Rules of Order.

ARTICLE IV - Budget Committee

The Budget Committee of the Corporate Board shall have the responsibility for developing and allocating a Student Activity Fee budget subject to review and approval by the Corporate Board. The Budget Committee shall consist of nine members.
Chairperson of the Board of Directors
Director of Financial Affairs and Planning
Two of the faculty board members designated by the College President
President of the Student Government Vice President of the Student Government
Treasurer of the Student Government
Secretary of the Student Government
Senior Class Representative from the Student Council
Associate Dean of Students

All actions of the Budget Committee require the approval of a simple majority of the membership voting.

The Chairperson of the Board shall be the chair and the Student Government Treasurer the Vice-Chair of the Budget Committee for the first two meetings. At the second meeting, the Budget Committee shall elect its officers, one of whom shall be a student, and one of whom shall be an administrator.

ARTICLE V - College Purposes Fund

The College, subject to the Bylaws of the City University of New York and the approval of the Board of Trustees of the City University of New York, may establish a College Purposes fund.

ARTICLE VI - Fee Allocation and Review Process

Each year in June, the Budget Committee shall develop an initial budget for the following academic year not to exceed an amount equal to ninety per cent of the previous year's budget. This budget shall be submitted to the Corporate Board for review for conformance with the Bylaws and policies of the City University of New York. The budget shall include the following:

Estimates of Revenue by Source Allocation of Revenue into appropriate funds, including:

- Earmarked Student Activity Fee Funds
- General Student Activity Fee Funds
- College Purposes Fund
- Total Allocations for Student Government and Committee Activities
- Review and supervision guidelines as provided in Article VII.

The Corporate Board shall not consider any budget, or budget revision, that has not been approved as an official action of the Budget Committee.

In the event a budget has not been approved by the Budget Committee at the start of the academic year, until such time as a budget has been passed, the following procedure shall apply. The Chairperson of the Board of Directors and the Chairperson of the Budget Committee may authorize emergency expenditures for specific activities from available funds. Such expenditures, however, shall not exceed a cumulative limit of one twelfth for each month in which the budget is not passed by the Budget Committee of the amount authorized in the previous year's budget for the specific activity. Such expenditures must be made from the fund that was the source of funding in the previous year.

ARTICLE VII - Review and Supervision

If the Corporate Board does not approve the budget or portions of the budget, the whole budget shall be returned to the budget committee with the specific concerns of the Corporate Board noted for further deliberation by the budget committee and subsequent resubmittal to the Corporate Board. If the budget is not approved within thirty days, those portions of the budget voted on by the Corporate Board shall be allocated. The unapproved portions of the budget remain unallocated until the Corporate Board and the Budget Committee agree upon and approve allocations.
ARTICLE VIII - Student Leaders

The Executive Board of the Student Government shall be designated as student leaders under the stipend policy as adopted by resolution of the Board of Trustees of the City University of New York on April 25, 1983. Stipends, as approved by the Corporate Board, will be distributed in nine equal installments beginning the first day of September and ending on the first day in May. Stipends will not be paid prior to the first working day of the month according to guidelines established by the Budget Committee and approved by the Corporate Board. The amount of each stipend shall be determined by the Budget Committee and shall not exceed the maxima established by the Board of Trustees of the City University of New York. The Judicial Board shall order the suspension or termination of the payment of a stipend upon suspension or impeachment of any student leader as provided for in the Charter of the Student Government of John Jay College of Criminal Justice. Any student paid a stipend shall submit monthly time and attendance statements, with the request for disbursement. These statements shall include, as attachments, the minutes of required official meetings chaired by the respective student leaders.

ARTICLE IX - Amendments

These bylaws may be amended by a two-thirds vote of the membership of the Corporate Board. The amendment must then be submitted to the President for approval. If the College President approves the amendment, it shall be forwarded to the Board of Trustees of the City University of New York for final approval.
APPENDIX E

BYLAWS
OF
THE COLLEGE OF STATEN ISLAND ASSOCIATION, INC.

ARTICLE I - NAME AND PURPOSES

Section 1. Name

This corporation shall be known as The College of Staten Island Association, Inc., hereinafter referred to as the Association.

Section 2. Purposes

a. To promote and cultivate educational and social relations among the students, the faculty, and the staff of The College of Staten Island, hereinafter referred to as the College, an educational unit of The City University of New York, hereinafter referred to as the University.

b. To aid the students, faculty, and staff of the College by assisting them in every way possible in their study, work, living and extra-curricular and curricular activities, and to assist the College financially in its student related operations as conditions and circumstances may require.

c. To receive, maintain and dispose of a fund or funds of real or personal property, and to apply the income and principal thereof, in whole or in part, to the various objectives herein set forth.

d. To acquire, print, publish, manufacture, operate, conduct, engage in, circulate, distribute, deliver and otherwise deal in, and with, any periodicals, magazines, journals, newspapers, circulars, pamphlets, books, music and any other printed matter in connection with any of the above mentioned objects; provided that any such undertaking be pursued not for profit but solely as an incident to the foregoing purposes.

e. To purchase or otherwise acquire, hold, sell and otherwise dispose of gifts, personal property, and real property; to lease necessary building or buildings, rooms or portions of buildings, and to assign, or transfer agreements or leases with respect thereto, subject to restrictions and regulations of law, and to purchase or to acquire by grant, gift, bequest or otherwise, and to hold any and all such furniture, fixtures, supplies or other articles and appliances as may be necessary and expedient for its purposes.

f. To sell, mortgage, exchange, lease, convey, transfer or otherwise dispose of any such property, both real and personal, as the objects and purposes of the corporation may require, subject to such limitations as may be provided by law.

g. To administer, invest and reinvest its property, and deal with and expend the income and principal of the Association in carrying out its purposes.

h. To borrow money and to make, accept, endorse, execute and issue promissory notes and other obligations in payment for property acquired and money borrowed.

i. To make such rules, regulations and bylaws, and to hire such staff and employees as may be necessary and advisable to carry out the purposes of the Association.

j. To expend and allocate student activity funds in accordance with the University bylaws.

k. To supervise and review all college student activity fee supported budgets.

l. In general, to exercise such powers as are incidental and conducive to the attainment of the objects and purposes of the Association, provided that the Association shall not operate for profit; and further provided that no part of the net earnings of the Association shall inure to the benefit of any member thereof.
m. The Association shall operate consistent with the Bylaws, policies and regulations of the University, and the policies, regulations of the College.

**ARTICLE II - BOARD OF DIRECTORS**

**Section 1. Number and Composition**

The general management of the property, affairs, business, and concerns of the Association shall be vested in a Board of Directors consisting of thirteen (13) voting members selected in accordance with the University Bylaws.

The composition of the Board of Directors shall be as follows:

a. The President of the College or his/her designee as chair.

b. Six students

Student membership of the Board of Directors shall be composed of the President of the Student Government or his/her designee selected from those elected to the Student Government, plus two upper division and three lower division students elected by and from the student body of the College.

c. Three Faculty

Faculty membership on the Board of Directors shall be composed of three members of the faculty who shall be selected by the President of the College from a panel of six faculty elected annually by the faculty.

d. Three Administrators

The administrator membership of the Board of Directors shall be three administrators appointed by the College President.

**Section 2. Term of Office**

Members of the Board of Directors shall be elected for a term of one year to coincide with the Corporation's fiscal year but shall each continue in office, if otherwise qualified, until his/her successor shall be duly elected and qualified.

**Section 3. Duties**

The Board of Directors shall have power to hold meetings at such times and places as it deems advisable, to appoint an executive committee, standing committees and other committees, to employ necessary employees, to authorize proper expenditures and to take such other measures as may be necessary and proper to carry out the purposes of the Association. If an executive committee is appointed by the Board of Directors, such executive committee may act on behalf of the Board of Directors in emergencies and at such times as summer vacations, when it may be impossible to convene the Board of Directors. An executive committee shall have the authority, responsibility, rights and privileges as those vested in it by the Board of Directors when acting on behalf of the Board; however, all actions of an executive committee must be ratified by the Board of Directors at its next meeting.

An executive committee appointed by action of the Board shall have five members, consisting of the President of the College or his/her designee, the President of the Student Government or his/her designee, one student and two administrators or faculty members elected by and from the Board.

The Board of Directors shall keep minutes of its meetings and all actions and send such to all members of the Board no later than ten (10) days after the meeting. A listing of all actions taken by the Board of Directors shall be posted monthly for the entire college community.
Directors and officers shall discharge the duties of their respective positions in good faith and with that degree of
diligence, care and skill which ordinarily prudent men and women would exercise under similar circumstances in like positions. In
the administration of the powers to make and retain investments pursuant to section 512 of the New York State Not-For-Profit
Corporation Law (Investment Authority), to appropriate appreciation pursuant to section 413 of the New York State Not-For-Profit
Corporation Law (Administration of assets received for specific purposes), and to delegate investment management of institutional
funds pursuant to section 514 of the New York State Not-For-Profit Corporation Law (Delegation of investment management), the
Board of Directors shall consider among other relevant considerations the long and short term needs of the corporation in carrying
out its purposes, its present and anticipated financial requirements, expected total return on its investments, price level trends, and
general economic conditions.

In discharging their duties, directors and officers, when acting in good faith, may rely upon financial statements of the
corporation represented to them to be correct by the individuals having charge of its books of accounts, or stated in a written
report by an independent public or certified accountant or firm of such accountants fairly to reflect the financial conditions of such
corporation.

Section 4. Action by the Board

A. Except as otherwise provided in these Bylaws, any reference to corporate action to be taken by the Board shall mean
such action at a meeting of the Board.

B. Except as otherwise provided in these Bylaws, the vote of a majority of the directors present at the time of the vote, if
a quorum is present at such time, shall be the act of the Board.

C. Except as otherwise provided in these Bylaws, directors shall only vote in person.

D. No portion of these Bylaws shall be construed to allow for the use of proxies.

Section 5. Quorum

Nine members of the Board shall constitute a quorum for the transaction of business or of any specified item of business.

Section 6. Meetings

a. Organizational

As soon as practicable and no later than the third week of the fall semester, the President of the College or his/her
designee shall convene an organizational meeting of the Board of Directors for the purpose of election of officers, for receiving and
ratifying financial reports and for the transaction of other business.

If the day designated for the organizational meeting falls on a legal holiday or on a day when the College is not in
session, the meeting shall be held on the next succeeding day that is not a legal holiday, when the College is in session. Written
notice of such meeting shall be sent by certified mail, return receipt requested, to each person who, at the time such notice is
given, appears to be a person who is a member of the Board of Directors and who will be entitled to vote at such meeting. Said
notice shall be sent at least ten (10) days prior to the scheduled meeting. It shall be directed to each member of the Board of
Directors of the Association at his/her address as it appears on the records of the Association. Such notices shall state the place,
date, time and purpose of the meeting.

If a quorum is not present at the scheduled time of the meeting, or if an emergency condition exists that makes it
inadvisable to conduct the meeting as planned, the meeting shall be rescheduled so that it will take place within a month of the
date previously stated.
b. Regular

The time and place for holding regular meetings of the Board of Directors shall be fixed by the Board of Directors.

c. Special

A special meeting may be called at any time by the President of the Association or by any director upon written demand of not less than four (4) members of the Board.

Section 7. Notice of meetings of the Board of Directors

Notice of regular meetings of the Board of Directors shall be sent to all members of the Board using any or all means available. Special meetings of the Board of Directors shall be held upon notice to the Board of Directors using any or all means available. The notice shall set forth the time and place of the meeting and matters for action.

A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of any adjournment of a meeting of the Board of Directors to another time or place shall be given to the directors who were not present at the time of the adjournment and, unless such time and place are announced at the meeting, to the other directors.

Section 8. Waiver of advance notice of meetings

Ten days notification for the organizational meeting of the Board or the meeting to amend Bylaws may be waived in writing by nine (9) directors; however, all directors must be notified of the time and place of said meeting.

Section 9. Action of the Board of Directors without a meeting

Any action required or permitted to be taken by the Board of Directors or any committee thereof with the exception of the Executive Committee may be taken without a meeting if all of the members of the Board or the committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the board or committee shall be filed with the minutes of the proceedings of the board or committee.

Section 10. Meeting of members of the Board of Directors by conference telephone

One or more members of the Board of Directors may participate in a meeting of the Board of Directors by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 11. Vacancies

In the event of death, resignation or other failure of a member to continue a membership as a faculty member, administrator or member of the student body of The College of Staten Island, the vacancy thereby created in a position on the Board of Directors shall be filled as follows:

a. Student members

The unexpired term of a student member of the Board of Directors shall be filled by alternates elected at regular and special student elections. Alternates are those individuals who run for but are not elected to positions on the Association during regular elections. They shall be eligible to fill vacancies by the number of votes received in descending order. In the absence of an alternate the remaining student members on the Association shall fill the vacancy after appropriate publicity.
b. Faculty members

The unexpired term of the position of a faculty member of the Board of Directors shall be filled by appointment by the President of The College from the original panel composed of six faculty elected by the faculty.

c. Administrators

The unexpired term of the position of an administrator member of the Board of Directors shall be filled by appointment by the President of The College.

Section 12. Reports

Pursuant to the University Bylaws, the Board of Directors of the Association shall be responsible for the disclosure of all financial information to the student body, to the College and to the Student Government with respect to all of its activities. Each semester a written financial statement shall be presented which shall include, but which shall not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past revenues, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year.

The Board of Directors of the Association shall also comply with the requirements of section 519, or any successor provision of the New York State Not-For-Profit Corporation Law relating to the annual report of directors.

Section 13. Indemnification

In accordance with the provisions of section 723, and any successor provisions of the New York State Not-For-Profit Corporation Law, the Association shall indemnify any officer and/or director made, or threatened to be made, a party to an action or proceeding, with the exceptions provided by section 723 or any successor provisions of the Laws of New York, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, if such director or officer acted in good faith for a purpose which s/he reasonably believed to be in, or, in the case of service for any other corporation or any partnership, joint venture, trust, employee benefit plan or other enterprise, not opposed to, the best interests of the Association and, in criminal actions or proceedings, in addition, had no reasonable cause to believe that his/her conduct was unlawful.

Section 14. Insurance

In accordance with section 727 and any successor provisions of the New York State Not-For-Profit Corporation Law, the Association may secure and maintain insurance for but not limited to the following purposes:

1. To indemnify the Association for any obligation which it incurs as a result of the indemnification of directors and officers under the provisions of the Not-For-Profit Corporation Law; and

2. To indemnify directors and officers in instances in which they may be indemnified by the Association under the provisions of the New York State Not-For-Profit Corporation Law; and

3. To indemnify directors and officers in instances in which they may not otherwise be indemnified by the Association under the New York State Not-For-Profit Corporation Law provided, that the contract of insurance covering such directors and officers provides, in a manner acceptable to the Superintendent of Insurance, for a retention amount and for co-insurance.

The limits, retention amounts, and co-insurance provisions of such insurance coverage shall be determined by the Board of Directors, subject to such restrictions as may be imposed by the New York Superintendent of Insurance.
At the organizational meeting of the Board of Directors, a statement shall be distributed in respect to any insurance it has purchased or renewed, specifying the insurance carrier, date of the contract, cost of the insurance, corporate positions insured, and a statement explaining all sums, not previously reported, paid under any indemnification insurance contract.

Section 15. Recall

The Board may consider the removal of any member who has missed three (3) consecutive meetings or eight (8) meetings during their term of office. Such recall shall be imposed by the affirmative vote of a majority of the full membership of the Board with the exception of the vote of the person proposed for recall. The day after the person has missed three (3) consecutive meetings or eight (8) meetings, the President of the Association shall send a notice of the intent to consider recall to the person in question by registered mail to his/her last recorded address. Such member shall be given the opportunity to present a defense at the time and place mentioned in said notice. The vacancy thereby created shall be filled in accordance with Section II of Article II (Vacancies) of these Bylaws.

ARTICLE III - OFFICERS OF THE BOARD OF DIRECTORS OF THE ASSOCIATION

Section 1. President

The President of the College or his/her designee shall be President of the Association. The President shall be the chief executive officer of the Association and shall preside as Chairperson of all meetings of the Board of Directors. He/she shall sign and execute, in the name and on behalf of the Association, documents required to be executed by the Association and shall perform such other duties as requested by the Board of Directors or as are generally incidental to the office.

Section 2. Vice-President

The Board of Directors shall elect one of the members of the Board as Vice-President of the Association. He/she shall perform the duties of the office of President in case of the death, absence or inability of the President to act. He/she shall perform such other duties as requested by the President or the Board of Directors.

Section 3. Treasurer

The Board of Directors shall elect one of the members of the Board as Treasurer of the Association. He/she shall be the business and fiscal officer of the Association. He/she shall perform such other duties as requested by the President or Board of Directors.

Section 4. Secretary

The Board of Directors shall elect one of the members of the Board as Secretary of the Association. He/she shall be responsible for the minutes of all meetings of the Association and Board of Directors. He/she shall keep the Seal and official records of the Association and shall, when necessary attest to the official acts of the President, Board of Directors, and the Association. The Secretary shall preside at all meetings when the President and Vice-President are absent; and shall perform such other duties as requested by the President or Board of Directors.

Section 5. Term of Office

The officers of the Board of Directors shall be elected for a term of one year but shall each continue in office, if otherwise qualified, until his/her successor shall be duly elected and qualified.

Section 6. Vacancies

Vacancies in the offices of the Board shall be filled by and from the Board of Directors.
ARTICLE IV - EMPLOYEES

Section 1. Terms of Appointment

The Board of Directors, on behalf of the Association, shall employ such full and part-time employees as it deems necessary to handle its ongoing business affairs.

Section 2. Executive Director

The Board of Directors shall select an Executive Director who is not a member of the Association. He/she shall take and record minutes of all meetings of the Board of Directors, as well as typewrite and mail notices, letters and other correspondence incidental to the business of the Association. Whenever a person is elected or appointed to one of the positions specified in Section 1 of Article II herein, the Executive Director shall immediately notify such person, in writing. The Executive Director shall send out notices of all meetings requiring written notification and perform other duties as assigned by the Board of Directors.

ARTICLE V - BUDGETARY PROCESS

Section 1. Budget Committee

a) Composition

The Budget Committee shall consist of the following eleven (11) members of the Board of Directors: six students, three administrators appointed by the College President, and two faculty appointed by the College President. The Budget Committee shall select its chairperson from among its members.

b) Powers

The Budget Committee is the allocating body of The College of Staten Island Association for all student activity fee funds except where a component of the student activity fee is earmarked by the Board of Trustees to be allocated by a body other than the Association. A budget adopted by such Board of Trustees designated allocating body is subject to review by The College of Staten Island Association for conformance with the expenditure categories set forth in the University Bylaws, and as to whether any items are inappropriate, improper, or inequitable.

Section 2. Budget Priorities

The Budget Committee shall allocate and appropriate funds in accordance with the following priorities:

a. Items and/or expenditures mandated by The City University where amounts are specified.
b. Items and/or expenditures authorized by City University and/or the Association and/or student referenda.
c. Items authorized by the Association in a yearly budget.

Section 3. Duties of Budget Committee

The Budget Committee shall conform to the policies and procedures established by The University for the control and accountability of student activity fees.

The Association Budget Committee and Board of Trustees designated allocating bodies may establish advisory committees.

Section 4. Financial Ability

The Budget Committee must have before it adequate proof that sufficient funds are available to defray the cost of each action it approves or authorizes and must, at the same time, indicate the source and amount of funds to be used to sustain said action or authorization.
ARTICLE VI - ASSETS AND FUNDS

Section 1. Ownership

No director, officer or employee of the Association shall have any right, title or interest in any of the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.

Section 2. Disposition

All funds of the Association shall be deposited in an account or accounts in the name of the Association in a bank or banks designated by the Board and shall be used solely to pay the proper expenses of the Association. Funds shall be withdrawn from such bank account or accounts only upon written authorization and signature of such Board members as the Board of Directors shall designate by resolution, one of whom shall be a student and one administrator or faculty member. Any funds or other assets of the Association which, in the judgment of the Board, shall not immediately be required to effect the purposes of the Association may be invested, and/or reinvested in such securities, real estate, or other investment as in the judgment of the Board of Directors is sound and proper. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A request for disbursement of funds must contain two signatures, one, the signature of a person with responsibility for the program; the other, the signature of an approved representative of the allocating body.

Section 3. Revenues

All revenues generated by student activities funded through student activity fees shall be placed in a college central depository subject to the control of the allocating body. The application of such revenues to the account of the income generating organization shall require specific authorization of the allocating body.

Section 4. Dissolution

In case of dissolution of the Association, the assets remaining after payment of its just debts and obligations shall be transferred to The City University of New York or to another non-profit organization or organizations in accordance with the Certificate of Incorporation.

ARTICLE VII - AMENDMENTS

These Bylaws may be amended only at a meeting of the Board by vote, in person of three-quarters (3/4) of the full membership of the Board of Directors of the Association provided that the proposed amendment has been fully stated in the notice of the meeting, given 10 days in advance. These Bylaws shall conform with the Certificate of Incorporation of The College of Staten Island Association, Inc. as well as with the laws of the City, State and Nation, and the bylaws and resolutions of the Board of Trustees, and the policies, regulations, and orders of The College. All amendments must be approved by the President and by the Board of Trustees of The City University.

ARTICLE VIII - RULES OF ORDER

The presiding officer shall be responsible for interpreting and enforcing all the provisions of these Bylaws. He/she may be overruled in his/her interpretation by a three-quarters (3/4) vote of the membership. Questions and Rules of Order not specifically provided for in these Bylaws shall be governed by Robert's Rules of Order, the latest edition.
APPENDIX F

THE QUEENSBOROUGH COMMUNITY COLLEGE STUDENT ACTIVITIES ASSOCIATION, INC.

I NAME:

The name of this Corporation shall be the Queensborough Community College Student Activities Association, Inc., and these are the bylaws of the Corporation.

II THE PRINCIPAL OBJECTIVE AND PURPOSE:

The principal objective and purpose of the Corporation is to be responsible for the supervision and review of Queensborough Community College student activity fee supported budgets.

III MEMBERSHIP AND GOVERNING BOARD:

The membership of this Corporation shall also serve as the Governing Board of the Corporation. The members and thus the Board shall consist of thirteen (13) people to be chosen annually as follows:

Three (3) members of the College Administration appointed by the College President. Three (3) faculty members appointed by the College President and chosen by the President from six (6) faculty members elected by the faculty in accordance with College regulations. Six (6) student members consisting of: the Day and Evening Session student government presidents; three (3) elected day session students; and one (1) elected evening session student, elected directly to the Board. The chairperson of the Governing Board will be the College President or his or her designee.

IV MEETINGS:

The annual meeting of the members of the Corporation shall be held at such place and time as the Governing Board may designate for the transaction of business as may properly come before such meeting. Special meetings of the membership may be called by the Board at any time at their discretion. The presiding officer at all meetings of the membership of the Corporation shall be chairman of the Board. A majority of the members shall constitute a quorum for the meetings of membership of the Corporation. If a quorum is not present, the presiding officer may adjourn the meeting to a time fixed by him no more than ten (10) days later.

V BUDGET:

There shall be a standing budget committee composed of three (3) student members, two (2) from day session, including the student government president and the evening session student government president, one (1) faculty member and one (1) administration member. This committee shall be empowered to receive and review student government activity fee budget requests, and to develop and allocate a budget subject to the review of the Corporation.

VI REVIEW AUTHORITY OF THE GOVERNING BOARD:

If the Corporation Governing Board does not approve the budget or portions of the budget, the whole budget shall be returned to the budget committee with the specific concerns of the College Student Activities Association, noted for further deliberation by the budget committee, and subsequent resubmittal to the College Student Activities Association. If the budget is not approved within 30 days, those portions of the budget voted upon and approved by the Governing Board, shall be allocated. The unapproved portions of the budget remain unallocated until the College Student Activities Association and the budget committee agree upon and approve allocations.
VII MANAGEMENT AND DISBURSEMENT OF FUNDS:

The Corporation and all student activity fee allocating bodies shall employ generally accepted accounting and investment procedures in the management of all funds. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A requisition for disbursement of funds must contain two (2) signatures; one (1), the signature of a person with responsibility for the program; the other, the signature of an approved representative of the Governing Board.

VIII REVENUES:

All revenues generated by student activities funded through student activity fees, shall be placed in a college central depository, subject to the control of the Governing Board. The application of such revenues to the account of the income generating organization, shall require the specific authorization of the Governing Board.

IX COLLEGE PURPOSES FUND:

A college purposes fund is to be established at Queensborough and shall be allocated by the college President. This fund may have up to twenty-five (25) percent of the unearmarked portion of the student activity fees earmarked to it by resolution of the Board of Trustees of the City University of New York, upon presentation to the Board of a list of activities that may be properly funded by student activity fees that are deemed essential by the College President. Expenditures from the college purposes fund shall be subject to full disclosure under Article XI of these bylaws. Referenda of the student body with respect to the use and amount of the college purposes fund shall be permitted under the procedures and requirements of Article X of these bylaws.

X REVIEW AUTHORITY OF THE COLLEGE PRESIDENT:

The President of the college shall have the authority to disapprove any student activity fee, including student government fee, or auxiliary enterprise allocation or expenditure, which in his or her opinion contravenes the laws of the City, State, or Nation, or any bylaw or policy of the University, or any policy, regulation, or order of the college. If the College President chooses to disapprove an allocation or expenditure, he or she shall consult with the General Counsel and Vice Chancellor for Legal Affairs, and thereafter communicate his or her decision to the Governing Board. The President of the college shall have the authority to suspend and send back for further review, any student activity fee, including student government fee, allocation or expenditure which in his or her opinion is not within the expenditure categories defined in Section 16.2 of the Board of Trustees Bylaws of the City University. The College Student Activities Association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the President with respect to it. The College President shall thereafet consider the recommendation, shall consult with the General Counsel and Vice Chancellor for Legal Affairs, and thereafter communicate his or her final decision to the Governing Board as to whether the allocation or expenditure is disapproved. All disapprovals exercised under this section shall be filed with the General Counsel and Vice Chancellor for Legal Affairs.

XI REFERENDA:

A referendum proposing changes in the student activity fee shall be initiated by a petition of at least ten (10) percent of the appropriate student body and voted upon in conjunction with student government elections.

a. Where a referendum seeks to earmark student activity fees for a specific purpose or organization without changing the total student activity fee, the results of the referendum shall be sent to the College Student Activities Association for implementation.

b. Where a referendum seeks to earmark student activity fees for a specific purpose or organization by changing the total student activity fee, the results of such referendum shall be sent to the Board of Trustees of the City University of New York by the President of the college, together with his or her recommendation.
c. At the initiation of a petition of at least ten (10) percent of the appropriate student body, the College President may schedule a student referendum at a convenient time other than in conjunction with student government elections.

d. Where the referendum seeks to affect the use or amount of student activity fees in the college purposes fund, the results of the referendum shall be sent to the Board of Trustees of the City University of New York by the College President, together with his or her recommendation.

XII DISCLOSURE:

The Governing Board shall be responsible for the full disclosure of all financial information to its membership, to the college, and to the student governments with respect to all of its activities. Full disclosure shall mean the presentation each semester of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year.

XIII RULES OF PROCEDURE:

The rules contained in "Robert's Rules of Order" newly revised, shall govern membership meetings of the Corporation, except when they are inconsistent with these bylaws.

XIV AMENDMENTS:

These bylaws may be amended by a two-thirds vote of those present at any meeting, providing a quorum is present, subject to the approval of the College President and the Board of Trustees of the City University of New York.

XV GOVERNANCE:

The College Student Activities Association shall operate consistent with the Bylaws, policies and regulations of the City University of New York and any policies, regulations and orders of Queensborough Community College.
APPENDIX G

BYLAWS OF THE
BERNARD M. BARUCH COLLEGE ASSOCIATION, INC.

INTRODUCTION

The Bernard M. Baruch College Association exists for the purpose of receiving student activity fees and reviewing and approving annual allocations of those fees. Duties of the Association include establishment and oversight of procedures for the receipt, allocation, and expenditure of student funds. The ultimate responsibility for the property, affairs, and concerns of the Association shall reside in a Board of Directors.

The Baruch College Association is a non-profit organization and any income which may be derived from any of its operations in pursuance of the purposes set forth in the bylaws shall not inure to the personal benefit of any member of the Board of Directors of the Association.

ARTICLE I - NAME AND PURPOSES

Section 1 - Name

This corporation shall be known as the Bernard M. Baruch College Association, Inc., hereinafter referred to as the Association.

Section 2 - Purposes

The principal objectives and purposes of the Association are as follows:

1. To plan, develop, promote, and cultivate educational and social relations among the students, faculty, and administrative staff of Baruch College, an educational unit of the Board of Trustees of the City University of New York.

2. To aid the students and faculty of Baruch College by assisting them in their study, work, curricular and college-related activities. Any facilities or services provided by the Association to students, faculty, or staff shall be provided without regard to membership in any organization.

3. To receive, and dispose of fees, dues, contributions, funds, and real or personal property, and to apply the income and principal thereof, in whole or in part, to the various objectives herein set forth.

4. To enter into contractual relations in the name of the Association to carry out the responsibilities of the Association.

5. Without profit and solely as an incident to the foregoing purposes, to acquire, print, publish, manufacture, operate, conduct, engage in, circulate, distribute, deliver, and otherwise deal in and with any periodicals, magazines, journals, newspapers, circulars, pamphlets, books, music, photographs, blueprints, and any other printed or duplicated matter in connection with any of the above-mentioned objectives.

6. To acquire by purchase, gift, grant, devise, and/or bequest, real and personal property and to accept such property for use, in fee or in trust, for the purposes of effecting any or all of its objectives.

7. To sell, mortgage, exchange, lease, convey, transfer, or otherwise dispose of or encumber any such property, both real and personal, as the objectives and purposes of the Association may require, subject to such limitations as may be provided by law and by the regulations of the Board of Trustees of the City University of New York.

8. To administer, invest, and reinvest any and all moneys, securities, or properties received by it and to apply and expend the income and principal of the Association in carrying out its purposes.
APPENDIX G

9. To borrow money and to make, accept, endorse, execute, and issue promissory notes and other obligations or evidences of indebtedness in payment for property acquired or money borrowed.

10. To make such rules, regulations, and bylaws, and to hire executive staff, clerical staff, custodial staff, and other such employees as may be necessary and advisable to carry out the responsibilities of the Association.

11. In general, to exercise such powers as are incidental and conducive to the attainment of the objectives and purposes of the Association provided that the Association shall not operate for profit and further provided that no part of the net earnings of the Association shall inure to the personal benefit of any member thereof.

ARTICLE II - DIRECTORS AND OFFICERS

Section 1 - Membership

The membership shall consist of a 13-member Board of Directors who shall be responsible for the management of the property, affairs, and concerns of the Association. The Board of Directors shall consist of the following:

1. Administration - 3 administrators appointed by the President of Baruch College.

2. Faculty - 3 faculty members appointed by the President of Baruch College from a panel of 6 faculty members elected by the Baruch College Faculty Senate.

3. Student Body - 6 students currently enrolled and in good standing as defined by college regulations: the presidents of the Day Session Student Assembly and the Evening Session Student Assembly, and the chairperson of the Graduate Student Assembly, and 3 students elected directly by the day session.

4. The College President or his/her designee who shall be Chair. Student members of the Board of Directors and operating boards, other than the presidents of the respective student governments, shall be elected, the procedure for which shall be established by the president of the college in consultation with the respective student governments.

Section 2 - Officers

The Chair of the Board of Directors shall be the College President or his/her designee. The president of the college shall designate from among the members representing the administration the individuals to serve as secretary and treasurer of the Association. These officers plus additional student members, in order for the students to constitute one less than a majority of the executive committee, shall constitute the executive committee of the Board with power to act for the Board of Directors when Baruch College classes (including summer session) are not in session. Minutes of executive committee meetings shall be sent to all members of the Board of Directors promptly after the meeting.

A quorum of the executive committee shall consist of at least two of the officers.

Section 3 - Term of Membership

Administrative members of the Board of Directors shall serve at the pleasure of the president of the college. Faculty members shall serve a term of one (1) year which may be renewed in the same manner as the initial appointment. Student members of the Board of Directors shall serve a term of (1) year, commencing with the first board meeting following the last day of classes in the spring semester, which may be renewed in the same manner as the initial appointment.
Section 4 - Termination of Membership

1. Any member of the Board of Directors who ceases to be a member of the administration, faculty, or a student in good standing at the college shall thereupon immediately cease to be a member of the Board of Directors and his/her membership shall be deemed terminated as of that date. The rights of any member of the Board of Directors, including his/her right to vote, shall cease immediately upon his/her termination of membership.

2. Any member may withdraw from the Association by presenting to the chairperson a written resignation, which resignation shall be presented to the members of the Association at the next meeting thereof following receipt of such resignation. Such resignation shall be effective upon its presentation to the members of the Association.

Section 5 - Vacancies

1. In the event that a vacancy occurs in a faculty or administrative slot, the president shall appoint immediately a new member of the group from which the vacancy has occurred.

2. In the event that the student assemblies fail to conduct annual elections or an insufficient number of students run for positions the president of the college shall appoint the member(s) in consultation with the respective student governments.

3. If a vacancy in any of the three directly elected student seats results from a resignation, graduation, or inability to maintain the required academic standing, the vacancy shall be filled by the president by selecting the runner-up for that position or through the procedure specified above. The appointed student members shall serve until the next annual election is held by the respective student bodies.

4. If the vacancy is that of a student government president, the next highest currently serving elected government official, as deemed in each constitution, shall be permitted to serve on the board.

Section 6 - Voting Rights

Each member, including the chairperson, shall have one vote only at a meeting of the board. No proxy voting shall be allowed.

Section 7 - Assessments

There shall be no power to impose any liability or assessment upon any member or members of the Board of Directors of the Association.

Section 8 - Liability

The members of the Board of Directors of the Association shall not be personally liable for the debts, obligations, or liabilities of the Association.

Section 9 - Bonds and Insurance

The members of the Board of Directors of the Association shall be covered by an appropriate fidelity bond in an amount to be determined by the Board of Directors at the expense of the Association. The Board of Directors shall obtain Officer's Liability Insurance, as it deems necessary, at the expense of the Association.

Section 10 - Duties and Meetings

The Board of Directors shall have power to hold meetings at such times and places as it seems advisable, to appoint committees, to authorize proper expenditures and to take such other measures as may be necessary or proper to carry out the purposes of the Association.
The meetings of the Board of Directors shall be held at least twice a semester during the academic year on a designated day to be fixed by the Board of Directors. The second meeting of each spring semester, which must be held during the month of April, shall be designated as the official annual meeting of the Association. Special meetings may be called by the chairperson of the Board of Directors whenever deemed advisable and also upon the written request of any six members of the Board of Directors.

Written notice of all meetings shall be given at least four (4) days prior to the meeting date.

The presiding officer of meetings of the Board of Directors shall be the chairperson of the Board of Directors. In the absence of the chairperson, the treasurer, and, in his absence, the secretary shall serve as chairperson. In the absence of all three, the members present shall elect by majority vote the chairperson to serve for that meeting.

The full membership of the Board of Directors less one administrator and one faculty member selected by the college president, shall constitute the Budget Committee. The Budget Committee shall receive and review student activity fee budget requests and develop and allocate a budget subject to the review of the Association. The Board of Directors as a whole will review these allocations and the expenditure requests for conformance with the expenditure categories established by the bylaws of the Board of Trustees of the City University of New York, and as to whether they are inappropriate, improper or inequitable.

All meetings of the Board of Directors shall be conducted under Robert's Rules of Order.

Section 11 - Quorum

A quorum of the Board of Directors for the conduct of business shall consist of a majority of the voting members of the Board of Directors. Actions must be approved by a majority vote of those members of the Board of Directors present. In the event that a quorum is not present at a meeting (regular or special), the chairperson or the members present of the appropriate board shall adjourn the meeting and reschedule a meeting not later than seven (7) school days or, if school not be in session, seven (7) calendar days from the date of the adjourned meeting. At the rescheduled meeting, those members present shall constitute a quorum for the conduct of business. Written notice of the rescheduled meeting shall be given at least four (4) days prior to the rescheduled meeting date.

Section 12 - Compensation

No member of the Board of Directors shall receive any compensation from the Association for services performed in his/her official capacity.

ARTICLE III - ORGANIZATION AND RESPONSIBILITIES OF OPERATING BOARDS

Section 1 - Communications Board

Purpose

1. To serve as a liaison among officially chartered student publications and broadcast facilities under the jurisdiction of the Board and other student organizations, administrative staff, faculty, and faculty organizations.

2. To discuss and make recommendations upon matters relevant to the administration of student publications and broadcast facilities.

3. To provide fiscal recommendations for matters associated with student publications and broadcast facilities.

4. To advise on professional standards and conduct of student media.
APPENDIX G

Membership

The membership shall consist of the following:

4 student members (2 day, 1 evening, 1 graduate), currently enrolled and in good standing as defined by college regulations to be elected directly by the respective student body.

3 faculty members selected by the executive committee of the Faculty Senate in consultation with the president of the college.

Dean of Students, or his designee.

Administrative members of the Board shall serve at the pleasure of the president. Faculty members shall serve a term of one (1) year which may be renewed in the same manner as the initial appointment. Student members of the Board shall serve a term of one (1) year commencing with the first Board meeting following the last day of classes in the spring semester, which may be renewed in the same manner as the initial appointment.

Vacancies on this Board shall be filled by the same method indicated in Article II, Section 5.

The chairperson shall be elected from the student membership of the Board by the full membership of the Board. In the absence of the chairperson, the members present shall elect by majority vote the chairperson to serve for that meeting.

Each member of the Board shall be entitled to one vote.

Meetings

1. A quorum for the transaction of business at meetings shall be four (4) voting members of the Board. In the event that a quorum is not present at a meeting (regular or special), the chairperson or the members present of the appropriate Board shall adjourn the meeting and rescheduled a meeting not later than seven (7) school days or, if school is not in session, seven (7) calendar days from the date of the adjourned meeting. At the rescheduled meeting, those members present shall constitute a quorum for the conduct of business. Written notice of the rescheduled meeting shall be given at least two (2) days prior to the rescheduled meeting date.

2. There shall be meetings of the Board not less frequently than twice per semester.

3. The second meeting of each spring semester, which must be held during the month of March, shall be designated as the official annual meeting of the Board.

4. All meetings of this Board shall be conducted under Robert's Rules of Order.

Powers

The Communications Board shall review and recommend to the Budget Committee of the Bernard M. Baruch College Association, Inc. annual budget allocations for the various publications and communication facilities under its jurisdiction. Where separate communication fees are provided by Board of Trustees of the City University of New York resolution, these fees must be used to support the designated communication medium.

Section 2 - Athletic Board

Purpose

To make recommendations and provide oversight for the expenditure of student activity fees for athletic purposes.
APPENDIX G

Membership – Membership shall consist of:

The chairperson of the Physical & Health Education Department or the director of athletics (to be designated by the president).

Two faculty members selected by the executive committee of the Faculty Senate in consultation with the president.

The chairperson of the General Faculty Committee on Collegiate Athletic Activities.

Three student members (2 day, 1 evening) currently enrolled and in good standing, as defined by college regulations, to be elected directly by the respective student body.

Administrative members of the Board shall serve at the pleasure of the president. Faculty members shall serve a term of one (1) year which may be renewed in the same manner as the initial appointment. Student members of the Board shall serve a term of one (1) year, commencing with the first Board meeting following the last day of classes in the spring semester, which may be in the same manner as the initial appointment.

Vacancies on this Board shall be filled by the same method indicated in Article II, Section 5.

The chairperson of the General Faculty Committee on Collegiate Athletic Activities shall serve as chairperson of the Board. In the absence of a chairperson, the members present shall elect by majority vote the chairperson to serve for that meeting.

Each member of the Board shall be entitled to one vote.

Meetings

1. A quorum for the transaction of business at meetings shall be four (4) voting members of the Board. In the event that a quorum is not present at a meeting (regular or special), the chairperson or the members present of the appropriate Board shall adjourn the meeting and reschedule a meeting not later than seven (7) school days or, if school not be in session, seven (7) calendar days from the date of the adjourned meeting. At the rescheduled meeting, those members present shall constitute a quorum for the conduct of business. Written notice of the rescheduled meeting shall be given at least two (2) days prior to the rescheduled meeting date.

2. There shall be meetings of the Board not less frequently than twice per semester.

3. The second meeting of each spring semester, which must be held during the month of March, shall be designated as the official annual meeting of the Board.

4. All meetings of this Board shall be conducted under Robert's Rules of Order.

Powers

The Athletic Board shall prepare and recommend to the Budget Committee an annual itemized budget for the expenditure of the student activity fees for athletic purposes.

N.B. The authority of the Athletic Board shall supersede the fiscal authority of the General Faculty Committee on Collegiate Athletic Activities.
Section 3 - Student Center Board

Purpose

1. To recommend policies for the Student Center and related operations and programs.

2. To recommend rules and regulations governing the use of Student Center facilities.

3. To recommend and review Student Center programs.

4. To provide fiscal oversight for matters associated with the operation of the Student Center and its programs.

Membership - Membership shall consist of:

The Dean of Students.

Two faculty members selected by the executive committee of the Faculty Senate in consultation with the president.

The Director of the Student Center (or the professional equivalent as designated by the dean of students).

One additional staff member from the Department of Student Personnel Services, appointed by the Dean of Students.

Four student members (2 day, 1 evening, 1 graduate) currently enrolled and in good standing as defined by college regulations, to be elected directly by the respective student body.

Administrative members of the Board shall serve at the pleasure of the president. Faculty members shall serve a term of one (1) year, commencing with the first Board meeting following the last day of classes in the spring semester, which may be renewed in the same manner as the initial appointment.

Vacancies on this Board shall be filled by the same method indicated in Article II, Section 5.

The Dean of Students shall serve as chairperson. In the absence of the chairperson, the SPS staff member appointed by the dean shall chair the meeting.

Each member shall be entitled to one vote.

Meetings

1. A quorum for the transaction of business at meetings shall be five (5) voting members of the Board. In the event that a quorum is not present at a meeting (regular or special), the chairperson or the members present of the appropriate Board shall adjourn the meeting and reschedule a meeting not later than seven (7) school days or, if school not be in session, seven (7) calendar days from the date of the adjourned meeting. At the rescheduled meeting, those members present shall constitute a quorum for the conduct of business. Written notice of the rescheduled meeting shall be given at least two (2) days prior to the rescheduled meeting.

2. There shall be meetings of the Board not less frequently than twice per semester.

3. The second meeting of each spring semester, which must be held during the month of March, shall be designated as the official annual meeting of the Board.

4. All meetings of this board shall be conducted under Robert's Rules of Order.
The Student Center Board shall recommend to the Budget Committee an annual itemized budget.

**ARTICLE IV - BUDGETS AND BUDGETING PROCEDURES**

Budget requests referred to in this article shall be based on income projections provided by the treasurer of the Association. All budget allocations made in May shall be considered tentative. Budget allocations shall not be finalized until income is confirmed by October 1 for the fall semester and by February 15 for the spring semester.

**Section 1 - Fiscal Year**

The fiscal year of the Association shall be from July 1–June 30.

**Section 2 - Budget Procedures**

1. The secretary of the Association shall solicit annual budget requests from the three operating boards of the Association, other organizations and individuals, and the three student assemblies by March 15 of each year for the fiscal year beginning July 1 for submission to the budget committee.

2. The treasurer of the Association shall prepare a proposed Association budget consisting of six sub-budgets: Student Center Board budget, Student Athletic Board budget, Day Session Student Assembly budget, Evening Session Student Assembly budget, Graduate Student Assembly budget, and Communications Board budget, for submission to the budget committee no later than May 1.

3. The budget committee is empowered to receive and review student activity fee budget requests and to develop and allocate a budget subject to the review of the Association.

4. The minutes of all Board of Directors or Executive Committee meetings as prepared by the secretary and approved by the Board of Directors or Executive Committee shall be deemed to be official notification of actions taken by the Association. The receipt of these minutes by the treasurer of the Association shall constitute authorization to implement all fiscal matters approved by the Board of Directors or Executive Committee.

5. The existing fiscal guidelines for the expenditure of student activity fees established effective November 17, 1989, subject to further amendment by the Association, shall constitute the procedures governing allocation and expenditure of College Association funds.

**ARTICLE V - AMENDMENTS TO BYLAWS**

**Section 1 - Amendments**

These bylaws may be amended by a 3/4 vote of those members of the Board of Directors present at any meeting subject to the approval of the college president and the Board of Trustees of the City University of New York.

**Section 2 - Effective Date of Amendment**

The effective date of amendment of the bylaws shall be as provided by the Board of Trustees of the City University of New York.

**ARTICLE VI - ASSETS AND FUNDS**

**Section 1 - Ownership**

No member of the Board of Directors or employee of the Association shall have any right, title, or interest in any of the assets and funds of the Association. Assets and funds of the Association shall be owned exclusively by the Association.
Section 2 - Disposition

Funds of the Association shall be deposited in an account or accounts in the name of the Association in a bank or banks designated by the Board of Directors and shall be used solely for the proper expenses of the Association. Funds shall be withdrawn from such bank account or accounts only upon the signature of those college or Association employees authorized by the Board of Directors. Checks, drafts, or other orders for the payment of money drawn from any of the College Association accounts in excess of $2,500.00 will require two authorized signatures.

Section 3 - Audit

A certified independent audit of the books, records and accounts of the Association shall be performed by a public auditing firm approved by the Board of Directors, at least once a year.

ARTICLE VII - GOVERNANCE

Section 1 - Operations

The Association shall operate consistent with the bylaws, policies, and regulations of the City University of New York, and the policies, regulations, and orders of Baruch College.

Section 2 - College Association Services

A game room may be provided by the Association for the Student Center.
ARTICLE I - NAME AND PURPOSES

Section 1. Name

This Corporation shall be known as The City College Student Services Corporation, Inc., hereinafter referred to as the Corporation. The Board of Directors of the Corporation shall hereinafter be referred to as the Board.

Section 2. Purposes

a) The Corporation shall provide educational, social and recreational services to the students of The City College of the City University of New York without regard to membership in or affiliation with any social, fraternal, or honorary society or organization and shall advance the educational program of The City College by encouraging, generating, and promoting good fellowship and the ideals of the democratic way of life for the students of The City College in their relations with each other, with the members of the staff, faculty, the alumni and the community.

b) The Corporation shall be a not-for-profit organization and net income which may derived from any of its operations in pursuance of the purposes set forth herein shall not inure to the benefit of any member of the Corporation, but shall be used to promote the aforesaid purposes and policies of the Corporation.

c) The Corporation shall function as the College Association as that term is defined in Section 16.5 of the By-Laws of the Board of Trustees of The City University of New York. As a duly authorized College Association, the Corporation shall have the responsibility to supervise and review budgets supported by student activity fees, as that term is defined in Section 16.1 of the By-laws of the Board of Trustees of The City University of New York. The Corporation must comply with the laws of the city, state and nation, and with the By-laws, policies and regulations of the Board of Trustees of The City University of New York, and with the policies, regulations and orders of The City College.

d) In all instances, except those where the Board of Trustees of The City University of New York has earmarked student activity fees for allocation by another body, the Corporation's Budget Committee shall develop budgets for and allocate student activity fees and recommend such budgets and allocations to the Corporation. The Corporation shall then review the budgets and allocations for conformance within the following categories. The Corporation shall not approve any allocation or expenditure of student activity fees which does not fall within the following expenditure categories and/or is inappropriate, improper or inequitable:

1. Extracurricular educational programs;
2. Cultural and social activities;
3. Recreational and athletic programs;
4. Student government;
5. Publications and other media;
6. Assistance to registered student organizations;
7. Community service programs;
8. Enhancement of the College and University environment;
9. Transportation, administration and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the University;
11. Stipends to student leaders.

The Corporation shall apportion the student government fees, as defined in Section 16.3 of the Bylaws of the Board of Trustees of the City University of New York, in direct proportion to the amount collected from members of each student government.
APPENDIX H

e) The Corporation shall employ generally accepted accounting and investment procedures in the management of all funds. All funds are to be disbursed only in accordance with approved budgets and based on written documentation. A requisition for disbursement of funds must contain two signatures: one, the signature of a person with responsibility for the particular program; the other the signature of an approved representative of the allocating body. The Corporation shall be responsible for full disclosure of all financial information to its membership, to The City College and to the student governments with respect to all of its activities.

Full disclosure shall mean the presentation each semester of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year and such audits shall be made available to members of the College community.

**ARTICLE II - DIRECTORS**

Section 1. The Corporation Defined

The property, affairs and concerns of the Corporation shall be vested in a Board. The members of the Corporation shall constitute the Board.

Section 2. Membership

Members shall take office at an initial organization meeting scheduled by the President of the College during the month of June.

The President shall appoint three members of the Administration to serve as members of the Board.

The President shall appoint three faculty members to be selected from a panel of six to be elected by the Faculty Senate of The City College.

Vacancies in faculty and administration positions shall be filled by the President.

Six students enrolled at The City College shall be members of the Board. Three of the Student Board members shall be the presidents of the three student governments. The remaining three Student Board members shall be selected by the appropriate student government from among the elected student government members. The six student seats on the Board shall be allocated on a basis which will provide representation, as nearly as practicable, to each student government in proportion to the student activity fees paid by their respective constituencies.

Should the situation arise whereby the students are unable to elect members to the Board or student vacancies occur, the Student Election Review Committee shall devise a method for selection of students, subject to the approval of the President of the College, to ensure the full complement of students on the Board. This shall be done by the first meeting of the Board or, in the case of student vacancies, by the next Board meeting immediately following the date the vacancy arises.

The Board shall meet and do business only with a quorum, if these conditions are not met at a regularly scheduled meeting of the Board, the Chair shall convene a second meeting within five days. If that meeting fails to meet the stated conditions, the Executive Committee shall act in place of the Board.

Student directors shall be elected annually and serve for one year terms. Administration directors shall be appointed by and serve at the will of the President. Faculty directors shall serve for staggered three years terms with the College President designating one to serve for an initial term of one year and one to serve for an initial term of two years.

Section 3. Termination of Membership

Any member of the Board who ceases to occupy one of the positions specified in the foregoing section shall thereupon immediately cease to be a member of the Corporation and his membership shall be deemed terminated as of that date.
Section 4. Effective Termination

The rights of any person as a member of this Corporation, including his right to vote, shall cease immediately upon his termination of membership.

Section 5. Voting Rights

Each member present shall have one vote only at a meeting of the Corporation. There shall be no proxy votes.

Section 6. Compensation

No member shall receive any compensation from the Corporation for service performed in his official capacity, but shall be reimbursed for reasonable expenses (previously authorized by an officer of the Corporation) incurred in the performance of official duties.

ARTICLE III - ASSETS AND FUNDS

Section 1. Ownership

No member, officer or employee of the Corporation shall have any right, title or interest in any of the assets and funds of the Corporation; all assets and funds of the Corporation shall be owned exclusively by the Corporation.

Section 2. Disposition

All funds of the Corporation shall be deposited in a Corporation account or accounts in a bank or banks designated by the Board and shall be used solely to pay the proper expenses of the Corporation. Funds shall be withdrawn from such bank account or accounts only when checks have any two signatures of the Treasurer, Vice Chair, and Secretary. Any funds or other assets of the Corporation which, in the judgement of the Board, shall not immediately be required to effect the purposes of the Corporation may be invested, reinvested and administered by the Board in such securities, real estate or other investment as in the judgement of the Board is sound and proper.

Section 3. Contractual Obligation

No contract may be entered into in the name of the Corporation without the approval of the Board, and a designated Administrative member of the Board or his designee who shall indicate the contract is in compliance with regulations.

Section 4. Examinations and Audits

All books, records and accounts of the Corporation shall be subject to examination and audit of the Board of Trustees of The City University of New York and of officers of the College at any time. An annual audit shall be conducted by an independent organization of certified public accountants. The procedure for disclosure will be consistent with the By-laws of the Board of Trustee of The City University of New York.

Section 5. Dissolution

In case of dissolution of the Corporation, the assets remaining after payment of its just debts and obligations, shall be distributed in accordance with the Certificate of Incorporation.
ARTICLE IV - MEETINGS

Section 1. Regular Meetings

The Board shall meet at least monthly during the academic year. The meetings are to be scheduled by the Board, with the first and last meeting of the Board's annual term to be held during the last two weeks in May. One of the items for consideration at the last meeting shall be committee assignments. One of the items on the agenda for the March meeting must be the budget for the next fiscal year, with the adoption of a budget at the subsequent June meeting. Written notice of such meetings, prepared and signed by the secretary-Executive Director of the Corporation, shall be given personally or mailed to each person, who, at the time such notice is given, appears to be a person who will be entitled to vote as a member at such meeting. When such notice is mailed it shall be directed to such person at his address as it appears on the records of the Corporation. Such notices shall state the place, date, and time of meeting.

Section 2. Special Meetings

Special meetings of the Corporation may be called by the Chair at any time and shall be called by the Chair upon written request of five (5) members. Notice for a special meeting shall be given at least five (5) working days prior to the meeting and shall be given in the same manner as for the regular meetings and shall state the place, date, time and purpose of the meeting.

Section 3. Quorum

A quorum shall consist of at least 7 members of the Corporation of which a majority must be students.


All meetings will be conducted under the procedures outlined in Robert's Rules of Order.

ARTICLE V - OFFICERS

Section 1. Chair

The Chair of the Board of the Corporation shall be the College President or his/her designee. The Chair shall preside at all meetings of the Corporation and of the Board. The Chair shall be elected annually. He shall sign and execute, in the name and on behalf of the Corporation, all documents as requested by the Board or as are reasonably incidental to his office.

Section 2. Vice Chair

The Vice Chair of the Board of the corporation shall be a student Board member elected by the members of the Board. He shall perform the duties of the office of the Chair in the case of death, absence or inability of the Chair to act. He shall perform such other duties as requested by the Chair.

Section 3. Treasurer

The Treasurer shall be elected by the Board from among the faculty Board members. He shall perform such duties as requested by the Chair of the Corporation or the Board. The Board may require the Treasurer to furnish such bond or security as it directs for faithful performance of his duties, such bond to be reimbursed by the Board.

Section 4. Secretary - Executive Director

A member of the College administration who serves as a member of the Board shall serve as Secretary-Executive Director of the Corporation. He shall take and record minutes of all meetings of the Corporation and Board. He shall, when necessary, attest to the official acts of the President and the Board. The Secretary/Executive Director shall perform such other duties as requested by the
President or the Board. In addition, within the limits of the Certificate of Incorporation, By-laws, and policies established or authorized by the Board, he is responsible for and has commensurate authority to accomplish the goals and objectives of the Corporation. He shall be responsible and accountable to the Board for planning, organizing, implementing and administering all phases of the Corporation's operations and programs in which the Corporation may engage and has the authority prerequisite to conduct the affairs of the Corporation. He shall, under the direction of the Treasurer, be responsible for maintaining all books of account and for preparing financial statements. The Secretary-Executive Director shall be appointed by the College President.

ARTICLE VI - STANDING COMMITTEES

Section 1. Executive Committee

There shall be an Executive Committee consisting of:

- Chair of the Board
- Vice Chair of the Board
- Secretary-Executive Director of the Corporation
- One student Board member elected by the Board so that the number of student members is one less than the number of faculty and administration members on the Executive Committee.

The Chair of the Corporation shall be Chair of the Executive Committee. Between meetings of the Board, the Executive Committee shall exercise such powers as delegated by the Board. The full Board, however, must approve all annual and semester budgets. The student member elected by the Board will be elected to a one year term at the organizational meeting in June.

Section 2. Executive Committee: Meetings and Notices

Meetings of the Executive Committee shall be held on the call of the Chair, or any two members of the Committee. At least twenty-four (24) hours prior notice of a meeting in person or by telephone, shall be given each member of the Committee unless he shall waive such notice in writing. A quorum shall consist of three members. A full record of proceedings of the Committee shall be kept and reported to the Board at its next succeeding special or regular meeting.

Section 3. Budget Committee

There shall be a five member Budget Committee, three of whom will be the student government presidents. The other members of the Budget Committee shall be an Administrative Board member appointed to the Committee by the President of the College and the Treasurer of the Corporation. The Chair of the Budget Committee will be elected by the members of the Budget Committee. The Committee will receive and review student activity fee budget requests and will develop and allocate a budget subject to the review of the Corporation. The Committee will work with the Secretary and Executive Director of the Corporation and the Manager for the Student Center in the preparation of the annual budget request for the Student Center to be submitted to the Board.

Section 4. Operations Committee

There shall be a four member Operations Committee, three of whom will be students, and one of whom will be a faculty member. The Operations Committee shall be appointed by the Chair of the Corporation with the approval of the Board. The Committee will work with the Executive Director to establish guidelines for the use of the Finley Student Center facilities and to develop policies for assignment of space to organizations in the Center. The Board shall review and approve these policies and guidelines. Any physical modifications of assigned space are subject to review and approval of the Campus Office of Planning and Development.

ARTICLE VII FINANCES

Section 1. Student Activity Fee - Finley Student Center Services

The Corporation will receive all student activity fees. It will, in addition, receive all funds which may be generated from recreational areas and other Board approved services under the jurisdiction of the Finley Student Center.
APPENDIX H

Section 2. Audits

All accounts will be audited by an independent firm or certified public accountants as approved by the Board and/or the Board of Trustees of The City University of New York. The student governments and City College Internal Auditors will also have access to all records.

Section 3. Fiscal Year

The fiscal year will be July 1st to June 30th.

ARTICLE VIII. AMENDMENTS

Section 1. Procedure

These By-laws may be amended only at a duly held regular meeting of the Corporation by vote, in person, of two thirds of the Board members, provided that notice of the purpose of the proposed amendment has been stated in the notice of the meeting. All amendments must be approved by the President of The City College and the Board of Trustees of The City University of New York.
EUGENIO MARIA DE HOSTOS COMMUNITY COLLEGE
ASSOCIATION BYLAWS

PURPOSE

The purposes of the Eugenio Maria de Hostos Community College Association, Inc. are found in the certificate of incorporation filed with the Secretary of State.

The Association shall have the responsibility for the supervision and review over student activity fee supported budgets. All expenditures must conform to the “expenditure categories” enumerated in Section 16.2 of the By-Laws of the Board of Trustees of the City University of New York, here and after referred to as the Board of Trustees.

The Association shall operate consistent with the By-Laws, policies and regulations of the City University of New York and any policies, regulations and orders of Hostos Community College concerning the administration, management and expenditures of student activity fees.

ARTICLE I - MEMBERSHIP

SECTION 1 Eligibility:

All duly registered and currently enrolled students at Hostos Community College are part of the general membership of the Association.

SECTION 2 Annual Meeting:

Upon at least seven (7) days notice, an annual meeting of the members of the Association shall be held at such place and time as a majority of the Board of Directors, here and after referred to as the Board, may designate for the purpose of receiving an annual report of the Board and for the transaction of other business as may properly come before such meeting. The presiding officer at all meetings of the membership of the Association shall be the Chairperson of the Board, or a designee of the Chairperson. Any member of the Association may submit a request for agenda items to the Chairperson up to two (2) days prior to the annual meeting.

SECTION 3 Special Meetings:

Special Meetings may be called upon the discretion of the Chairperson. Such meetings should require seven (7) days notice and shall be governed by the most recent edition of Robert’s Rules of Order in the conduct of its business. Non-members may attend as invited guests.

SECTION 4 Duties:

A member may request agenda items for both the annual and special meetings. A member may request a review of student fee expenditures from the Board. The Chairperson has discretion in approving such requests.

ARTICLE II - BOARD

SECTION 1 Organization and Functions:

The Board shall consist of the following:

The Board shall contain representatives of the administration, the instructional staff, and the Student Body of Hostos Community College. The Board shall be comprised of thirteen (13) persons including the College President or his/her designee as chairperson. The President of Hostos Community College shall name three (3) administrators, including the Business Manager. Three (3) faculty members shall be appointed by the College President from a panel of six (6) persons elected by the Faculty Senate. There shall be six (6) student members. Four (4) student members shall be the President, Vice President, Secretary and treasurer of the Student Government. Two (2) student representatives shall be elected by the student body at large annually. Student elections shall be held each May to fill the two (2) at large seats. Each Director shall have the right to one (1) vote. Abstentions and absences shall not be counted as negative votes.
APPENDIX I

SECTION 2 Officers:

The Chairperson shall be The College President or his/her designee. The Deputy Chairperson shall be elected by the Board. The secretary shall be elected by the Board. The elected officers serve for one-year terms, with the date for such elections to be determined by a majority vote of the Board. The Business Manager of the College shall serve as the Treasurer of the Board.

SECTION 3 Duties and Meetings:

a) The Board shall have power to hold meetings at such times and places as it deems advisable. Monday through Friday during the period when regular semester classes are in session to establish and appoint committees, to review proposed expenditures and allocations and to take such measures as may be necessary or proper, to carry out the powers and purposes of the Association, through a majority vote of the Board present at such meetings.

b) The regular meetings of the Board shall be held at least twice a semester during the academic year on a designated day to be fixed by the Board. Special meetings shall be called by the Chairperson of the Board, or at the request of the membership.

c) All meetings shall be called with no less than seven (7) days advance notice from time of mailing, except in cases of emergency as determined by the Chairperson or the majority of the Board.

d) The Chairperson shall preside at all meetings of the Board; shall be a member ex-officio of all committees and shall be entitled to vote at all meetings of the Board and of all its committees. Unless otherwise provided herein or otherwise determined by the Board, the Board shall elect the Chairperson of all Standing and Special Committees, and will request from the membership of the Association, volunteers to form the membership of said Standing and Special Committees.

e) The Deputy Chairperson shall preside, in the absence of the Chairperson, at all meetings of the Board; shall be a member ex-officio of all standing committees unless the Chairperson be present and voting.

f) The Treasurer shall be the Business Manager of the College and shall be responsible for all duties as provided herein, for ensuring the proper collection and disbursement of funds, for ensuring that proper bookkeeping and fiscal record keeping procedures are maintained, for submitting reports as requested by the Chairperson and/or Board and for other duties as determined by the Chairperson.

g) The Secretary of the Board is responsible for preparing the agenda of all meetings of the Board and keeping minutes; mailing, including notification of meetings; communication with appropriate offices and units regarding decisions of the Board; maintenance of all records related to Board matters; correspondence and other duties as determined by the Chairperson. The Chairperson may designate other members of the Board to assist the Secretary.

SECTION 4 Quorum:

A quorum equal to or in excess of at least one-half the members of the Board is required for conducting of business.

SECTION 5 Compensation:

No director or officer shall receive any compensation from the Association for service performed in an official capacity.

SECTION 6 Vacancies:

A vacancy in any elective office shall be filled by the Board for the unexpired term from the appropriate constituency.
ARTICLE III - BUDGETS AND PROCEDURES:

SECTION 1 Fiscal Year:
The fiscal year for the Association shall begin September 1st.

SECTION 2 Budget Procedures:
All budgets of Student Activity fees shall be developed and allocated by the Budget Committee and recommended for review to the College Association prior to expenditures.

SECTION 3 Budget Committee:
There shall be a Budget Committee of the Association consisting of an including the Dean of Students and Business Manager of the College. The rest of the Committee shall be elected from among Board Members. The Committee shall have seven (7) members, four (4) of whom are to be student Board Members including the Student Government President and three (3) students elected by the Board. In addition to the Dean of Students and the Business Manager, one (1) of the members shall be designated by the President. The committee shall:

a) establish due dates for submission of budget request,

b) review requests, submitted by the Student Government Organization and other appropriate bodies to the association,

c) develop and allocate the budget for submission to the Board for review.

SECTION 4 Annual Budget:
A budget for the fiscal year shall be allocated at the beginning of each academic year by the Budget Committee.

SECTION 5 Budget Requests:
All budget requests will be received by the Budget Committee in writing, on or before the date indicated by the Association.

SECTION 6 Minutes:
The minutes of the Board as submitted by the Secretary and approved by the Board shall be deemed to be the official notification for the Treasurer authorizing him/her to make the necessary entry for the appropriation.

SECTION 7 Expenditures:
All expenditures shall be based on written documentation. A requisition for disbursement of funds must contain two (2) signatures as required in Board of Trustees By-Law 16.6.

ARTICLE IV - AMENDMENTS TO BY-LAWS

SECTION 1 Amendments:
These By-Laws may be amended by a two-thirds (2/3) vote of the Board.

Any amendments must be approved by the College President, reviewed by Counsel to the Board of Trustees and approved by the Board of Trustees.

SECTION 2 Effective Date of Amendments:
The effective date of amendments to these By-Laws shall be as stated by the Board of Trustees voting such change, but immediately, if not so stated.
ARTICLE V - ASSETS AND FUNDS

SECTION 1 Ownership:

No member, director, officer, or employee of the Association shall have any right, title, or interest in any of the assets and funds of the Association which shall be owned exclusively by the Association.

SECTION 2 Disposition:

All funds of the Association shall be held in an account or accounts in the name of the Association pursuant to instructions from the Board in a bank or banks designated by the Board and shall be used only for proper expenses of the Association. Funds shall be expended and otherwise withdrawn from such bank account or accounts only upon the signatures of the President of the College, or a designee, or the treasurer of the Board, and of the Chairperson of the Board or the Deputy Chairperson. All three (3) signatures shall be required for withdrawals of more than $1,000.00. Two (2) signatures shall be required for withdrawals of $1,000.00 or less.

SECTION 3 Bonds:

The Treasurer of the Association and anyone authorized to handle funds and his assistant shall furnish appropriate bond as determined by the Board and at the expense of the Association.

SECTION 4 Audit:

The Accounts of the Association shall be audited annually by outside certified accountants engaged by the Board.

ARTICLE VI - GOVERNANCE

SECTION 1 By-laws:

The By-Laws of the Association are the governing regulations of the Association.

SECTION 2 Robert's Rules of Order:

Except as otherwise indicated in the By-Laws, the latest edition of Robert's Rules of Order govern the procedures of the Association.
KINGSBOROUGH COMMUNITY COLLEGE ASSOCIATION, INC. BYLAWS

ARTICLE I - Names and Purposes

Section 1 - Names

The corporation shall be known as the KINGSBOROUGH COMMUNITY COLLEGE ASSOCIATION, INC., and will hereinafter be referred to as the Association.

Section 2 - Purposes

The purposes of the Association are:

1. To promote and cultivate educational and social relations among the students and faculty of Kingsborough Community College, hereinafter referred to as the College.

2. To aid the students and faculty of the College in their work, study, curricular and extracurricular activities and, in general to exercise such powers as are incidental and conducive to the attainment of the objects and purposes of the corporation. The Association will not operate for profit and no part of any earnings of the Corporation shall inure to the benefit of any member thereof, but shall be used solely to promote the aforesaid purposes of the Association or the College.

3. To be responsible for the administration, management and supervision of student activity fees.

4. All purposes and powers enumerated in Sections 201 and 202 of the Not for Profit Corporation Law.

ARTICLE II - Membership

Section 1 - Eligibility

The members of the Association shall be the representatives of the administration, faculty and the student body.

The following will be members of the Association:

1. The President or his/her designee.

2. Faculty - The faculty shall number twelve (12). The faculty members are appointed by the College President from a panel whose size is twice the number of seats to be filled and the panel is nominated by the College Committee on Faculty Personnel and Budget.

3. Administration - The administration members (including the College President) shall equal the number of faculty.

The College President shall appoint the administration members to the Association.

4. Students - The student body shall be represented on the K.C.C. Association in proportion to the contribution of the Student Activity Fee income from the constituency of each student government.

The number of students shall equal 25. The President of the student council of each of the student constituencies shall serve as a member of the Association.

The Vice President of the student council of each of the student constituencies shall serve as a member of the Association.

The President of the student council will appoint additional members from each of the student councils to reach the designated number from that council.
Section 2 - Termination of Membership

(a) Any member of the Association who ceases to occupy one of the administration, faculty or student positions specified in the foregoing section or who ceases to be a member of the administration, faculty or student body of the College, shall thereupon immediately cease to be a member of the Association and his/her membership shall be deemed terminated as of that date.

(b) Any member may withdraw from the Association by presenting to the Administrator in charge of Student Activities a written resignation which shall be presented to the Board of Directors by the Administrator in charge of Student Activities following receipt of such resignation. It shall be effective upon its acceptance by the Board of Directors.

(c) Any member may be suspended for a period of time or expelled for cause such as violation of any of the bylaws of the Association. Such suspension and the period thereof, or expulsion shall be imposed only by the unanimous vote of the full membership of the Board of Directors, with the exception of the vote of the person proposed for suspension or expulsion, if he/she is a member of the Board of Directors. The member shall be notified of the charges by registered or certified mail, which notice shall contain the following:

1. A complete and itemized statement of the charges brought against the member including the bylaws or regulations which he/she is charged with violating and the possible penalties for such violation.
2. The time that, and the place where, the Board of Directors shall hold the hearing on the charges. Notice of at least 15 days before the hearing shall be given to the member, unless the member consents to an earlier hearing.
3. The notice shall advise the member of his/her rights to present his/her defense, bring witnesses and have legal representation at the hearing.
4. An appeal from the decision of the Board of Directors may be made to the membership at large before the decision of expulsion or suspension shall be effective. The membership at large may, after determining the appeal by a 2/3’s affirmative vote of the voting members, modify the decision of the Board of Directors or reduce the penalty imposed by the Board of Directors, but may not increase the punishment.
5. An appeal from the decision from the Board of Directors shall be made in writing to the President of the Association within 15 days after the decision of the Board of Directors is served upon the member suspended or expelled.

The decision of the membership shall be final and its determination of expulsion or suspension shall be effective immediately upon recording of the vote by the membership.

Section 3 - Vacancies

(a) Upon the failure of a person occupying one of the positions specified in Article II, Section 1 hereof to accept membership or, in the event of death, resignation or other failure of a member to continue membership, the College President shall fill administration and faculty vacancies and the appropriate student council shall fill student vacancies. A person so elected to fill a vacancy shall serve until his/her successor qualifies by occupying the applicable position specified in Article II, Section 1 hereof and by duly advising the Administration in charge of Student Activities of his/her acceptance of membership.

(b) Upon failure of a student council to fill its designated number of positions from its representatives, it must select from its own body additional representatives to fill these vacant positions.

If, after a period of one week after deadline for submitting the names of Association representatives, a student council is still unable to fill the vacant position, the Student Activities Committee will select the representatives to the Association from the constituency in which the vacancy or vacancies exist. The Student Activities Committee will submit the list to fill vacancies with students from the constituency that is unrepresented.

Section 4 - Effect of Termination or of Suspension

The rights of any person as a member of this Association, including his/her right to vote, shall cease immediately upon his termination of membership, or upon his/her suspension of membership for the period of suspension.
APPENDIX J

Section 5 – Voting Right

Each voting member shall have one vote only at a meeting of the Association. Members may vote by proxy provided that the proxy is executed in writing by the member and received by the Administrator in charge of Student Activities not less than 24 hours before the scheduled Association meeting. The proxy may be given only to a voting member of the Association and is valid only for the next scheduled meeting.

ARTICLE III – Meetings of Members

Section 1 – Meetings

There shall be at least three (3) meetings of the Kingsborough Community College Association per academic year. The day designated may not fall on a legal holiday or a day when the College is not in session. Written notice of such meetings, signed by an officer, shall be given personally or mailed to each person who, at the time such notice is given, appears to be a person who will be entitled to vote as a member at such meeting. When such notice is mailed, it shall be directed to such person at his/her address as it appears on the records of the Association. Such notices shall state the place, date, time and purpose of the meeting.

1. The October meeting will be held for:
   (a) the presentation of the members of the Board of Directors;
   (b) election of committees;
   (c) presentation of a written financial statement, covering the prior fiscal year, which shall include income from student fees; incomes from other sources creditable to Association accounts, disbursements, existing reserves and surplus accounts;
   (d) the transaction of financial and any other business.

2. The February meeting will be held for:
   (a) the presentation of a certified independent audit performed by a public auditing firm, with review of the report;
   (b) the transaction of financial and any other business; and
   (c) a report from the Business Office based on income and expense for the July 1 – January 31st period.

3. The May meeting will be held for:
   (a) the presentation of proportions for purpose of representation and allocation to student governments (Business, Evening, Liberal Arts, Math & Science, Public & Health Services) based on respective constituency contribution in the Spring semester;
   (b) the presentation of the budget for the coming academic year; and
   (c) the presentation of financial and any other business.

Section 2 – Waiver

A meeting of the Association may be held at any given time, or any place and any action may be taken if 3/4's of the voting members of the Association waive, in writing, the provisions indicated in Article III, Section 1 or if 3/4's of the voting members appear at said meeting. An attempt shall be made to notify all members of any meeting.

Section 3 – Quorum

The presence in person of a majority of the members of the Association entitled to vote shall be necessary to constitute a quorum for the transaction of any business at any meeting. If a quorum be not present, the presiding officer may adjourn the meeting at a time fixed by him/her not more than ten days later and written notice of such adjourned time shall be given by an officer to all members entitled to vote and who were absent, at least two days before such adjourned time.
Section 4 - Order of Business

The order of business at meetings of the Association shall be:

1. Reading and approval of the minutes of the previous meeting
2. Reports of officers
3. Reports of committees
4. Presentation of directors (October meeting only)
5. New business

Section 5 - Roll Call

One-fifth of those present at any Association meeting may request a roll call.

ARTICLE IV - Directors

Section 1 - Numbers

The property, affairs, business and concerns of the Association within the confines of established budgets and policies shall be vested in the Board of Directors consisting of thirteen (13) members, as follows:

1. The College President or his/her designee;
2. Three administrative members appointed by the College President;
3. Three faculty members appointed by the College President from a panel of six elected by the College Committee on Faculty Personnel and Budget; and
4. Six student members composed of the five student government presidents and one elected student government officer selected by the five student government presidents.

The members of the Board shall, upon election, immediately enter upon the performance of their duties and shall continue in office, if otherwise qualified until their successors shall be duly elected and qualified.

Section 2 - Qualifications

All Directors shall be members of the Association and must be 18 years of age or over. All Directors shall possess the right to vote and have the right of full discussion.

Section 3 - Duties and Meetings

The Board of Directors shall have the power to hold meetings at such time and place as it deems advisable, to appoint committees (at least one student shall be appointed as a member of each committee so organized by the Board of Directors), to employ necessary employees, to authorize proper expenditures and to take such other measure as may be necessary or proper to carry out the purposes of the Association and to direct officers to sign and to execute all necessary and legal documents. The full membership of the Board of Directors less one administrator and one faculty member selected by the College President, shall constitute the Budget Committee. The Budget Committee shall be empowered to receive and review student activity fee budget requests and to develop and allocate a budget subject to the review of the Board of Directors for conformance with the expenditure categories set forth in the City University Bylaws, and as to whether they are inappropriate, improper or inequitable. Meetings of the Board of Directors may be called by the President of the Association whenever he deems advisable and meetings shall be called by him upon written request of any two members of the Board of Directors. Three days' notice of meetings of the Board shall be served personally or mailed to all Directors, unless such notice be waived in writing by seven directors or by the presence at such meetings of seven Directors. An attempt shall be made to notify all Directors of any meeting.
Section 4 - Quorum

The presence of seven Directors, at least two of whom shall be students, shall constitute a quorum for the transaction of any business and the act of a majority of any meeting of the Board of Directors shall be the act of the Board. Each Director shall be entitled to one vote, Directors shall vote in person and not by proxy.

Section 5 - Termination of Membership

(a) Any member of the Board of Directors who ceases to occupy one of the administration, faculty or student positions specified in the foregoing section, or who ceases to be a member of the administration, faculty or student body of the College, shall thereupon immediately cease to be a member of the Association and his/her membership shall be deemed terminated as of that date.

(b) Any member may withdraw from the Board of Directors by presenting to the Administrator in charge of Student Activities a written resignation which shall be presented to the Board of Directors by the Administrator in charge of Student Activities following receipt of such resignation. It shall be effective upon its acceptance by the Board of Directors.

(c) Any member may be suspended for a period of time or expelled for cause such as violation of any of the bylaws of the Association. Such suspension or expulsion shall be imposed only by the vote of a minimum of seven (7) members of the Board. The member shall be notified of the charges by registered or certified mail, which notice shall contain the following:

1. A complete and itemized statement of the charges brought against the member including the bylaws or regulations which he is charged with violating and the possible penalties for such violation.
2. The time that, and the place where, the Board of Directors shall hold the hearing on the charges. Notice of at least 15 days before the hearing shall be given to the member, unless the member consents to an earlier hearing.
3. The notice shall advise the member of his/her rights to present his/her defense, bring witnesses and have legal representation at the hearing.
4. An appeal from the decision of the Board of Directors may be made to the membership at large before the decision of expulsion or suspension shall be effective. The membership at large may, after determining the appeal by a 2/3's affirmative vote of the voting members, modify the decision of the Board of Directors or reduce the penalty imposed by the Board of Directors, but may not increase the punishment.
5. An appeal from the decision from the Board of Directors shall be made in writing to the President of the Association within 15 days after the decision of the Board of Directors is served upon the member suspended or expelled.

The decision of the membership shall be final and its determination of expulsion or suspension shall be effective immediately upon recording of the vote by the membership.

Section 6 - Vacancies

Whenever a vacancy shall occur in the Board of Directors (administration, faculty, student), it shall be filled in the manner set forth for appointment in Section 1 of this Article. The new Director shall serve for the unexpired term of his predecessor.

Section 7 - Compensation

No Director shall receive any compensation from the Association for services performed except by approval of the membership of the Association.

Section 8 - Assessments

The Board of Directors shall have no power to impose any liability or assessments upon any member or members of the Association.
APPENDIX J

Section 9 - Reports

The Board of Directors shall present at the May semi-annual meeting of the Association a report, verified by the President and Treasurer or by a majority of the Directors, showing the whole amount of real and personal property owned by it, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding, the amounts appropriated or expended during the year immediately preceding such date, and the purposes, objects or persons to or for which such applications, appropriations, or expenditures have been made and the names and places of residence of the persons who have been admitted to membership in the Association during such year. Such report shall be filed with the records of the Association and abstract thereof entered in the minutes of the proceedings of the annual meeting of the Association.

Section 10 - Liability

Directors and officers shall discharge duties of their position and shall not be liable if he discharges his duty under 717 and in accordance with provisions in 719 of the Not for Profit Corporation Law.

ARTICLE V - Officers

Section 1 - President

The College President or his/her designee shall be the President of the K.C.C. Association who shall serve as Chairman of the Association and who shall be chief executive officer of the Association and the Board of Directors. He/she shall sign and execute, in the name of and on behalf of the Association, all documents required by the Association and shall perform such other duties as requested by the Board of Directors or as are reasonably incidental to the office.

Where there is no duly constituted Board of Directors and where a patent emergency exits, the Chairman may make discretionary decisions with the advice of the remaining members of the Board and after consultation with student leaders subject to the full approval of the duly elected Association in the Fall.

Section 2 - Vice President

The Board of Directors shall elect one of the members of the Board as Vice President of the Association. The Vice President shall be elected for a term of one year but shall continue in office, if otherwise qualified, until his/her successor shall be duly elected and qualified. He/she shall perform the duties of the Office of the President in case of death, absence or inability of the President to act. He/she shall perform such other duties as requested by the President or the Board of Directors.

Section 3 - Secretary-Treasurer

The Secretary-Treasurer of the Board of Directors shall be the Business Manager of the College. He/she shall be the Secretary and Business and Fiscal Officer of the Association. The Board of Directors may require the Secretary-Treasurer to furnish such bond or security as it directs, for the faithful performance of his/her duties. He/she shall keep the Seal of the Association and shall, when necessary, attest to the official acts of the President and Board of Directors. He/she shall perform such other duties as requested by the President of the Board of Directors.

The Secretary-Treasurer is hereby authorized by the Board of Directors in accordance with Article VI, Section 2 of the bylaws, to invest and reinvest funds not immediately required to effect the purposes of the Association in Bank Certificates of Deposit, Bank Savings Accounts, U.S. Treasury Notes and Certificates without further action of the Directors. The Secretary-Treasurer may not utilize such funds for other than the enumerated items above without specific individual action of the Board of Directors.

Section 4 - Vacancies

A vacancy in any office shall be filled by the Board of Directors for the unexpired term in such manner as provided above for the election to such office.
APPENDIX J

ARTICLE VI – Assets and Funds

Section 1 – Ownership

No member, director, officer or employee of the Association shall have any right, title or interest in any of the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.

Section 2 – Disposition

All funds of the Association shall be deposited in an account or accounts in the name of the Association in a bank or banks designated by the President and shall be used solely to pay the proper expenses of the Association. Funds shall be withdrawn from such bank account or accounts only upon the written authorization and signatures of such other person or persons as the Board of Directors shall designate by resolution. The Secretary-Treasurer or his/her designee shall be a required signatory on all checks.

Any funds or other assets of the Association which, in the judgment of the Board of Directors, shall not immediately be required to effect the purposes of the Association, may be invested, reinvested, and administered by the Board of Directors in such securities, real estate or other investment as in the judgment of the Board of Directors is sound and proper.

Section 3 – Examinations and Audits

All books, records, and accounts of the Association shall be subject to examination and audit by the City University of New York.

Section 4 – Dissolution

In case of dissolution of the Association, surplus assets, if any, shall pass to the City University of New York for the purposes of Kingsborough Community College, pursuant to approval and order of a Justice of the Supreme Court of the State of New York.

ARTICLE VII – Amendments

Section 1 – Procedure

These bylaws may be amended only at a duly held annual or special meeting of the Association by vote, in person or by proxy, of a majority of the members of the Association eligible to vote at such a meeting, provided that the purpose of the proposed amendment has been stated in the notice of the meeting. All amendments shall be subject to the approval of the College President and the Board of Trustees of the City University of New York.

ARTICLE VIII – Robert’s Rules of Order

The Chairman shall be guided by Robert’s Rules of Order in the conduct of the Association meetings.

ARTICLE IX – Governance

The Association shall operate consistent with the bylaws, policies and regulations of the City University of New York and any policies, regulations and orders of the College.
APPENDIX K

BYLAWS OF THE FIORELLO H. LAGUARDIA COMMUNITY COLLEGE ASSOCIATION, INC.

ARTICLE I - NAME AND PURPOSE

Section 1 - Name:

This Corporation shall be known as the Fiorello H. LaGuardia Community College, Inc. hereinafter referred to as the Association.

Section 2 - Purpose:

The principal objectives and purposes of the Association are as follows:

A. To plan, develop, promote and cultivate educational and social relations among the students, faculty and staff of LaGuardia Community College, an educational unit of The City University of New York.

B. To aid the students of LaGuardia Community College by assisting them in their study, work, curricular and college-related activities, and to provide a vehicle for the orderly administration of student activity fee income, as appropriate. Any facilities provided for students shall be available to all members of the student body of Fiorello H. LaGuardia Community College without regard to membership in any organization.

C. To receive, maintain and dispose of a fund or funds of real or personal property, or both, and to apply the income and principal thereof, in whole or in part, to the various objectives herein set forth.

D. Without profit and solely as an incident to the foregoing purposes, to acquire, print, publish, manufacture, operate, conduct, engage in, circulate, distribute, deliver, and otherwise deal in and with any periodicals, magazines, journals, newspapers, circulars, pamphlets, books, music, photographs, blueprints and any other printed or duplicated matter in connection with any of the above-mentioned objectives.

E. To acquire by purchase, gift, grant, devise and/or bequest real and personal property and to accept such property for use, in fee or in trust, for the purposes of effecting any or all of its objectives.

F. To sell, mortgage, exchange, lease, convey transfer or otherwise dispose of or encumber any such property, both real and personal, as the objectives and purposes of the Association may require, subject to such limitations as may be provided by law and by the regulations of the Board of Trustees of the City University of New York.

G. To administer, invest and reinvest any and all monies, securities or properties received by it and to apply and expend the income and principal of the Association in carrying out its purpose.

H. To borrow money and to make, accept, endorse, execute and issue promissory notes and other obligations or evidences of indebtedness in payment for property acquired or money borrowed.

I. To make such rules, regulations, and bylaws, and to hire clerical and other staff and such employees as may be necessary and advisable to carry out the purposes of the Association.

J. In general, to exercise such powers as are incidental and conducive to the attainment of the objectives and purposes of the Association, provided that the Association shall not operate for profit and further provided that no part of the net earnings of the Association shall inure to the benefit of any member thereof.
K. Upon dissolution of the Association all title to any property given to, purchased or built by the Association or built from the proceeds of any loans from the Federal Government or any other source, shall pass to Fiorello H. LaGuardia Community College or to The City University of New York or any successor thereof, organized and operated exclusively for educational purposes, no part of the net earnings of which inures to the benefit of any member or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation and which does not participate in, or intervene in (including the publishing of statements) political campaigns on behalf of any candidate for public office.

Section 3 - Student Activity Fee:

The Student Activity Fee is the total of the fees for student government and other student activities. Student Activity Fees, including student government fees collected by the College shall be deposited in a college central depository and, except where earmarked by the Board of Trustees of the City University of New York, allocated by the college association budget committee subject to the review of the Association as required in these bylaws.

Section 4 - Student Activity Fee Use:

Expenditure Categories. Student activity fee funds shall be allocated and expended only for the following purpose:

a. Extracurricular educational programs;
b. Cultural and social activities;
c. Recreational and athletic programs;
d. Student government;
e. Publication and other media;
f. Assistance to registered student organizations;
g. Community service programs;
h. Enhancement of the college and university environment;
i. Transportation, administration, and insurance related to the implementation of these activities;
j. Student services to supplement or add to those provided by the university;
k. Stipends to student leaders.

Section 5 - Student Government Fee:

The student government fee is that portion of the student activity fee levied by resolution of the Board of Trustees of the City University of New York which has been established for the support of student government activities. The existing student government fees now in effect will continue until changed. Student government fees shall be allocated by the duly elected student government or each government where more than one duly elected government exists, for its own use and for the use of student organizations, as specified in section 15.2 of the Bylaws of the City University of New York, provided, however, that the allocation is based on a budget approved by the duly elected student government after notice and hearing, subject to the review of the college association. Where more than one duly elected student government exists, the college association shall apportion the student government fees to each student government in direct proportion to the amount collected from members of each student government.

Section 6 - Student Government Activity Defined:

A student government activity is any activity operated by and for the students enrolled at the College provided, (1) that such activity is for the direct benefit of the students enrolled at the College, (2) that participation in the activity and the benefit thereof is available to all students enrolled at the College or student government thereof, and (3) that the activity does not contravene the laws of the city, state or nation, or the published rules, regulations, and orders of the university or the duly established college authorities.

ARTICLE II - DIRECTORS

Section 1 - Eligibility:

The Directors of the Association shall be representative of the administration, faculty and student body of the College.
Section 2 - Termination of Membership:

Any Director of the Association who ceases to be a student, faculty or administrator of LaGuardia Community College hereof shall immediately cease to be a Director of the Association and their membership on the Board of Directors shall be deemed terminated as of that date.

ARTICLE III - DIRECTORS AND OFFICERS

Section 1 - Number:

The management of the property, affairs and concerns of the Association shall be vested in a Board of Directors composed of thirteen student, faculty and administrative members consisting of the following:

a. The Chair of the Association shall be the College President or his/her designee.

b. Three administrative members appointed by the College President.

c. Three faculty members appointed by the College President from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.

d. Six student members comprised of the Student Government President and five other elected students. The Student Government President shall appoint the student members to the association; selecting from the elected student members of the student government and/or the College Senate.

e. Vacancies shall be filled by the College President or Student Government President as appropriate.

Section 2 - Officers:

The Chairperson, Vice Chairperson, Secretary and Treasurer shall constitute the officers of the Association. (The Vice Chairperson, Secretary and Treasurer shall be elected by the Board of Directors and shall be members of the Board of Directors. The President or his/her designee shall be the Chairperson of the Association). These officers shall constitute the Executive Committee of the Board with power to act for the Board of Directors when LaGuardia Community College classes are not in session and in emergency situations. (The faculty and administration shall make up the majority of the Executive Committee of the Association).

Section 3 - Duties and Meetings:

The Board of Directors shall have power to hold meetings at such times and places as it deems advisable, to appoint committees, to authorize proper expenditures and to take such other measures as may be necessary or proper to carry out the purposes of the Association. a. The meeting of the Board of Directors shall be held at least twice during the academic year on a designated day to be fixed by the Chairperson of the Board of Directors providing that a budget approval meeting be held during the spring semester and a budget review meeting be held towards the end of the fall semester. Special meetings may be called by the Chairperson of the Board of Directors or when requested by four Directors.

Section 4 - Quorum:

a quorum of the Board of Directors for the conduct of business during periods when classes are in session shall consist of a majority of the voting members of Board of Directors. All action must be by a majority vote. A quorum of the executive committee consists of three members of the executive committee.

Section 5 - Compensation:

No Director or Officer shall receive any compensation from the Association for service performed in their official capacity.
ARTICLE IV - BUDGETS AND PROCEDURES

Section 1 - Fiscal Year:

The fiscal year of the Association shall begin July 1st.

Section 2 - Budget Procedures:

A budget shall be proposed by a representative for each unit earmarked by the Student Activities Fees referendum of the student body.

Section 3 - Appropriations:

The minutes of the Board of Directors or the Executive Committee as submitted by the Secretary and approved by the Board of Directors or the Executive Committee shall be deemed to be official notification for the College Business Office, authorizing it to make the necessary entries for appropriations.

Section 4 - Expenditures:

The Budget Committee of the Association shall be appointed by the Board of Directors and shall establish procedures for expenditures to be implemented by the Treasurer to be made against authorized budget appropriations. All procedures will be in accordance with the Fiscal Accounting Handbook promulgated by the Chancellor of the City University of New York.

a. The Budget Committee shall be empowered to receive and review student activity fee budget requests and to develop and allocate budgets subject to the review of the Board of Directors.

b. The Budget Committee shall meet at least once per semester to monitor and review the expenditures of each earmarked unit.

c. The Budget Committee will report the expenditures status of each earmarked unit budget to the Board of Directors during the fall/winter meeting.

d. The Budget Committee shall be composed of five members consisting of Board members as follows: one administrator and one faculty member appointed by the College President, the Student Government President and two other students designated by the Student Government President.

ARTICLE V - AMENDMENTS TO BYLAWS

Section 1 - Amendments:

These bylaws may be amended by a 2/3 vote of the voting members of the Board of Directors. All amendments are subject to the approval of the College President and the Board of Trustees of the City University of New York.

Section 2 - Effective Date of Amendment:

The effective date of amendment to these bylaws shall be as provided by the Board of Trustees of the City University of New York.

ARTICLE VI - ASSETS AND FUNDS

Section 1 - Ownership:

No member, Director, Officer or employee of the Association shall have any right, title, or interest in any of the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.
Section 2 - Disposition:

All funds of the Association shall be deposited in an account or accounts in the name of the Association in a bank or banks designated by the Executive Committee of the Board of Directors and shall be used solely for the proper expenses of the Association. Funds shall be withdrawn from such bank account or accounts only on the signature of the President or Vice President of Student Government and the President, Dean of Administration or the Business Manager of the College.

Section 3 - Bonds:

The President and Vice President of Student Government, and the President, the Dean of Administration and the Business Manager of the College shall furnish appropriate bond as determined by the Executive Committee of the Board of Directors and at the expense of the Association.

ARTICLE VII - THE REVIEW AUTHORITY OF THE COLLEGE PRESIDENT OVER THE ASSOCIATION

Section 1

The President of the College shall have the authority to disapprove any student activity fee, including student government fee allocation or expenditure which in his or her opinion contravenes the laws of the city, state or nation or any bylaw or policy of the university or any policy, regulation, or order of the College. If the College President chooses to disapprove an allocation or expenditure, he or she shall consult with the General Counsel and Vice Chancellor for Legal Affairs and thereafter communicate his/her decision to the allocating body and Board of Directors of the Association.

Section 2

The President of the College shall have the authority to suspend and send back for further review any student activity fee, including student government fee, allocation or expenditure which in his or her opinion is not within the expenditure categories defined in section 16.2, Article XVI of the Bylaws of the City University of New York. The Association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the President with respect to it. The College President shall thereafter consider the recommendation, shall consult with the General Counsel and Vice Chancellor for Legal Affairs, and thereafter communicate his/her final decision to the Board of Directors of the Association as to whether the allocation or expenditure is disapproved.

Section 3

All disapprovals exercised under this section shall be filed with the General Counsel and Vice Chancellor for Legal Affairs.

ARTICLE VIII - REFERENDA

Section 1

A referendum proposing changes in the student activity fee shall be initiated by a petition of at least ten (10) percent of the appropriate student body and voted upon in conjunction with student government elections.

Section 2

Where a referendum seeks to earmark student activity fees for a specific purpose or organization without changing the total student activity fee, the results of the referendum shall be sent to the Association for implementation.
Section 3

Where a referendum seeks to earmark student activity fees for a specific purpose or organization by changing the total student activity fee, the results of the referendum shall be sent to the Board of Trustees of the City University of New York by the College President together with his/her recommendation.

Section 4

At the initiation of a petition of at least ten (10) percent of the appropriate student body, the College President may schedule a student-referendum in a convenient time other than in conjunction with student government elections.

ARTICLE IX - DISCLOSURE

Section 1

The College President shall be responsible for the full disclosure to each of the student governments of the college of all financial information with respect to student activity fees.

Section 2

The student governments shall be responsible for the full disclosure of all financial information with respect to student government fees.

Section 3

The student activity fee allocating bodies shall be responsible for the full disclosure of all financial information to its membership, to the College and to the student governments with respect to all of its activities.

Section 4

For purposes of the foregoing paragraphs, full disclosure shall mean the presentation semi-annually of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once a year.

ARTICLE X - STIPENDS

The payment of stipends to student leaders is permitted only within those time limits and amounts authorized by the Board.

ARTICLE XI

The Association shall operate consistent with the bylaws, policies and regulations of the City University of New York and any policies, regulations, and orders of the Fiorello H. LaGuardia Community College.
ARTICLE I - Name and Purpose

Section 1. Name

This corporation shall be known as the Herbert H. Lehman College Association for Campus Activities, Inc., hereinafter referred to as the "Corporation."

Section 2. Purposes

The principal objectives and purposes of the Corporation are as follows:

1. To plan, develop, promote, and cultivate educational and social relations among the students and faculty of Lehman College of The City University of New York.

2. To aid the students and faculty of Lehman College by assisting them in their study, work, curricular, and college-related activities, and to provide a vehicle for the orderly administration of college financial affairs as appropriate. Any facilities provided for students, faculty, or staff shall be available to all members of Herbert H. Lehman College without regard to membership in any organization.

3. To review and supervise college student activity fee supported budgets.

4. To receive, maintain, and dispose of a fund or funds of real or personal property, or both, and to apply the income and principal thereof, in whole or in part, to the various objectives herein set forth.

5. Without profit and solely as an incident to the foregoing purposes, to acquire, print, publish, manufacture, operate, conduct, engage in, circulate, distribute, deliver, and otherwise deal in and with any periodicals, magazines, journals, newspapers, circulars, pamphlets, books, music, photographs, blueprints, and any other printed or duplicated matter in connection with any of the above-mentioned objects.

6. To acquire by purchase, gift, grant, devise, and/or bequest real and personal property and to accept such property for use, in fee or in trust, for the purposes of effecting any or all of its objects.

7. To sell, mortgage, exchange, lease, convey, transfer, or otherwise dispose of or encumber any such property, both real and personal, as the objects and purposes of the Corporation may require, subject to such limitations as may be provided by law and by the regulations of The City University of New York.

8. To administer, invest, and reinvest any and all moneys, securities, or properties received by it and to apply and expend the income and principal of the Corporation in carrying out its purposes, subject to such limitations as may be provided by the regulations of The City University of New York.

9. To borrow money and to make, accept, endorse, execute, and issue promissory notes and other obligations or evidences of indebtedness in payment for property acquired or money borrowed.

10. To make such rules, regulations, and bylaws, and to hire clerical and other staff and such employees as may be necessary and advisable to carry out the purposes of the Corporation.

11. In general, to exercise such powers as are incidental and conducive to the attainment of the objects and purposes of the Corporation, provided that the Corporation shall not operate for profit and further provided that no part of the net earnings of the Corporation shall inure to the benefit of any member thereof.
12. To use funds received and earnings for the use and benefit of Herbert H. Lehman College and any separate and independent organization which is supportive of or affiliated with Herbert H. Lehman College or its programs and functions, provided that such organization is (a) a Not-For-Profit Corporation of the State of New York, and (b) qualified as an organization exempt from income tax under section 501 (c) (3) of the Internal Revenue Code.

13. Upon dissolution of the Corporation all title to any property given to, purchased, or built from the proceeds of any loans from the Federal government, shall pass to Herbert H. Lehman College or to The City University of New York or any successor thereof, organized and operated exclusively for educational purposes, no part of the net earnings of which inures to the benefit of any member or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation and which does not participate in, or intervene in (including the publishing or distributing of statements) political campaigns on behalf of any candidate for public office.

All actions of the Corporation shall be subject to such policies and regulations as may be prescribed by The City University of New York.

ARTICLE II - Directors and Officers

Section 1.

The management of the property, affairs, and concerns of the Corporation shall be vested in the Board of Directors, which shall number thirteen (13) and be composed of and designated as follows:

1. the Vice-President for Student Affairs of Herbert H. Lehman College, and said person shall be the Secretary of the Board of Directors of the Corporation;
2. the Business Manager of Herbert H. Lehman College, and said person shall be the Treasurer of the Corporation;
3. one (1) administrator of Herbert H. Lehman College, designated by the President of the College, for a three-year term;
4. three (3) tenured faculty members of Herbert H. Lehman College, designated by the President of the College from a slate of six nominees elected by the faculty members of the Herbert H. Lehman College Senate, for one-year terms;
5. the President of the Campus Association for Student Activities, hereinafter referred to as CASA; and
6. five (5) student directors, and said directors shall be elected by the CASA Executive Board from among the elected members of the CASA Executive Board.
7. the College President or his/her designee, who shall be Chair.

All representatives in order to vote on the Board of Directors must be qualified according to the laws of the State of New York.

The Student Board members shall elect, by a majority vote, an a Vice-Chairman from among the student members.

In the event of a reorganization which abolishes or revises any of the offices, committees, or departments set forth in this article, the successor to the function of said office, committee, or department shall be deemed to be the office, committee, or department set forth in this Article.

Section 2.

The Chairman, Vice-Chairman, Secretary, Treasurer, and such additional director(s), elected by the Board from among the student directors, as are necessary to constitute an administrative/faculty majority of one shall constitute the Executive Committee of the Board with power to act for the Board of Directors between meetings of the Board.
Section 3.

The Board of Directors shall have power to hold meetings at such times and places as it deems advisable, to appoint committees, to review and supervise expenditures, and to take such other measures as may be necessary or proper to carry out the purposes of the Corporation.

The meetings of the Board of Directors shall be held at least twice a semester during the academic year on a designated day to be fixed by the Board of Directors. Special meetings maybe called by the Chairman of the Board of Directors, at the request of any member of the Board of Directors, or by the Executive Committee. Notice shall be given at least seven days in advance of all meetings, unless such notice is waived in writing by at least two-thirds of the members of the Board of Directors.

Section 4.

A quorum of the Board of Directors for the conduct of business shall consist of a majority of the voting members of the Board of Directors. All actions must be by a majority vote of those members of the Board of Directors present.

Section 5.

No director or officer shall receive any compensation from the Corporation for service performed in his official Corporate capacity.

ARTICLE III - Budgets and Procedures

Section 1.

The fiscal year for the Corporation shall be July 1 - June 30.

Section 2.

There shall be a Budget Committee of the Corporation which shall consist of seven (7) members, including, ex officio, the Chairman, the Vice-Chairman, the Secretary, and the Treasure of the Board, the CASA President, and two additional student members, designated by the student directors, to constitute a student majority of one. The Budget Committee shall receive and review student activity fee budget requests and develop and allocate a budget subject to the review and approval of the Board of Directors.

The student activity fee budget shall consist of at least two budgets: a budget for student activities and a College Purposes Fund. The student activities budget, including the CASA budget, shall be prepared by the Budget Committee after proper notice and hearing. The College Purposes budget may include up to 25% of the unearmarked student activity fees and shall be allocated by the President of the College upon presentation to the Board of Trustees of The City University of New York of a list of activities deemed essential by the President. The College purposes fund shall be allocated and administered in accordance with the Bylaws, policies, and regulations of The City University of New York.

All accounting procedures shall be in accordance with the provisions of Article XVI of the Bylaws of the Board of Trustees of The City University of New York, the Fiscal Accountability Handbook of The City University, and shall be consistent with such other policies as are followed by Herbert H. Lehman College.

Section 3.

The Secretary of the Corporation shall solicit and submit to the Budget Committee budget requests from the operating boards of the Corporation in March of each year. An opportunity shall be given to members of the campus community to submit requests for budget support. These budget requests shall be submitted to the Budget Committee for review. The Budget Committee shall develop and allocate a budget subject to the review and approval of the Board of Directors.
Section 4.

The minutes of the Board of Directors or the Executive Committee as submitted by the Secretary and approved by the Board of Directors or the Executive Committee shall be deemed to be the official notification for the appropriate offices, authorizing the necessary entries for appropriations and expenditures.

Section 5.

The Treasurer of the Corporation shall establish procedures for expenditures to be made against authorized budget appropriations, in accordance with the Fiscal Accountability Handbook of The City University.

ARTICLE IV - Amendments to Bylaws

Section 1.

These Bylaws may be amended by a two-thirds (2/3s) vote of those voting members of the Board of Directors present at any meeting or by a two-thirds (2/3s) vote by mail ballot after discussion at a preceding meeting of the Board of Directors. Amendments to these Bylaws are subject to the approval of the President of Lehman College and the Board of Trustees of The City University of New York.

Section 2.

The effective date of amendments to these Bylaws shall be as provided by the Board of Trustees of The City University of New York.

ARTICLE V - Assets and Funds

Section 1.

No member, director, officer, or employee of the Corporation shall have any right, title, or interest in any of the assets and funds of the Corporation.

Section 2.

Subject to such regulations as may be prescribed by The City University of New York, all funds of the Corporation shall be deposited in an account or accounts in the name of the Corporation in a bank or banks designated by the Treasurer of the Board of Directors and shall be used solely for the proper expenses of the Corporation. Funds shall be withdrawn from such bank account or accounts only upon the signature(s) of the Treasurer and/or his designated assistants, and such other Corporation officers as may be required by the Board of Directors.

Section 3.

The Treasurer of the Corporation and his assistants shall furnish appropriate bond as determined by the Board of Directors and at the expense of the Corporation.

Section 4.

The accounts of the Corporation shall be audited annually by outside certified public accountants engaged by the Board of Directors for that purpose.
ARTICLE VI - Governance

Section 1.

This Corporation shall operate consistent with the Bylaws, policies, and regulations of The City University of New York, and the policies, regulations, and orders of Herbert H. Lehman College.
APPENDIX M

MEDGAR EVERS COLLEGE
STUDENT-FACULTY ASSOCIATION, INCORPORATED

ARTICLE I - THE BOARD OF DIRECTORS

SECTION 1. Responsibilities.

The Association shall be governed and managed by a Board of Directors which shall be responsible for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees, except where earmarked by the Board of Trustees of the City University of New York, to be allocated by another body, shall be developed and allocated by the College Student-Faculty Association budget committee and recommended to the Association for review prior to expenditure. The Association shall review all college student activity fee, including student government fee allocations and expenditures for conformance with the following expenditure categories: Extracurricular educational programs; Cultural and social activities; Recreational and athletic programs; Student government; Publications and other media; Assistance to registered student organizations; Community service programs; Enhancement of the college and university environment; Transportation, administration and insurance related to the implementation of these activities; Student Services to supplement or add to those provided by the City University of New York; Stipends to student leaders. The Association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper or inequitable.

SECTION 2. Additional Portions of Student Activity Fee.

In accordance with the resolution of June 22, 1981, of the Board of Trustees of the City University of New York, the entire student activity fee at Medgar Evers College is designated as a student government fee, with the exception of the additional University Student Senate fee. The student government fee as approved by the Board of Trustees, is allocated by the student government and only subject to review by the Association for compliance with the expenditure categories as provided in Section 1 of this Article I and review by the College President, or his/her designee, for legality and compliance with the expenditure categories. If there are additional portions of the student activity fee, those portions shall be allocated by the budget committee of the college association subject to review by the Board of Directors of the Association for compliance with the expenditure categories.

SECTION 3. Number of Directors.

The number of directors constituting the entire Board of Directors of the College Association shall be thirteen (13) members. Its chairperson shall be the college president or his/her designee. There shall be an equal number of faculty and administrative members. (Three (3) administrative members of the Board of Directors shall be appointed by the College President). Three (3) faculty members shall be appointed by the College President from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.

Six (6) student members are the student government president and other elected students and the student seats shall be allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies.

The Board of Directors of the Association shall consist of the following thirteen (13) members:

The President of the College or his/her designee;

Three (3) other administrative members appointed by the President;

Three (3) faculty members appointed by the President of the College from a panel of six faculty members nominated by the Faculty Organization of the College;

The President of the Student Government Association;

Two Vice Presidents of the Student Government Association;

The Treasurer of the Student Government Association;

One Secretary of the Student Government Association;
One (1) student elected from the voting members of the student body representatives of the Student Council who are not officers of the Student Government Association.

SECTION 4. Election and Term of Office.

The five (5) student government representatives on the Board of Directors shall be elected during the annual student government elections held in April. Each director shall hold office until the expiration of his/her term of office for which he/she is elected or qualified, or until resignation or removal. One student elected by the voting student members of the Student Council shall be elected at the regular meeting of the Student Council in May and shall hold office on the Board of Directors of the Association until the expiration of his/her term of office for which they are elected to the Student Council or until resignation or removal.

SECTION 5. Removal.

Any director elected by the student body may be removed only in accordance with impeachment procedures designated within the Student Government Association's Constitution. Any administrative member of the Board of Directors may be removed by the President of the College Any faculty member of the Board may be removed by the College President after consultation with faculty membership of the College Council.

SECTION 6. Duties.

The Board shall consider all matters referred to it from any source, or its own initiative, including any member of the Board of Directors, or any committee of the Board of Directors, the student body of the College, the faculty of the College, or from representatives of the College's administration or the community. The Board of Directors may appoint committees of the Association, and may submit recommendations on any matter affecting the common interests of the College community to the President of the College.

SECTION 7. Officers.

The officers of the Association shall be a Chairman, a Vice-Chairman, a Secretary, and the Treasurer of the SGA who shall serve as Treasurer of the Association. The Chairman, shall be the college president or his/her designee. The Chairman shall preside at all meetings of the Board. In the absence of the Chairman, the Vice-Chairman shall preside. The Secretary of the Student Government shall serve as Secretary at all meetings of the Board of Directors, but in the absence of the Secretary, the presiding officer may appoint any member to act as Secretary of the meeting.

SECTION 8. Quorum.

A quorum of a majority of the members of the Board of Directors is required for the conducting of business.


Except as otherwise provided by law or by these by-laws, the vote of a majority of the directors present at the time of the vote, if a quorum is present at such time, shall be the act of the Board. Each Director present in person shall be entitled to one vote. Upon demand of a majority of Directors present a vote upon any matter shall be by secret ballot.

SECTION 10. Meetings.

The biannual meetings of the Board of Directors shall be held each semester at a place, time and date, in the months of May and December, as may be fixed by the Board of Directors, or if not so fixed, as may be determined by the Chairman of the Board of Directors. Special meetings shall be held whenever called by a majority of the Board of Directors or the Chairman of the Board of Directors. All meetings shall be open to the public, except as otherwise provided by law.
SECTION 11. Notice of Meetings.

Written notice of the place, date and hour of any meeting shall be given to each member entitled to vote at such meeting, by mailing the notice by first class mail, postage pre-paid or by personal delivery, not less than ten (10) nor more than fifty (50) days before the date of the meeting. Notice of special meetings shall indicate the purpose for which they are called and the person or persons calling the meeting.

SECTION 12. Adjournments of Meetings.

If a quorum is not present, the presiding officer may adjourn the meeting to a time fixed by him not more than ten (10) days later.

SECTION 13. Committees.

The Board of Directors shall establish such committees as maybe necessary to carry out the work of the Association. The Budget Committee shall be composed of members of the Board of Directors, including the student government president. The Budget Committee shall be chaired by the President of the Student Government Association. The Budget Committee shall make recommendations to the full college Association Board of Directors which shall establish the budget upon the approval of a vote of a majority of Directors at the Spring meeting to be held in May.

ARTICLE II - BUDGETS AND PROCEDURES

SECTION 1. Fiscal Year.

The fiscal year for the Association shall begin July 1st.

SECTION 2. Budget Procedures.

The budget of the Association shall be prepared by the designated Budget Committee and submitted to the Full College Association Board of Directors for review and approval or other disposition.

The Association may choose to not approve the budget or portions of the budget if in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the Association noted for further deliberation by the budget committee and subsequent resubmittal to the Association. If the budget is not approved within thirty (30) days, those portions of the budget voted upon and approved by the college association board will be allocated. The remainder shall be held until the college association and budget committee agree.

SECTION 3. Budget Committee.

There shall be a Budget Committee of the Association, chaired by the President of the Student Government Association with the committee consisting of three (3) student Board members appointed by and including the Student Government President, and one faculty, and one Administrative board member appointed by the College President. The Committee shall:

a. establish due dates for submissions of budget request, which shall be no later than July 1.

b. review requests submitted by the various persons, divisions, agencies or groups of Medgar Evers College to the Association.

c. Compile and propose the budget to submit to the Board of Directors for its review, approval or disposition thereof.

SECTION 4. Semester Budget.

A budget shall be adopted at the beginning of each semester by the Board of Directors upon the recommendations of the Budget Committee.
APPENDIX M

SECTION 5. Budget Requests.

All budget requests will be received by the Association in writing, on or before the date indicated by the Association, and delivered to the Budget Committee for review. Approval of the request and the amount appropriated in the budget shall be the responsibility of the Board of Directors, for compliance with expenditure categories and whether it is inappropriate, improper and inequitable.

SECTION 6. Minutes.

The minutes of the Board of Directors as certified to and submitted by the Secretary and approved by the Board of Directors shall be deemed to be the official notification for the Accounting and Bursar's Offices, authorizing them to make the necessary entry for the appropriation.

SECTION 7. Expenditures.

The Treasurer of the Association shall establish procedures for expenditures to be made against authorized budget appropriations, in consultation with an accountant retained by the Association.

ARTICLE III - AMENDMENTS TO BY-LAWS

SECTION 1. Amendments.

These By-Laws may be amended by a 2/3 vote of the Board of Directors present at any meeting at which amendments have been announced, seven (7) days in advance, and a quorum is present. All amendments must be approved by the college president and by the Board of Trustees of the City University.

SECTION 2. Effective Date of Amendment.

The effective date of amendment to these By-Laws shall be as stated by the University Board of Trustees, but immediately, if not so stated.

ARTICLE IV - ASSETS AND FUNDS

SECTION 1. Ownership.

No member, director, officer or employee of the Association shall have any right, title or interest in any of the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.

SECTION 2. Disposition.

All funds of the Association shall be held in an account or accounts in the name of the Association pursuant to instructions from the Board of Directors in a bank or banks designated by the Board of Trustees of the City University of New York and shall be used solely for the proper expenses of the Association. Funds shall be expended and otherwise withdrawn from such bank account or accounts only upon the signature of those college officials duly authorized to withdraw funds. These college officials are: the President of the College, President of the Student Government, and the Treasurer of the Student Government. Two signatures are required for the withdrawal of any Association funds, one of which shall be the President of the College where his or her designee and the other shall be the Student Government President or Treasurer.


The Treasurer of the Student Government Association and anyone authorized to handle funds and his/her assistants shall furnish appropriate bond as determined by the Board of Directors and at the expense of the Association.
SECTION 4. Audit.

The accounts of the Association shall be audited annually by outside certified public accountants engaged by the Board of Directors for that purpose.

ARTICLE V - GOVERNANCE

SECTION 1. By-Laws.

The By-Laws of the Association are the governing regulations of the Association.

SECTION 2. Roberts Rules of Order.

Except as otherwise indicated in the By-Laws, Roberts Rules of Order shall govern the business and procedures of the Association.

ARTICLE VI - OFFICE AND BOOKS

SECTION 1. Office.

The office of the Corporation shall be located at such place as the Board of Directors may from time to time determine.

SECTION 2. Books.

There shall be kept at the office of the Corporation correct books of account of the activities and transactions of the Corporation including a minute book, which shall contain a copy of the Certificate of Incorporation, a copy of these by-laws, and all minutes of the members and of the Board of Directors. The Corporation shall retain the consultation and advice of an accountant and an attorney relative to the above matters.

SECTION 3. Operations.

The Association shall operate consistent with the By-laws, policies and regulations of the University, and the policies, regulations and order of the College.
ARTICLE I - NAME AND PURPOSES

Section 1 Name

a. This corporation shall be known as the College Association of New York City Technical College, Inc., hereinafter referred to as the "College Association".

b. The College Association shall conform to the By-Laws and policies of the City University of New York, the University Fiscal Handbook for the Control and Accountability of Student Activity Fees, the laws of the City State and Nation and any policy, regulation or order of the College.

Section 2 Purpose

The purposes of the College Association shall be:

a. To supervise and review the college's student activity fee - supported budgets. All budgets of college students activity fees, except where earmarked by the board to be allocated by another body, should be developed by a student activity group and recommended by the Budget Committee for review by the College Association prior to expenditure. The College Association shall review all college student activity fees, including student government fee allocations and expenditures for conformance with the expenditure categories defined in section 16.2 of this article, and the College Association shall disapprove any allocation it finds that does not so conform, or is inappropriate, improper or inequitable.

b. To promote and cultivate educational and social relationships among the students, faculty and staff of the New York City Technical College, hereinafter referred to as the "College".

c. To aid the student in their work, study, living, and extra-curricular activities.

d. To participate in the building and development of programs at the College.

e. To do any and all other things necessary or proper in connection with, or incidental to, any of the foregoing. The College Association shall be not-for-profit Corporation and any net income which may be derived from any of its operations in pursuance of the purposes set forth herein, shall not accrue to the benefit of any member of the College Association, but shall be used to promote he aforesaid purposes of the College Association or the College.

ARTICLE II - MEMBER OF BOARD OF DIRECTOR OF THE COLLEGE ASSOCIATION

Section 1 - Members of the Board of Directors

Members of the Board serve a term of 1 year from July 1 through June 30. The membership of the Board of Directors of the College Association, hereinafter referred to as the "Governing Board", shall be as follows:

Chair: President of the college or his/her designee.

Administration: (Administrative Members) In addition to the Chair, the President shall appoint three additional members from the College to serve on the Board of the College Association

Faculty: Three (3) Faculty Members appointed by the College President from a panel of faculty members twice the number of designated seats elected by the College Council for a term of two (2) years. The elected faculty need not be members of the College Council. Faculty members may be reappointed, but may not serve more than three (3) consecutive terms, or six (6) years. In the event of any vacancies, the College President shall designate other faculty members.
Students: Six (6) elected student members. The six (6) student representatives shall be: SGA President (1), Treasurer (1) and four (4) students elected by the student body for the position of College Association Governing Board members in proportion to the student activity fee monies provided. All student members shall serve one (1) academic year, or upon reelection of the new Student Government Association. The term of office of student members shall be from September 1st of June 30th. See Section 4 of this article to fill student vacancies.

Section 2 - Qualifications

a. All Governing Board Members shall be members of the administration or faculty of the College except the six (6) student members who shall be over 18 years of age and elected as designated in Article II.

b. Student members shall be elected on the basis which will provide as nearly as practical representation in proportion to the student activity fee income of the prior year as contributed by the various student constituencies.

c. Student members must have at least a GPA of 2.25 at the time of election and maintain such average during term of office.

d. Student members (except the President and Treasurer of SGA) must submit a petition signed by fifty (50) students to establish candidacy for the position of College Association Governing Board Membership. The petition must be approved by the Nomination and Election committee prior to running for Board membership.

Section 3 - Termination of Membership

a. Any Governing Board Member of the College Association who ceases to occupy one of the administration, faculty or student positions specified in Article II, Section I, shall be deemed terminated as of that date.

b. Any Board Member who has been found guilty of violation of any Federal, State, City, or College rules and regulations may be terminated at the discretion of the Board.

c. Any member may withdraw from the Governing Board of the College Association by presenting to the Secretary, a written resignation, which shall be presented to the full Board by the Secretary at the next meeting thereof. Such resignation shall be effective upon its acceptance by the Governing Board of the College Association.

d. Any member may be suspended for a period or expelled for cause, such as violation any of the By-Laws or rules of the College Association. Such suspension or expulsion and the period thereof, shall be imposed only by the unanimous vote of the full membership of the Governing Board of the College Association with the exception of the vote by the person proposed for suspension or expulsion. At least 15 calendar days before a vote may be taken for the suspension or expulsion of a member, a statement of the charges against him/her, and a note of the time and place where the Governing Board Members propose to take action must be hand delivered and/or sent to that member by Registered Mail at his/her address. Such members shall be given the opportunity to present a defense, with or without legal representation, at the time and place mentioned in the aforesaid notice. Such expulsion or suspension shall be effective immediately upon the recording of the required affirmative vote thereupon by the members of the Governing Board of the College Association.

e. The rights of any person as a member of the Governing Board of the College Association, including his/her right to vote, shall cease immediately upon his/her termination of membership for the period of suspension.

Section 4 - Student Vacancies

Whenever a student vacancy shall occur in the Board, the executive board of the student government administration shall recommend a replacement to the Governing Board from the other elected student government officers or elected alternates as appropriate. A majority vote by the Governing Board members shall seat a recommended person as a full Board Member. This new member shall serve for the unexpired term of his/her predecessor.
ARTICLE III - POWERS AND DUTIES

Section 1 - Duties and Meetings

The Governing Board of the College Association shall have the power to hold meetings at such time and place as deemed advisable, to appoint Committees, to authorize proper expenditures and to take such other measures as may be necessary or proper to carry out the purpose of the College Association. Meetings of the Boards may be called by the Chairperson whenever he/she deems advisable. Meetings shall be called by him/her upon the written request of any four (4) Board members. Five (5) working days notice of meetings of the Board shall be served personally or mailed to all members. Board meetings shall be conducted in accordance with Robert's Rules of Order, Revised, latest edition, unless there is a conflict between Robert's Rules of Order and these By-Laws. In such case, the By-laws shall prevail.

Section 2 - Quorum

Seven (7) members shall constitute a quorum for the transaction of any business. Any action by this quorum shall be the action of the Board. Members must vote in person. Proxy voting is not permitted.

Section 3 - Voting Right

Each member shall have one vote, except the Chair, who shall vote only in case of a tie.

Section 4 - Assignments

The Governing Body of the College Association shall have no power to impose any liability or assignment upon any member or members of the College Association.

Section 5 - Reports

The College Association shall have prepared a report verified by the Chairperson and Treasurer of the Board and reviewed by a majority of the members showing the whole amount of real and personal property owned by it, where located and where and how invested, as well as the amount, and nature of any property acquired during the year immediately preceding the audit and the reports shall be filed with the records of the College Association.

ARTICLE IV - COMPENSATION AND INDEMNIFICATION

Section 1 - Compensation

No Board Member shall receive compensation from the College Association for services performed in his/her official capacity as a Board Member of this Association. All Board Members may be reimbursed for reasonable expenses incurred in the performance of official duties, except as stated in Article IX.

Section 2 - Indemnification

The College Association shall indemnify and hold its officers, and Board Members harmless against all cost and expenses reasonably incurred by or imposed upon him/her in connection with or resulting from any action, suit or proceeding to which he/she may be made a party by reason of his/her being or having been a member or officer of the College Association, and in addition, that he/she had no reasonable cause to believe that his/her conduct was unlawful, and further provided that such indemnification is authorized under the laws of New York State, and the Board Member or Officer complied with such terms and condition as may be imposed by the Governing of the College Association.
ARTICLE V - OFFICERS, DUTIES AND RESPONSIBILITIES

Section 1 - Chairperson

The Chairperson of the Governing Board of the College Association shall be appointed by the President of the College for a term of one (1) year. He/she shall sign and execute in the name of the College Association, and on behalf of the College Association, all documents required to be executed and shall perform such other duties as requested by the Governing Board or as reasonably incidental to his/her office. In the absence of the Chairperson, the business of the Governing Board shall be conducted by the Chairperson's designee, who shall be an elected Board Member.

Section 2 - Treasurer

The Treasurer of the Governing Board of the College Association shall be the business and fiscal officer of the College Association. The Board shall secure such bond or bonding as may be necessary for the Treasurer to perform faithfully the duties of the position. The Treasurer shall perform such other duties as requested by the Chairperson.

Section 3 - Secretary

The Governing Board shall elect one of its members as Secretary of the College Association. He/she shall record all minutes of the meetings of the Governing Board. He/she shall attest to the officials acts of the Chairperson and the Governing Board. The Secretary shall perform such other duties as requested by the Chairperson. Term of office shall be one (1) year.

Section 4

Notwithstanding the fact that officers are elected or appointed for a specific term, all elected and appointed officers serve until their replacements are elected or appointed.

ARTICLE VI - COLLEGE ASSOCIATION BUDGET COMMITTEE

Section 1

The Budget Committee is composed of members of the Governing Board with a majority of student members. This committee is empowered to receive and review student activity fee budget requests or to develop a budget subject to the review of the College Association. The College Association may choose not to approve the budget or portions of the budget if, in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the College Association noted for further deliberation by the Budget Committee and subsequent resubmitted to the College Association. If the budget is not approved within thirty (30) days, those portions of the budget voted upon and approved by the College Association Board will be allocated. The remainder shall be held until the College Association and Budget Committee agree.

ARTICLE VII - ASSETS AND FUNDS

Section 1 - Ownership

No member, officer or employee of the College Association shall have any individual right to, title to, or interest in, any of the assets and funds of the College Association. All assets and funds of the College Association shall be owned exclusively by the College Association.

Section 2 - Disposition

All funds of the College Association shall be deposited in an account or accounts in the name of the College Association, in a bank or banks designated by the Governing Board, and shall be used solely to pay the proper expenses of the College Association. Funds shall be withdrawn from such bank accounts only upon the written authorization and signature of a person or persons with direct responsibility for the program and an approved representative of the allocated body. All checks must be signed by two (2) authorized signatories. Any funds or other assets of the College Association, which, in the judgment of the Governing Board, shall
not immediately be required to effect the purposes of the College Association, may be invested, reinvested and administered by the Board in such securities, real estate, or such investments as in the judgment of the Board is sound and proper.

Section 3 - Examination and Audit

a. All books, records, and accounts of the College Association shall be subject to examination and audit by a certified, independent, public auditing firm, which shall conduct said audit once a year.

b. All books, records, and accounts of the College Association shall be subject to examination and audit by the Comptroller of the City of New York at any time.

c. The College Association shall be responsible for the full disclosure of all financial information to the student body and to the Student Government(s) with respect to all of its activities, and said information shall be made available to the College upon request. (For purposes of the foregoing paragraphs, full disclosure shall mean the presentation annually of written official statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other source creditable to the Student Activity Fee Accounts, disbursements, transfers, cash reserves, surplus, accounts, contingency and stabilization funds).

Section 4 - Dissolution

In case of dissolution of the College Association, the assets remaining after payment of its just debts and obligations shall be transferred to the New York Technical College or to such other not-for-profit organizations in conformance with the certificate of incorporation.

ARTICLE VIII - STUDENT ACTIVITY FEES-EXPENDITURES AND REVENUE CATEGORIES.

Section 1 - Expenditure Categories

Student Activity Fee Funds shall be allocated and expended only for the following purposes:

1. Extracurricular Education Programs;
2. Cultural and social activities;
3. Recreational and social activities;
4. Student Government;
5. Publications and other media;
6. Assistance to registered student organization;
7. Community service programs
8. Enhancement of the college and university environment
9. Transportation, administration and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the University;
11. Stipends to student leaders.

Section 2 - Revenue

All revenues generated by Student Activities funded through Student Activity Fees should be placed in a College Central depository subject to the control of the College Association. The application of such revenues to the account of the income generating organization shall require the specific authorization of the College Association.

b. All books, records, and accounts of the College Association shall be subject to examination and audit by the Comptroller of the City of New York at any time.
ARTICLE IX - STIPENDS

Section 1 - Payment

As per Board of Trustees By-Laws, Section 16.14, the payment of stipends to student leaders is permitted to a maximum of $2,882 per year and $1,441 per semester. The stipend policy prohibits a student leader from receiving more than one stipend concurrently.

Section 2 - Student Leaders.

For the purposes of this article, student leaders are defined as: One who is elected by the entire student body to represent the students (i.e.: the Student Government Association officers).

ARTICLE X - AMENDMENTS

Section 1 - Procedure.

These By-Laws may be amended only at a special meeting of the Governing Board of the College Association, by a 2/3 majority of the members of the Board, provided that a notice of the proposed amendments has been placed on the agenda of the meeting. All amendments must be approved by the College President and the Board of Trustees of the City University of New York.
GOVERNING DOCUMENTS OF
YORK COLLEGE ASSOCIATION, INC.

Governance Structure: Corporation

Name: York College Association, Inc.

Governing Documents: Bylaws Certificate of incorporation

Governing Board: 13 members composed of:

- 7 students - 1 Student government president, 3 other elected student government officers, and 3 elected student senators elected by the student government.
- 3 administrators - Dean of Administration, Dean of Students, and Business Manager or other administrators appointed at the discretion of the college president.
- 3 faculty members appointed from a panel of 6 elected by the faculty members of the College Senate.

Budget Committee: Governing Board

Officers: Chair and Secretary elected by the governing board Treasurer - Business Manager

Checks: Treasurer or his/her designee must be a signatory on all checks. Other signatories may be designated by the governing board.

Approval: Proposed bylaws and certificate of incorporation have been approved by the college president and reviewed by the Board's general counsel for conformance with the Board's bylaws.

Attachments: Proposed bylaws and certificate of incorporation.

ARTICLE I - NAME & PURPOSES

Section 1 - Name:

This corporation shall be known as York College Association, Inc., hereinafter referred to as the Corporation.

Section 2 - Purposes:

The principal objectives and purposes of the Corporation are as follows:

1. To plan, develop, promote and cultivate educational and social relations among students and faculty and to exercise responsibility for the supervision, management and review of student activity fee supported budgets of York College, and educational unit of The City University of New York.

2. To aid the students and faculty of York College by assisting them in their study, work, curricular and college-related activities. Any facilities provided to students, faculty or others shall be provided without regard to membership in any organization or fraternity.

3. To receive, maintain and dispose of a fund or funds of real or personal property, or both, and to apply the income and principal thereof, in whole or in part, to the various objectives herein set forth.
4. Without profit and solely as an incident to the foregoing purposes, to acquire, print, publish, manufacture, operate, conduct, engage in, circulate, distribute, deliver and otherwise deal in and with any periodicals, magazines, journals, newspapers, circulars, pamphlets, books, music, photographs, blueprints, and any other printed or duplicated matter in connection with any of the above-mentioned objects.

5. To acquire by purchase, gift, grant, devise and/or bequest real and personal property and to accept such property for use, in fee or in trust, for the purposes of effecting any or all of its objects.

6. To sell, mortgage, exchange, lease, convey, transfer or otherwise dispose of or encumber any such property, both real and personal, as the objects and purposes of the Corporation, may require, subject to such limitations as may be provided by law and by the regulations of The City University of New York.

7. To administer, invest and reinvest any and all moneys, securities or properties received by it and to apply and expend the income and principal of the Corporation in carrying out its purposes.

8. To borrow money and to make, accept, endorse, execute and issue promissory notes and other obligations or evidences of indebtedness in payment for property acquired or money borrowed.

9. To make such rules, regulations and bylaws, and to hire clerical and other staff and such employees as may be necessary and advisable to carry out the purposes of the Corporation.

10. In general, to exercise such powers as are incidental and conducive to the attainment of the objects and purposes of the Corporation, provided that the Corporation shall not operate for profit and further provide that no part of the net earnings of the Corporation shall inure to the benefit of any member thereof.

11. Upon dissolution of the Corporation all title to any property, given to, purchased or built by the Corporation, or built from the proceeds of any loans from the Federal government, shall pass to York College or to The City University of New York or any successor thereof, organized and operated exclusively for educational purposes, no part of the net earnings of which inures to the benefit of any member or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation and which does not participate in, or intervene in (including the publishing or distributing of statements) political campaigns on behalf of any candidate for public office.

ARTICLE II - DIRECTORS & OFFICERS

Section 1 - Organization & Functions of Board of Directors

The Board of Directors (hereinafter referred to as the Board) shall be the only body authorize to approve budgets and budget amendments, develop policy and procedures regarding budgetary and managerial affairs of the Corporation, and manage the properties, affairs and concerns of the Corporation subject to the terms and conditions of those sections of Article XVI of the Bylaws to The City University of New York pertaining to the general area of student activities, including the procedures for the management and control of student activity fees, revenue, allocations and expenditures. There shall be a Budget Committee as set forth below as required by said Article XVI.

A. The Board shall consist of 13 members composed to the following members:

a) Administration and Faculty (6 members) Three Administrators:

Dean of Administration
Dean of Students
Business Manager or other administrators
appointed at the discretion of the College President
Three faculty members appointed by the College President from a panel of six elected
by the faculty members of the York College senate
b) Students - Six (6) members elected by the student body as follows:

Three elected Student Government Officers including the Student Government President, Three Student Senators elected by the Student Senate

c) The President or his/her designee as Chair.

B. Budget Committee:

The Budget Committee shall consist of the following eleven (11) members of the Board of Directors: six students, three administrators appointed by the College President, and two faculty appointed by the College President. The Budget Committee shall select its chairperson from among its members.

Section 2: - Duties and Meeting's

The Board shall have power to hold meetings at such times and places as it deems advisable, to appoint committees, to employ necessary employees, to authorize proper expenditures and to take such other measures as may be necessary or proper to carry out the purposes of the Corporation.

The meetings of the Board shall be held at least once a semester during the academic year on a designated day to be fixed by the Board. Special meetings shall be called by the Chair of the Board at the request of any three members of the Board.

Section 3: - Quorum

A quorum of the Board for the conduct of business shall consist of a majority of the members. All action must be by a majority vote of those members present.

Section 4: - Officers

The officers of the Corporation shall be a Chair, Secretary and Treasurer, elected by the Board. The Treasurer shall be the College Business Manager. The Treasurer or his/her designee shall be a signatory on all checks.

Section 5: - Compensation

No director or officer shall receive any compensation from the corporation for services performed in his official capacity.

ARTICLE III - GOVERNANCE

The Corporation shall operate consistent with the Bylaws, policies and regulations of The City University of New York and any policies, regulations and orders of York College.

ARTICLE IV - AMENDMENTS

These bylaws may be amended by a 2/3 vote of the Board providing such amendments comply with Article XVI of the Bylaws of The Board of Trustees of The City University of New York. All amendments are subject to the approval of the College President and The Board of Trustees of The City University of New York.
GOVERNING DOCUMENTS OF
THE GRADUATE SCHOOL AND UNIVERSITY CENTER
COLLEGE ASSOCIATION

GOVERNANCE STRUCTURE - Unincorporated Association

NAME - College Association of The Graduate School and University Center

GOVERNING DOCUMENTS - Bylaws

Governor Board - 13 Members composed of:

1 Chairperson - college president or his/her designee
3 Administrators composed of:
   1 Assistant Vice President for Finance and
   2 other administrative members appointed by the president, 3 faculty members appointed from a panel of 6
   faculty elected by the Graduate council
6 students composed of:

3 co-chairs of Doctoral Students’ Council and 3 students elected by the Doctoral Student’s Council
representatives from elected representatives

Budget Committee - 7 board members composed of:

4 students composed of 3 Doctoral Students’ co-chairs and 1 student member elected
by governing board, 1 faculty member, 1 treasurer (administration), 1 administrative
member

Executive Committee - 5 board members composed of:

1 chair of governing board, 1 treasurer, 2 student members, 1 faculty or administrative member

Officers Chair - college president or his/her designee

Vice Chair - elected by board

Treasurer - assistant vice president for finance

Secretary - elected by board

Checks - Two signatures are necessary including treasurer and treasurer of Doctoral Students’ Council or other fiscal officer

ARTICLE I - NAME AND PURPOSE

Section 1 - Name

This association shall be known as the College Association of The Graduate School and University Center. It shall be referred to in this document as “the Association.”

Section 2. Purpose

A The principal purpose for which this Association has been created is to concern itself with the welfare of the students of The Graduate School and University Center and with the funding of student activities and student supported projects that are dependent upon funds derived from fees other than tuition, generally referred to as Student Activities Fees and other authorized sources of income.
B The Association shall have the responsibility for the supervision and review of college student activity fee supported budgets, including the review of all allocations and expenditures for conformance with permissible expenditure categories (as defined in Section 16.2 of the Bylaws of the Board of Trustees of The City University of New York) and to determine that such allocations and expenditures are not inappropriate, improper, or inequitable.

C The Association shall comply with all federal, state, and city laws and regulations and shall conform to all bylaws, policies, and regulations of the Board of Trustees of The City University of New York, including the University Fiscal Handbook for the Control and Accountability of Student Activity Fees, and to the bylaws, policies, and procedures of The Graduate School and University Center.

ARTICLE II – GOVERNING BOARD

Section I. Composition and Selection

The Governing Board of the Association shall be comprised of 13 members, as follows:

A The Chair of the Governing Board, who shall be the President of the college or his or her designee;

B Three administrative members, appointed by the President from among the administrators of the college and among whom shall be the Assistant Vice President for Finance;

C Three faculty members appointed from a panel of six faculty elected by the Graduate Council; and

D Six students, comprising the three Co-Chairs of the Doctoral Students' Council and three students elected by the Doctoral Students' Council from among the elected Doctoral Students' Council representatives.

Section 2. Terms of Office

The members of the Governing Board shall be appointed or elected annually. A governing board member’s term of office shall begin upon election or with the start of the Graduate School and University Center’s fiscal year, whichever comes later, and shall otherwise be commensurate with the fiscal year.

Section 3. Termination of Office and Vacancies

Any vacancy created by a termination of or resignation from membership shall be filled by appointment or selection according to the provisions of Section 1 of this Article.

ARTICLE III – OFFICERS

Section I. Chair

The President or the President’s designee, as Chair, shall preside over meetings of the Governing Board.

Section 2. Vice-Chair

The Board shall elect a Vice Chair to perform such duties as the Chair or the Board may request.

Section 3. Treasurer

The Assistant Vice President for Finance or other appropriate administrative member of the Board designated by the President shall serve as Treasurer of the Association. The Treasurer shall serve as the Association’s fiscal officer and business manager and shall perform such other duties as may be requested by the President or the Board. All checks must be signed by the Treasurer together with the treasurer of the Doctoral Student’s Council or other fiscal officer as may be appropriate.
Section 4. Secretary

The Board shall elect a member to serve as Secretary. The Secretary shall keep a complete and accurate record of all proceedings and attendance at Board meetings and shall perform such other duties as may be requested by the Chair or the members of the Board. The minutes of each meeting are to be sent to all Board members no later than ten business days after each meeting.

ARTICLE IV - POWERS AND DUTIES

Section I. General Powers

In carrying out the purposes of the Association, the Governing Board shall have the power to hold meetings at such time and place as may be deemed advisable, to appoint committees, to authorize and approve proper expenditures, and to take such other actions as may be necessary or appropriate to carry out the purposes of the Association.

Section 2. Meetings

The Governing Board shall meet at least once each semester. The Chair shall convene a meeting of the Board whenever he or she deems it necessary or whenever requested to do so in writing by any four members of the Board.

Section 3. Voting

Seven members of the Board shall constitute a quorum for the transaction of any business by the Board. Business will be conducted by majority vote. Members must vote in person; proxy voting is not permitted.

ARTICLE V - EXECUTIVE COMMITTEE

The Executive Committee of the Association shall be comprised of:

A the Chair of the Governing Board;

B the Treasurer;

C two (2) student members elected by the Governing Board; and

D one (1) faculty or administrative member elected by the Governing Board.

A majority of the members of the Executive Committee shall have the power to act for the full Board when it is unfeasible to call a meeting of the full Board. An action of the Executive Committee shall be reviewed and voted upon at the next regularly scheduled meeting of the full Board.

ARTICLE VI - BUDGET COMMITTEE

Section I. Composition and Selection

The Budget Committee of the Association shall be comprised of seven members of the Governing Board, as follows:

A. Four student members, among whom shall be the three Doctoral Students' Council Co-Chairs; the fourth student member shall be elected by the Governing Board;

B. Two administrative members, one of whom shall be the Treasurer of the Board; the second administrator shall be elected by the Governing Board; and

C. One faculty member, elected by the Governing Board.

Section 2. Responsibilities
For any portion of the student activity fee not earmarked to student government as the allocating body or other earmarked allocating body designated by the Board of Trustees, the Budget Committee shall receive and review student activity fee budget requests and develop a budget subject to the review of the Association.

ARTICLE VII - AMENDMENTS TO ASSOCIATION BYLAWS

Section 1. Amendments

These bylaws may be amended by a two-thirds vote of the full Governing Board. Such vote shall be cast during two consecutive meetings of the full Governing Board, with all members present.

Section 2. Effective Date of Amendment

Amendments shall be subject to the approval of the college president and the Board of Trustees of The City University of New York. The effective date of amendment to these bylaws shall be as stated by the Board of Trustees of The City University of New York.

Section 3. Conflicts

The Governing Board shall not adopt any new or amended bylaws, policies, or resolutions that conflict with the provisions of the Bylaws of the Board of Trustees of The City University of New York.
GOVERNING DOCUMENTS OF
THE QUEENS COLLEGE ASSOCIATION

GOVERNING STRUCTURE – Unincorporated Association

NAME – The Queens College Association

GOVERNING DOCUMENTS – Bylaws

GOVERNING BOARD – 13 members composed of:

College president or designee
6 students composed of 5 student government, presidents and the Vice President of the Student Association (day session student government)
3 administrators appointed by the college president
3 members of the Queens College full-time faculty appointed by the college president from a panel of 6 faculty elected annually by the Academic Senate

Budget Committee – 5 board members composed of:

President of Student Association
Vice President of Student Association
one student elected by the Board from among the 4 other student government presidents
two faculty/administrators Chair elected by committee from among committee members

Officers – President of the Association and Chairperson of the Board – College President or designee.
Vice President– elected by board.
Treasurer– administrative board member appointed by the college president.

Executive Committee – The officers of the Association and such additional board members to comprise a committee which has one fewer student than the number of faculty and administrators

Checks – Signature of such person(s) as the college president shall designate

ARTICLE I – NAME AND PURPOSE

SECTION 1. NAME

This Association shall be known as THE QUEENS COLLEGE ASSOCIATION, hereinafter referred to as “Association.”

SECTION 2. PURPOSES

(a) To promote, cultivate and fund programs for the student body of Queens College, hereinafter referred to as “College,” an educational unit of The City University of New York, hereinafter referred to as “University,” which are of an educational, social, cultural or recreational nature and for expenses incident to the administration of these programs.

(b) To supervise and review all Student Activity Fee, hereinafter referred to as “Fee,” supported budgets, except for that portion of the Fee under the control of the Queens College Student Services Corporation, for compliance with established Association, College and University policies.

(c) To make such rules and regulations, and to hire such staff as may be necessary and advisable to carry out the purposes of the Association.
(d) To exercise such powers as are incidental and conducive to the attainment of the objectives and purposes of the Association, provided that the Association shall not operate for profit; and further provided that no part of net earnings of the Association shall inure to the benefit of any member thereof.

(e) The Association shall operate consistent with the Bylaws, policies and regulations of the University, and the policies, regulations and orders of the College.

ARTICLE II – THE BOARD OF DIRECTORS

SECTION 1. RESPONSIBILITIES

General management of the property, affairs, business and concerns of the Association shall be vested in the Board of Directors, hereinafter referred to as the "Board."

SECTION 2. ORGANIZATION & FUNCTIONS

The Queens College Association Board shall have responsibility for the oversight, supervision and review of the Fee collected by the College, and manage the properties, affairs and concerns of the Association subject to the Bylaws and policies of the University.

SECTION 3. DUTIES

The Board shall have power to hold meetings at such times and places as it deems advisable, to appoint an executive committee, standing committees and other committees, to employ necessary employees, to authorize proper expenditures and to take such other measures as may be necessary and proper to carry out the purposes of the Association. The Board shall keep minutes of its meetings and all actions.

Directors and officers shall discharge the duties of their respective positions in good faith and with that degree of diligence, care and skill which ordinarily prudent men and women would exercise under similar circumstances in like positions. In discharging their duties, directors and officers, when acting in good faith, may rely upon financial statements of the Association represented to them to be correct by the individuals having charge of its books of accounts, or stated in a written report by an independent public or certified accountant or firm of such accountants to fairly reflect the financial conditions of such Association.

SECTION 4. MEMBERSHIP

The Board shall be composed of thirteen (13) voting members, hereinafter referred to as "Directors," in accordance with University Bylaws as follows:

1. The College President or designee.

2. The five (5) student government Presidents and the Vice President of the Student Association.

3. Three (3) administrators appointed by the College President.

4. Three (3) members of the Queens College full-time Faculty appointed by the College President from a panel of six (6) Faculty elected annually by the Academic Senate. In the event the Academic Senate does not elect a full panel, the President shall appoint three (3) faculty members to serve until a full panel has been elected by the Academic Senate.

SECTION 5. QUALIFICATIONS

Only persons who have attained the age of majority shall be eligible to be a Director. Student members must maintain good academic standing as defined by the Academic Senate.
SECTION 6. TERMINATION OF MEMBERSHIP

(a) Any Director who ceases to occupy the position which qualified that Director to be elected or appointed pursuant to section 4 of this Article shall cease to be a Director.

(b) A member of the Faculty or Administration who has received a notice of non-reappointment shall not be eligible to serve as a Director effective the date of notification.

(c) The President may at any time remove a Director whom he/she has appointed.

(d) Any Director may withdraw from the Board by presenting to the Secretary of the Board a written resignation. Such resignation shall be effective upon receipt by the Secretary of the Board.

SECTION 7. EFFECT OF TERMINATION OR SUSPENSION

The rights of any person as a Director including the right to vote, shall cease immediately upon termination or upon employee or student disciplinary suspension for the period of suspension.

SECTION 8. VOTING RIGHTS

Each Director shall have the right to one vote. Abstentions and absences shall not be counted as negative votes.

SECTION 9. COMPENSATION

No Director shall receive any compensation from the Association for services performed in his/her official capacity.

SECTION 10. REPORTS

Pursuant to the University Bylaws and policies, the Board shall be responsible for the full disclosure of all financial information. Certified independent audits performed by a public auditing firm shall be conducted at least once a year.

SECTION 11. INSURANCE

The Association will secure and maintain the necessary insurance in order to provide indemnification and to hold harmless each of its Officers and Directors against all costs and expenses reasonably incurred by or imposed upon him/her in connection with, or resulting from, any action, suit or proceeding to which he/she may be made a party by reason of his/her service as an Officer or Director of the Association, provided that any such Officer or Director acted in good faith and within the scope of his/her duties as set forth in these Bylaws.

The Association will secure and maintain insurance in order to carry out the purposes of the Association as set forth in Section 2 of these Bylaws.

SECTION 12. TERM OF OFFICE

Except as otherwise provided for in these Bylaws, the term of office of the Directors shall be June 1 to May 31.

In the event that a person is not elected or designated to fill a position on the Board the incumbent in that category will continue to serve until a replacement is properly elected or, appointed if the incumbent satisfies the requirements of the category.

SECTION 13. ACTION BY THE BOARD

(a) Except as otherwise provided for in these Bylaws, any reference to action to be taken by the Board shall mean such action at a meeting of the Board.
APPENDIX Q

(b) Except as otherwise provided for in these bylaws, the vote of a majority of the Directors present at the time of the vote, if a quorum is present at such time, shall be the act of the Board.

(c) Except as otherwise provided for in these Bylaws, Directors shall only vote in person.

(d) No portion of these Bylaws shall be construed as to allow for the use of proxies.

ARTICLE III - MEETINGS OF THE BOARD OF DIRECTORS

SECTION 1. ANNUAL MEETING

An annual meeting of the Board shall be held no later than the third Thursday of October of each year, for the purpose of receiving the annual reports and for the transaction of such other business as may properly come before such meeting. Written notice of such meeting shall be sent by mail to each person who, at the time such notice is given, is entitled to vote as a Director at such meeting. Said notice shall be sent at least ten (10) calendar days prior to the scheduled meeting. It shall be directed to each Director at the address as it appears on the records of the Association. Such notice shall state the place, date and time of the meeting.

If a quorum is not present at the scheduled time of the meeting, or if an emergency condition exists that makes it inadvisable to conduct the meeting as planned, the presiding officer shall reschedule the meeting so that it will take place within a month of the date previously stated.

SECTION 2. REGULAR MEETINGS

The time and place for holding regular meetings of the Board shall be fixed by the Board. Written notice of such meeting shall be sent by mail to each person who, at the time such notice is given, is entitled to vote as a Director at such meeting. Said notice shall be sent at least ten (10) calendar days prior to the scheduled meeting. It shall be directed to each Director at the address as it appears on the records of the Association. Such notices shall state the place, date, and time of the meeting.

SECTION 3. SPECIAL MEETINGS

A special meeting may be called at any time by the President of the Association. A special meeting may also be called by any Director upon written demand of not less than a majority of the Board. Special meetings of the Board shall be held upon twenty-four (24) hours notice to all members of the Board. Said notice shall be given personally or by electronic communication device.

SECTION 4. ACTION OF THE BOARD WITHOUT A MEETING

Any action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting if all members of the Board or the committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the Board or committee shall be filed with the minutes of the proceedings of the Board or committee.

SECTION 5. QUORUM

The presence of seven (7) Directors shall constitute a quorum for the transaction of any business at any meeting. If a quorum is not present, the presiding officer may adjourn the meeting to a time fixed by him/her and written notice of such convened time shall be given to all Directors.

ARTICLE IV - OFFICERS OF THE ASSOCIATION

SECTION 1. PRESIDENT

The President of the College, or designee, shall be the President of the Association and Chairperson of the Board. The President of the Association shall be the Chief Executive Officer of the Association and shall preside at all meetings of the Board and the
Executive Committee. He/she shall sign and execute, in the name and on behalf of the Association all documents as required to be executed by the Association and shall perform such other duties as requested by the Board or as are generally incidental to the office.

SECTION 2. VICE PRESIDENT

The Board shall elect one of its members as Vice President of the Association. He/she shall perform the duties of the Office of the President in the absence of the President. He/she shall perform such other duties as requested by the President or the Board.

SECTION 3. SECRETARY

The Board shall elect one of its members as Secretary of the Association. He/she shall keep the Seal and official records of the Association and shall, when necessary, attest to the official acts of the President, Board, and the Association. Whenever a person is elected or appointed to the membership on the Board, the Secretary shall immediately notify such person, in writing of his/her membership in the Association. The Secretary shall be responsible for ensuring communication of all official acts of the Association and, the Board, to all concerned; shall cause to be sent out notices and minutes of all meetings; shall preside at all meetings when the President and Vice President are absent; and shall perform such other duties as requested by the President or Board.

SECTION 4. TREASURER

The Treasurer shall be one of the administrators on the Board and shall be appointed by the President of Queens College. He/she shall be the business and fiscal officer of the Association. He/she shall perform such other duties as requested by the President or Board.

SECTION 5. TERM OF OFFICE

The officers of the Board shall serve for a term of one year and shall continue in office, if otherwise qualified until their successor has been duly elected and qualified. All elected officers shall be elected at the first meeting of the Board in June.

SECTION 6. COMPENSATION

No officer shall receive any compensation from the Association for services performed in his/her official capacity.

SECTION 7. VACANCIES

A vacancy in any elected office shall be filled by the Board for the unexpired term in such manner as provided above for the election to such office.

ARTICLE V - THE EXECUTIVE COMMITTEE

SECTION 1. COMPOSITION

The officers of the Association shall constitute the Executive Committee, and such additional Board members, elected by the Board, to comprise a committee which has one fewer student than the number of faculty and administrators.

SECTION 2. DUTIES AND RESPONSIBILITIES

The Executive Committee may act on behalf of the Board in emergencies and at such times as summer vacations, if it becomes impossible to convene the Board.

The Executive Committee shall have all the authority, responsibility, rights and privileges as those vested in the Board when acting on behalf of the Board. However, all actions must be reported to the Board at its next meeting.
ARTICLE VI - STANDING COMMITTEES

SECTION 1. BUDGET COMMITTEE

(a) Duties - The Budget Committee is the allocating body of the Association for all student activity fee funds except where a component of the student activity fee is earmarked by the University to be allocated by a body other than the Association. A budget adopted by another allocating body is subject to review by the Board for conformance with the expenditure categories set forth in the University Bylaws (Section 16.2) and the Board shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper or inequitable. The provisions of this paragraph do not apply to the Student Union fee which is administered by the Queens College Student Services Corporation.

(b) Composition - The Budget Committee shall be composed of five (5) members of the Board, elected by the Board, as follows:

President and Vice President of Student Association
One (1) student elected by the Board from among the four (4) other student government presidents with each student government represented once every four years
Two (2) faculty/administrators

(c) Chair - The Chair of the Budget Committee shall be elected by the Committee from among the Committee members.

SECTION 2. EQUIPMENT COMMITTEE

(a) Duties - The Equipment Committee shall be responsible for advising the Board on all purchases by the College Association and its funded student organizations involving equipment valued in excess of $100.00.

(b) Composition - The Equipment Committee shall be composed of five (5) members of the Queens College community, one of which must be a member of the Board, elected by the Board as follows:

Two (2) students representing the Day Student Association
One (1) student elected from among the four (4) other student governments, Two (2) faculty/administrators

(c) Chair - The Chair of the Equipment Committee shall be elected by the Committee from among those members of the Committee who are also Board members.

SECTION 3. TERM OF OFFICE

The term of office shall be for one year - June 1 through May 31.

SECTION 4. VACANCIES

The Board shall fill any vacancies that may occur from the constituency in which the vacancy occurred.

ARTICLE VII - ASSETS AND FUNDS

SECTION 1. FISCAL YEAR

The Fiscal Year shall be July 1 through June 30.

SECTION 2. OWNERSHIP

No Director, officer or employee of the Association shall have any right, title or interest in any of the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.
SECTION 3. DISPOSITION

All funds of the Association shall be deposited in account(s) in the name of the Association in bank(s) designated by the Board and shall be used solely to pay the proper expenses of the Association. Funds shall be withdrawn from such bank account(s) only upon written authorization and signature of such person(s) as the President of the College shall designate.

SECTION 4. EXAMINATION AND AUDITS

All books, records, and accounts of the Association shall be subject to examination and audit by the Comptroller of the State of New York, the Central Office of the University, the Treasurer of the Association, the Board, or the College. The books and records of the Association will be made available to independent CPA auditors as decided upon by the Board. Such inspection shall be subject to written notice provided at least three (3) working days in advance.

SECTION 5. DISSOLUTION

In case of dissolution of the Association, the assets remaining after payment of its just debts and obligations shall be transferred to the College.

ARTICLE VIII - AMENDMENTS

SECTION 1. PROCEDURE

These Bylaws may be amended only at a duly held annual or regular meeting of the Board by an affirmative vote, in person of nine (9) members of the Board, provided that the proposed amendment has been fully stated in the notice of the meeting, given at least ten (10) days in advance. These Bylaws shall conform with the laws of the City and State of New York, and the Bylaws and regulations of the University, and the policies and regulations of the College. All amendments must be approved by the President of the College and by the Board of Trustees of the University. The effective date of amendments to these Bylaws shall be as stated by the Board of Trustees of the University.

ARTICLE IX - RULES OF ORDER

SECTION 1. RULES OF ORDER

GOVERNING DOCUMENTS OF
THE QUEENS COLLEGE AUXILIARY ENTERPRISE ASSOCIATION

GOVERNANCE STRUCTURE - Unincorporated Association

NAME - The Queens College Auxiliary Enterprise Association

GOVERNING DOCUMENTS - Bylaws

GOVERNING BOARD - 13 members composed of:

- College President or designee
- 5 student government presidents
- Vice President of the Student Association (day session student government)
- 4 administrators appointed by the college president
- 2 members of the Queens College full time faculty appointed by the College from a panel of 4 faculty elected annually by the Academic Senate Officers
- President of Association and Chairperson of Board and Budget and Contract Committee - College President or designee.
- Vice President - elected by board.
- Secretary - elected by board.
- Treasurer - administrative board member appointed by college president.

Executive Committee - The Officers of the Association and additional board members elected by the board to comprise a committee which has one fewer student than number of faculty and administrators

Budget and Contract Committee - The Board of Directors

Checks - Signature of such person(s) as the college president shall designate

Auxiliary Enterprises - Bookstore Operations, Food Services, Game Room

ARTICLE I - NAME AND PURPOSE

SECTION 1. NAME

This Association shall be known as The Queens College Auxiliary Enterprise Association, hereinafter referred to as the "Association."

SECTION 2. PURPOSES

(a) To provide such services and facilities to the students, faculty, and staff of Queens College, hereinafter referred to as "College," an educational unit of the City University of New York, hereinafter referred to as "University," and its community as may be authorized on behalf of and agreed to by the College by the direct or indirect operation of bookstore, food services, game room, and other auxiliary services authorized by the College in campus locations determined by the College.

(b) Through the provision of auxiliary enterprise services and the use and allocation of auxiliary enterprise revenues, to assist in developing, improving and increasing the programs, resources and facilities of the College to enable it to provide more extensive educational opportunities and services to its students, faculty, staff, and others in the college community.

(c) To make such rules and regulations, and to hire such staff as may be necessary and advisable to carry out the purposes of the Association.

(d) To exercise such powers as are incidental and conducive to the attainment of the objectives and purposes of the Association, provided that the Association shall not operate for profit; and further provided that no part of net earnings of the Association shall inure to the benefit of any member thereof.
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(e) The Association shall operate consistent with the Bylaws, policies and regulations of The University, and the policies, regulations and orders of The College.

ARTICLE II - THE BOARD OF DIRECTORS

SECTION 1. RESPONSIBILITIES

General management of the property, affairs, business and concerns of the Association shall be vested in the Board of Directors, hereinafter referred to as the "Board."

SECTION 2. ORGANIZATION & FUNCTIONS

The Queens College Auxiliary Enterprise Board shall have responsibility for the oversight, supervision and review over college auxiliary enterprises authorized by the College, and manage the properties, affairs and concerns of the Association subject to the Bylaws and policies of the University. All budgets of auxiliary enterprise funds and all contracts for auxiliary enterprises shall be developed by the auxiliary enterprise budget and contract committee of the Board and reviewed and approved by the Board prior to encumbrance or expenditure.

SECTION 3. DUTIES

The Board shall have power to hold meetings at such times and places as it deems advisable, to appoint an executive committee, standing committees and other committees, to employ necessary employees, to authorize proper expenditures and to take such other measures as may be necessary and proper to carry out the purposes of the Association. The Board shall keep minutes of its meetings and all actions.

Directors and officers shall discharge the duties of their respective positions in good faith and with that degree of diligence, care and skill which ordinarily prudent men and women would exercise under similar circumstances in like positions. In discharging their duties, directors and officers, when acting in good faith, may rely upon financial statements of the Association represented to them to be correct by the individuals having charge of its books of accounts, or stated in a written report by an independent public or certified accountant or firm of such accountants to fairly reflect the financial conditions of such Association.

SECTION 4. MEMBERSHIP

The Board shall be composed of thirteen (13) voting members, hereinafter referred to as "Directors," in accordance with University Bylaws as follows:

1. The College President or designee.

2. The five (5) student government Presidents and the Vice President of the Student Association.

3. Four (4) administrators appointed by the College President.

4. Two (2) members of the Queens College full-time Faculty appointed by the College President from a panel of four (4) Faculty elected annually by the Academic Senate. In the event the Academic Senate does not elect a full panel, the President shall appoint two (2) faculty members to serve until a full panel has been elected by the Academic Senate.

SECTION 5. QUALIFICATIONS

Only persons who have attained the age of majority shall be eligible to be a Director. Student members must maintain good academic standing as defined by the Academic Senate.
APPENDIX Q

SECTION 6. TERMINATION OF MEMBERSHIP

(a) Any Director who ceases to occupy the position which qualified that Director to be elected or appointed as Director pursuant to section 4 of this Article, shall cease to be a Director.

(b) A member of the Faculty or Administration who has received a notice of non-reappointment shall not be eligible to serve as a Director effective the date of notification.

(c) The President may at any time remove a Director whom he/she has appointed.

(d) Any Director may withdraw from the Board by presenting to the Secretary of the Board a written resignation. Such resignation shall be effective upon receipt by the Secretary of the Board.

SECTION 7. EFFECT OF TERMINATION OR SUSPENSION

The rights of any person as a Director including the right to vote, shall cease immediately upon termination or upon employee or student disciplinary suspension for the period of suspension.

SECTION 8. VOTING RIGHTS

Each Director shall have the right to one vote. Abstentions and absences shall not be counted as negative votes.

SECTION 9. COMPENSATION

No Director shall receive any compensation from the Association for services performed in his/her official capacity.

SECTION 10. REPORTS

Pursuant to the University Bylaws and policies, the Board shall be responsible for the full disclosure of all financial information. Certified independent audits performed by a public auditing firm shall be conducted at least once a year.

SECTION 11. INSURANCE

The Association will secure and maintain the necessary insurance in order to provide indemnification and to hold harmless each of its Officers and Directors against all costs and expenses reasonably incurred by or imposed upon him/her in connection with, or resulting from, any action, suit or proceeding to which he/she may be made a party by reason of his/her service as an Officer or Director of the Association, provided that any such Officer or Director acted in good faith and within the scope of his/her duties as set forth in these Bylaws.

The Association will secure and maintain insurance in order to carry out the purposes of the Association as set forth in Section 2 of these Bylaws.

SECTION 12. TERM OF OFFICE

Except as otherwise provided for in these Bylaws, the term of office of the Directors shall be June 1 to May 31.

In the event that a person is not elected or designated to fill a position on the Board the incumbent in that category will continue to serve until a replacement is properly elected or, appointed if the incumbent satisfies the requirements of the category.

SECTION 13. ACTION BY THE BOARD

(a) Except as otherwise provided for in these Bylaws, any reference to action to be taken by the Board shall mean such action at a meeting of the Board.
(b) Except as otherwise provided for in these Bylaws, the vote of a majority of the directors present at the time of the vote, if a quorum is present at such time, shall be the act of the Board.

c) Except as otherwise provided for in these Bylaws, directors shall only vote in person.

d) No portion of these Bylaws shall be construed as to allow for the use of proxies.

**ARTICLE III- MEETINGS OF THE BOARD OF DIRECTORS**

**SECTION 1. ANNUAL MEETING**

The annual meeting of the Board shall be held no later than the third Wednesday of October of each year for the purpose of receiving the annual reports and for the transaction of such other business as may properly come before such meeting. Written notice of such meeting shall be sent by mail to each person who, at the time such notice is given, is entitled to vote as a Director at such meeting. Said notice shall be sent at least ten (10) calendar days prior to the scheduled meeting. It shall be directed to each Director at the address as it appears on the records of the Association. Such notice shall state the place, date, time of the meeting.

If a quorum is not present at the scheduled time of the meeting, or if an emergency condition exists that makes it inadvisable to conduct the meeting as planned, the presiding officer shall reschedule the meeting so that it will take place within a month of the date previously stated.

**SECTION 2. REGULAR MEETINGS**

The time and place for holding regular meetings of the Board shall be fixed by the Board. Written notice of such meeting shall be sent by mail to each person who, at the time such notice is given, is entitled to vote as a Director at such meeting. Said notice shall be sent at least ten (10) calendar days prior to the scheduled meeting. It shall be directed to each Director at the address as it appears on the records of the Association. Such notices shall state the place, date, and time of the meeting.

**SECTION 3. SPECIAL MEETINGS**

A special meeting may be called at any time by the President of the Association. A special meeting may also be called by any Director upon written demand of not less than a majority of the Board. Special meetings of the Board shall be held upon twenty-four (24) hour notice to all members of the Board. Said notice shall be given personally or by electronic communication device.

**SECTION 4. ACTION OF THE BOARD WITHOUT A MEETING**

Any action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting if all members of the Board or the committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the Board or committee shall be filed with the minutes of the proceedings of the Board or committee.

**SECTION 5. QUORUM**

The presence of seven (7) Directors shall constitute a quorum for the transaction of any business at any meeting. If a quorum is not present, the presiding officer may adjourn the meeting to a time fixed by him/her and written notice of such convened time shall be given to all Directors.
ARTICLE IV - OFFICERS OF THE ASSOCIATION

SECTION 1. PRESIDENT

The President of the College, or designee, shall be the President of the Association and Chairperson of the Board and of the Budget and Contract Committee. The President of the Association shall be the chief executive officer of the Association and shall preside at all meetings of the Board, the Executive Committee, and the Budget and Contract Committee. He/she shall sign and execute, in the name and on behalf of the Association, all documents as required to be executed by the Association and shall perform such other duties as requested by the Board or as are generally incidental to the office.

SECTION 2. VICE PRESIDENT

The Board shall elect one of its members as Vice President of the Association. He/she shall perform the duties of the Office of the President in the absence of the President. He/she shall perform such other duties as requested by the President or the Board.

SECTION 3. SECRETARY

The Board shall elect one of its members as Secretary of the Association. He/she shall keep the Seal and official records of the Association and shall, when necessary, attest to the official acts of the President, Board, and the Association. Whenever a person is elected or appointed to the membership on the Board, the Secretary shall immediately notify such person, in writing of his/her membership in the Association. The Secretary shall be responsible for ensuring communication of all official acts of the Association and the Board to all concerned; shall cause to be sent out notices and minutes of all meetings; shall preside at all meetings when the President and Vice President are absent; and shall perform such other duties as requested by the President or Board.

SECTION 4. TREASURER

The Treasurer shall be one of the administrators on the Board and shall be appointed by the President of Queens College. He/she shall be the business and fiscal officer of the Association. He/she shall perform such other duties as requested by the President or Board.

SECTION 5. TERM OF OFFICE

The officers of the Board shall serve for a term of one year and shall continue in office, if otherwise qualified until their successor has been duly elected and qualified. All elected officers shall be elected at the first meeting of the Board in June.

SECTION 6. COMPENSATION

No officer shall receive any compensation from the Association for services performed in his/her official capacity.

SECTION 7. VACANCIES

A vacancy in any elected office shall be filled by the Board for the unexpired term in such manner as provided above for the election to such office.

ARTICLE V - THE EXECUTIVE COMMITTEE

SECTION 1. COMPOSITION

The officers of the Association shall constitute the Executive Committee, and such additional Board members, elected by the Board, to comprise a committee which has one fewer student than the number of faculty and administrators.
SECTION 2. DUTIES AND RESPONSIBILITIES

The Executive Committee may act on behalf of the Board in emergencies and at such times as summer vacations, if it becomes impossible to convene the Board.

The Executive Committee shall have all the authority, responsibility, rights and privileges as those vested in the Board when acting on behalf of the Board. However, all actions must be reported to the Board at its next meeting.

ARTICLE VI - MANAGEMENT AND DISBURSEMENT OF FUNDS

(a) All budgets of auxiliary enterprise funds and all contracts for auxiliary enterprises shall be developed by the Budget and Contract Committee and reviewed and approved by the Board prior to expenditure or execution. After a contract has been executed, implementation of the operations of auxiliary enterprises shall be under the jurisdiction of the Treasurer.

(b) The minutes of the Board as submitted by the Secretary and approved by the Board shall be deemed to be the official notification for the Treasurer authorizing him/her to make the necessary entry for the appropriation.

(c) The Treasurer of the Board shall establish procedures for expenditures. Generally accepted accounting and investment procedures shall be employed.

ARTICLE VII - STANDING COMMITTEES

SECTION 1. BUDGET AND CONTRACT COMMITTEE

(a) Duties - The Budget and Contract Committee shall be empowered to develop all contract and budget allocation proposals.

(b) Composition - The Board of Directors shall act as the Budget and Contract Committee.

SECTION 2. FOOD SERVICES COMMITTEE

(a) Duties - The role of the Food Services Committee is to advise the Board on the quality of service and make recommendations on such matters as the awarding of contracts, hours of operation, and related matters.

(b) Composition - The Food Services Committee shall be composed of five (5) members of the Queens College Community, one of which must be a member of the Board, elected by the Board as follows:

- Two (2) students representing the Day Student Association
- One (1) student elected from among the four (4) other student governments
- Two (2) faculty/administrators

(c) Chair - The Chair of the Food Services Committee shall be elected by the Committee from among those members of the Committee who are also Board members.

SECTION 3. THE BOOK STORE AND GAME ROOM COMMITTEE

(a) Duties - The role of the Book Store and Game Room Committee is to advise the Board on the quality of service and make recommendations on such matters as the awarding of contracts, hours of operation, and related matters.

(b) Composition - The Book Store and Game Room Committee shall be composed of five (5) members of the Queens College Community, one of which must be a member of the Board, elected by the Board as follows:

- Two (2) students representing the Day Student Association
- One (1) student elected from among the four (4) other student governments
- Two (2) faculty/administrators
(c) Chair – The Chair of the Book Store and Game Room Committee shall be elected by the Committee from among those members of the Committee who are also Board members.

SECTION 4. Term of Office

The term of office shall be for one year – June 1 through May 31.

SECTION 5. Vacancies

The Board shall fill any vacancies that may occur from the constituency in which the vacancy occurred.

ARTICLE VIII - ASSETS AND FUNDS

SECTION 1. FISCAL YEAR

The Fiscal Year shall be July 1 through June 30.

SECTION 2. OWNERSHIP

No Director, officer or employee of the Association shall have any right, title or interest in any of the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.

SECTION 3. DISPOSITION

All funds of the Association shall be deposited in account(s) in the name of the Association in bank(s) designated by the Board and shall be used solely to pay the proper expenses of the Association. Funds shall be withdrawn from such bank account(s) only upon written authorization and signature of such person(s) as the President of the College shall designate.

SECTION 4. EXAMINATION AND AUDITS

All books, records, and accounts of the Association shall be subject to examination and audit by the Comptroller of the State of New York, the Central Office of the University, the Treasurer of the Association, the Board or the College. The books and records of the Association will be made available to independent CPA auditors as decided upon by the Board. Such inspection shall be subject to written notice provided at least three (3) working days in advance.

SECTION 5. DISSOLUTION

In case of dissolution of the Association, the assets remaining after payment of its just debts and obligations shall be transferred to the College.

ARTICLE IX - AMENDMENTS

SECTION 1. PROCEDURE

These Bylaws may be amended only at a duly held annual or regular meeting of the Board by an affirmative vote, in person of nine (9) members of the Board, provided that the proposed amendment has been fully stated in the notice of the meeting, given at least ten (10) days in advance. These Bylaws shall conform with the laws of the City and State of New York, and the Bylaws and regulations of the University, and the policies and regulations of the College. All amendments must be approved by the President of the College and by the Board of Trustees of the University. The effective date of amendments to these Bylaws shall be as stated by the Board of Trustees of the University.

ARTICLE X - RULES OF ORDER

ARTICLE I - NAME AND PURPOSE

Section 1. Name

The organization's official name shall be the City University School of Law at Queens College Association; its short name shall be the CUNY Law School Association, and hereinafter in these Bylaws it shall be called the "Association".

Section 2. Purposes

The Association shall have responsibility for the supervision and review over Law School student activity fee supported budgets and for the oversight, supervision and review over Law School college association service. The Association shall operate in the manner prescribed by the Board of Trustees of the City University as stated in Board of Trustees Bylaws, resolutions, and the City University Fiscal Handbook for the Control and Accountability of Student Activity Fees, and policies, regulations and orders of the College.

The purpose of this Association are educational within the meaning of Section 501(c)(3) of the Internal Revenue Code and its regulations and within this meaning it is the purpose of the Association to carry out the activities listed below in order to promote and cultivate student activities and the quality of education for the students at the City University School of Law at Queens College:

a) To fund programs of the student body at the Law School which are of an educational, recreational, social or cultural nature and for expenses incident to the administration of these programs.

b) To operate and/or fund the cafeteria, and other college association services which serve the needs of the students and/or other members of the Law School Community.

c) To hold and administer real and personal property in connection with carrying out its purposes.

d) In aid of the foregoing purposes, the Association shall have the power to do everything and anything reasonably and lawfully necessary, proper, suitable or convenient for the achievement of the purposes above stated, or for any of them, or for the furtherance of the said purposes.
ARTICLE II - OFFICES

Section 1 Principal Office

The principal office and central depository of the Association shall be the Business Office of the Law School located at 65-21 Main Street, Flushing, New York 11367.

Section 2 Additional Offices

The Association may also have offices and places of business at such other places, within or without the State of New York, as the members may from time to time determine.

ARTICLE III - MEMBERSHIP

Section 1 Law School Association

The Association shall consist of thirteen (13) members as follows:

a The Dean as chair or his/her designee
b The Associate Dean of Academic Affairs
c The-Associate Dean of Administration
d The Assistant Dean of Students
e Three faculty members appointed by the Dean from a panel of six faculty members elected by the Law School Faculty. The Dean shall fill any vacancies that may occur during the year from the remaining members of the panel.
f Two first year students elected at-large by the student body before the end of the spring semester for a one year term of office that begins on July 1.
g Two second year students elected at-large by the student body before the end of the spring semester for a one year term of office that begins on July 1.
h Two first year students elected at-large by the student body before the end of September for a one year term of office that begins on October 1.
i The Association shall fill, for their unexpired term, from the appropriate class, any vacant student seat(s) that may occur during the year.

Section 2 The Association Budget Committee

The budget committee members shall be Association members, it shall select its own chair and be composed of:

a The Assistant Dean of Student Affairs.
b Two first year students elected at-large by the student body before the end of the spring semester for a one year term of office that begins on July 1.
c Two second year students elected at-large by the student body before the end of the spring semester for a one year term of office that begins on July 1.
d Two first year students elected at-large by the student body before the end of September for a one year term of office that begins on October 1.

ARTICLE IV - POWERS AND EXPENDITURE CATEGORIES

Section 1 Powers

a The Association shall review student activity fee allocations and expenditures recommended by the Budget Committee to insure conformance with the expenditure categories listed in Section 2 of this Article. The Association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable. Where the Association disapproves any budget or portions of budget, the entire budget shall be returned to the budget committee with the specific concerns of the
APPENDIX

Section 1. Public Notice

At least two weeks before budget requests are due, the budget committee shall distribute public notice to each organization and all students regarding the timetable and procedure to be followed to request funds. The notice shall contain:

a. The budget period;
b. Date by which budget requests must be submitted;
c. The place to submit budget requests;
d. Dates of public hearings to be held;
e. A budget request form listing the names of budget line items which those requesting funds must use.

Section 2. Proposed Budgets

Each organization or individual seeking funds must submit a written budget proposal to the budget committee, within the time prescribed, that contains the following information:

a. Name of organization or individual requesting funds.
b. Names of officer(s) authorized to sign for expenditures.
c. Size of membership.
d. Purposes of the organization and program(s) for which funds are requested.
e. Other anticipated funding sources.
f. Requested budget allocations by line item in the form required by the budget committee.

ARTICLE V - BUDGET PROCEDURE

Section 1. Public Notice

At least two weeks before budget requests are due, the budget committee shall distribute public notice to each organization and all students regarding the timetable and procedure to be followed to request funds. The notice shall contain:

a. The budget period;
b. Date by which budget requests must be submitted;
c. The place to submit budget requests;
d. Dates of public hearings to be held;
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e. Other anticipated funding sources.
f. Requested budget allocations by line item in the form required by the budget committee.
Section 3. Budget Hearings

The budget committee shall hold public hearings to review all budget requests at the time, place and date that it had announced under Section 1(d) of this Article.

Section 4. Tentative Allocations

After the budget hearings have been held the budget committee shall decide tentative allocations for each request and shall notify each organization or individual of its tentative decision. Each organization or individual shall be required to submit a revised budget on a line by line basis totaling no more than the tentative allocation, for final review by the budget committee.

Section 5. Final Budget

The budget committee shall review the line by line revised budget and either amend or approve it. It shall recommend its final budget to the Association for review as specified under Section 1 of Article IV.

Section 6. Modification of Final Budget

During the period for which the budget was approved, should it be necessary to modify the final approved budget, adjustments may only be recommended by the budget committee for approval by the Association before any changes are authorized; except that the Association shall permit administrative authorization of discretionary transfers between budget lines within the total budget of up to fifteen (15%) percent of the total budget, upon the approval of any of the ex-officio members of the Association.

ARTICLE VI - APPROVAL AND AMENDMENT

Section 1. Approval

These Bylaws shall be considered approved upon review of the Board's General Counsel and upon adoption by the Board of Trustees of the City University of New York.

Section 2. Amendment

a The membership of the Association shall have the right to recommend to the Dean amendments to these Bylaws.

b The Dean shall have the right to recommend to the President of Queens College and the Board of Trustees amendments to these Bylaws.

c Bylaw amendments shall be considered approved upon review by the Board's General Counsel and upon adoption by the Board of Trustees of the City University of New York.