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

HELD

NOVEMBER 23, 1998

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

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

There were present:

Anne A. Paolucci, Chairwoman
Herman Badillo, Vice Chairperson

Satish K. Babbar
John J. Calandra
Kenneth E. Cook
Michael C. Crimmins
Alfred B. Curtis, Jr.
Edith B. Everett

Ronald J. Marino
John Morning
James P. Murphy
George J. Rios
Nilda Soto Ruiz
Richard B. Stone

Md. Mizanur R. Biswas, ex officio

Bernard Sohmer, ex officio

Secretary Genevieve Mullin
Roy Moskowitz, Acting General Counsel and Acting Vice Chancellor for Legal Affairs
Hourig Messerlian, Executive Assistant
Tawana Spellen
Judy Watson

Interim Chancellor Christoph M. Kimmich
Interim Deputy Chancellor Patricia Hassett
President Raymond C. Bowen
Acting President Emilie Cozzi
Interim President Lois S. Cronholm
Interim President Dolores Fernandez
President Ricardo R. Fernandez
President Leon M. Goldstein
President Frances Degen Horowitz
President Edison O. Jackson

President Gerald W. Lynch
President Yolanda T. Moses
President Antonio Perez
President Carolyn G. Williams
Dean Kristin Booth Glen
Vice Chancellor Jay Hershenson
Vice Chancellor Brenda Richardson Malone
Vice Chancellor Louise Mirrer
Vice Chancellor Richard F. Rothbard

The absence of Trustee Pesile was excused.
A. VIDEO TAPING OF BOARD MEETING: Chairwoman Paolucci announced that for the first time CUNY-TV is videotaping tonight's meeting of the Board of Trustees. This is an important community service and will help provide the public with additional opportunities to observe the work of the University. Many of you may have seen the televised Board of Education meetings on cable television. CUNY-TV, as we all know, can be seen on Channel 75 and I am grateful to the staff for their assistance. In the future we may have the videotaping and the actual CUNY-TV going on at the same time. We hope that will be the case.

B. GENERAL RULES FOR BOARD MEETINGS: Chairwoman Paolucci stated that individuals in the audience are asked not to speak out or otherwise interfere with the proceedings of the meetings of the Board of Trustees. Any individual who does so may be removed from the room and subject to arrest.

C. PRESIDENT KURT SCHMELLER - GET WELL WISHES: Chairwoman Paolucci noted that this is the first meeting in 31 years that President Kurt Schmeller has missed. We want to extend to him our very, very best wishes for a speedy recovery and I hope he'll be back very quickly. I ask that Vice President Howard Lapidus personally convey our good wishes to President Schmeller.

D. PRESIDENT'S HONORS: Chairwoman Paolucci announced the following:
1. President Marlene Springer of The College of Staten Island has been invited to become a member of the New York Academy of Public Education. The Academy is a limited membership organization comprised of administrators and academicians from the public and private educational sectors and supporters from business, industry, government and foundations. The primary purpose of the Academy is to consider and promote the interests of urban education in the metropolitan New York area. It's very promising and congratulations, President Springer.

2. Dean Kristin Booth Glen, of the CUNY Law School, has been honored by the National Association of Public Interest Law as the Law School Dean of the year at its annual banquet in Washington, D. C., on November 8th. In addition to a televised introduction by First Lady Hillary Rodham Clinton, Supreme Court Justice Ruth Bader Ginsberg made a special appearance to congratulate Dean Glen and the unique institution that she heads. Congratulations, Dean Glen.

E. COLLEGE HONORS: Chairwoman Paolucci announced that Baruch College was presented with a centennial citation of merit by the National Arts Club for the contributions that the College has made to the Gramercy Park/Flatiron District. There was special emphasis on the recent building program, the most extensive architectural enhancement of the region in many, many years.

F. FACULTY HONORS: Chairwoman Paolucci announced that Professor David Michaels of The City College's Sophie Davis School of Biomedical Education has been appointed Assistant Secretary for Environment, Safety and Health at the U. S. Department of Energy. Dr. Michaels was nominated by President Clinton and unanimously confirmed by the United States Senate on October 21st. His duties will include serving as the Secretary of Energy's principal advisor for worker and public health at sites managed by the Department of Energy. These include the former nuclear weapons production complex, the national laboratories, and other research and testing facilities. Dr. Michaels is a 1977 graduate of The City College.

G. STUDENT HONORS: Chairwoman Paolucci announced that Kenneth Gable, a talented saxophonist and graduate student at the Aaron Copeland School of Music at Queens College, has been selected as the recipient of the 1998 ASCAP/Louis Armstrong Award which will be presented at a ceremony on December 10th.

H. ALUMNI HONORS: Chairwoman Paolucci announced that Sharon Davis, a recent graduate of Queensborough Community College's External Education Program for the Homebound, has received a prestigious scholarship from the Stony Wold Herbert Fund, a privately endowed non-profit organization dedicated to assisting the fight against all forms of pulmonary disease throughout the New York City region. The Homebound Program provides post-secondary education to disabled individuals who are unable to leave their homes.
I. CONDOLENCES: Chairwoman Paolucci, extended heartfelt condolences on behalf of the Board and herself personally to President Vernon Lattin and his wife, Patricia, on the untimely loss of their son, Mark McAuley, on November 8th.

On behalf of the Board of Trustees and myself, again, I extend heartfelt condolences to the family of Mercedes Nova on her untimely death on November 12th. Ms. Nova exemplified what CUNY is all about. She came to the United States from the Dominican Republic seeking a better life, she was a single parent, the mother of two daughters who, while working full-time, earned an Associate's degree from Bronx Community College and a Bachelor of Science degree from Lehman College. She was also very active in civic and community groups. A valued employee, first in the personnel office and then in the budget office at the Central Office, she will be very sorely missed.

VICE CHANCELLOR ROTHBARD stated that when we think of Mercedes, and we will always fondly, what we'll remember most about her is her smile and her commitment to this University and to her family and how she had achieved her dream and how she was taken from us much too early. Thank you very much Chairwoman Paolucci, for your kind words.

J. GRANTS: Chairwoman Paolucci presented for inclusion in the record the following report of Grants $100,000 or above received by the University subsequent to the October 26th Board meeting:

THE CITY COLLEGE

a. $500,000 NASA to Khanbilvardi, R., Civ. Engineering, for "Integration of Research and Education in Remote Sensing & Environmental Climate Research."

b. $401,253 NASA to Alfano, R., IUSL, for "Tunable Solid State Lasers and Optical Imaging Program."

c. $292,463 ARMY MEDICAL RSH to Alfano, R., IUSL, for "Breast Cancer Screening Using Photonic Technology."


e. $226,000 NSF to Guyden, J., Biology, for "Thymic Nurse Cells: Internalization Survival or Death of Thymocytes."

f. $179,000 NEW YORK CITY BOARD OF EDUCATION to Dyasi, H., Education-Admin., for "Local Systemic Change in Districts 3 & 5."

g. $161,556 NASA to Barba, J., Elec. Engineering, for "Advancing Minorities in Science and Engineering Education."

h. $147,713 NSF to Couzis, A., Chem. Engineering, for "Selective Crystalization of Molecules on Solid Surfaces Using Engineering Self Assembled Monolayers As..."


j. $100,000 NASA to Andreopoulos, Y., Mech. Engineering, for "High Resolution Experiments of Compressible Turbulence Interacting with Expansion or Shock Waves."

QUEENS COLLEGE

a. $147,445 NIH/NATIONAL INSTITUTE ON DRUG ABUSE to Magazine, H., Biology Department, for "Vascular Smooth Muscle Opioid Receptors."
THE COLLEGE OF STATEN ISLAND


b. $145,000 AFOS to Gorokhovsky, A., for "Materials for High-Temperature Spectral Hole Burning Optical Storage."

YORK COLLEGE

a. $300,000 NEW YORK STATE URBAN DEVELOPMENT CORPORATION to Thomas, R., and Heyliger, J., Adult and Continuing Education for "Product Remanufacturing Initiative."

b. $104,000 NEW YORK CITY COUNCIL to Cooper, A., English, for "Perimeter Signage Initiative."

LEHMAN COLLEGE


b. $227,000 NEW YORK STATE EDUCATION DEPARTMENT to Rothstein, A., for "Liberty Partnership Program."

c. $100,000 NATIONAL AERONAUTICS AND SPACE ADMINISTRATION to Rothstein, A., for "Math, Science & Technology with Excellence in Research: A Science & Technology Entry Program."

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

a. $177,834 U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES to Lanzara, R., for "Health Careers Opportunity Program."

NEW YORK CITY TECHNICAL COLLEGE

a. $460,510 NEW YORK STATE EDUCATION DEPARTMENT/FEDERAL AEA to Brooks, S., for "Adult Education/Literacy Program."

b. $115,215 NEW YORK STATE EDUCATION DEPARTMENT/VEATEA to Poyatt, M., for "College Learning Center."

c. $110,000 NEW YORK STATE EDUCATION DEPARTMENT/VEATEA to Giuliani, M., for "Art and Advertising Design."

LAGUARDIA COMMUNITY COLLEGE

a. $245,000 NEW YORK STATE EDUCATION DEPARTMENT to Galvin, S., Academic Affairs Division, for "The Liberty Partnership Program."

b. $233,376 U.S. DEPARTMENT OF EDUCATION to Levine, R., Academic Affairs Division, for "The Upward Bound Program."

c. $230,007 NEW YORK CITY HUMAN RESOURCES ADMINISTRATION to Schulman, J., Continuing Education Division, for "The Employment Center."

d. $200,800 U.S. DEPARTMENT OF EDUCATION/MSIP to Wu, C., Academic Affairs Division, for "The Minority Science Improvement Program."
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e $200,800 U.S. DEPARTMENT OF EDUCATION/MSIP to Wu, C., Academic Affairs Division, for "The Development of a Technology-Based Laboratory and Research."

f $150,780 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT to White, F., Cooperative Education Division, for "The HSI Work Study Program."

g $141,688 U.S. DEPARTMENT OF EDUCATION to Kranis, J., Continuing Education Division, for "Training of Interpreters for Individuals Who Are Deaf."

h $133,120 NEW YORK STATE EDUCATION DEPARTMENT/NATEA to Perry, S., Cooperative Education Division, for "The Effective Communication for Business Initiative."

i $119,490 U.S. DEPARTMENT OF EDUCATION to Burland, C., Continuing Education Division, for "Students with Disabilities in Post-Secondary Education."

j $100,000 NEW YORK STATE EDUCATION DEPARTMENT to Miller, S., Continuing Education Division, for "NYC NYCALI Program."

THE GRADUATE SCHOOL AND UNIVERSITY CENTER

a $293,000 NEW YORK CITY TRANSIT AUTHORITY to DiBello, L., for "CUNY Trainers for MIDAS Program."

b $118,104 NEW YORK STATE EDUCATION DEPARTMENT to Brodsky, S., for "Statewide Tech-Prep Technical Assistance Center."

K. ORAL REPORT OF THE INTERIM CHANCELLOR: Interim Chancellor Kimmich reported on the following:

1. In the interval since the Board last met, we have submitted the Budget Request the Board approved to the Division of Budget right on time. I do want to thank the campuses and their Presidents for their contributions. I also want to thank Trustee Morning for his advice and suggestions on how we might best design and present this document. The next phase of the budget process is a matter of developing and implementing a strategy for dealing with the State and the City and will involve the Chancellery, the campuses, various friends and supporters and, most especially, the Trustees. We've been in touch with both the Governor's Office and the Division of Budget to explain the rather different approach we're taking this year. Meetings with members of the Legislature and with the City's Budget Office are scheduled. The week before last, Vice Chancellor Macari presented the Capital Budget at a hearing before the Division of Budget and though we do not anticipate such a hearing on the Operating Budget, we will be discussing the budget request at legislative hearings in January.

On a related matter, we continue to face a shortfall at the community colleges. We have been working with, and will continue to work with, the Mayor's Office and the City Council to remedy this situation. In that connection we have benefited a great deal from the advice and assistance of Trustees sitting around the table and, of course, from community college Presidents as we pursue relief for these colleges.

2. I have mentioned the attention the Regents and the State Education Department have directed of late to higher education following a period of years in which pre-college education was their chief focus. Commissioner Mills has appointed an Advisory Council on Higher Education in New York State composed of the Chancellors of the two public universities, higher education leaders from the private sector, and a number of CUNY Presidents. We are very well represented. Regent Saul Cohen, a former President of Queens College, has been appointed to head the Board of Regents' Higher Education Committee. This appointment is generally expected to infuse new energy and direction into the cause of higher education and I think we can look forward to a very active committee.
3. Two major faculty and student events took place a week ago today. One was a reception at the Morgan Library honoring faculty members who had received major grants and awards over the past year. The second was sponsored by the University Student Senate and recognized high achieving student scholarship winners. Both were warm, upbeat events, confirmation of the high quality that is the distinctive part of this University and not always appreciated by the outside world. Chairwoman Paolucci, and Trustees Curtis, Morning, Pesile, and Biswas attended the faculty event. Secretary Mullin represented the Board at the student event. The presence of many college officials and faculty at that student event underscored our commitment to our students in their academic success. It was a visible and inspiring display of access to excellence, an instance of the kind of recognition I think we need to give perhaps more frequently than we do now as a community of colleges that make up the University community as a whole.

4. Along similar lines we've made significant progress with a Board approved initiative designed to attract top students to the teaching profession. This is the Teacher Opportunity Program (TOP), administered by the Office of Academic Affairs. As of today, CUNY has received some $400,000 in outside funds for student scholarships and stipends from the Jewish Foundation for the Education of Women, and the Greenwald Foundation among others, and more is likely to come. Trustee Everett has been instrumental in the success we've had with outside funding agencies and we're grateful.

5. As you know, instructional technology has been a high priority for us, most recently, of course, in the budget request. A few weeks ago I had occasion to see a demonstration of the CUNY Write Site, an online resource designed by a group of CUNY faculty and students for use by the entire University. The site is still under construction but the work is engaging and dynamic and is being piloted in twelve writing courses at six CUNY colleges this semester. Write Site offers information, activities, and opportunities for exchanges on writing at many levels and for the myriad purposes for which CUNY writers need and want support: writing projects in various disciplines, research at all levels, development of curriculum materials, practice with grammar and language, and the like. It is built with authentic examples from CUNY and draws on materials produced by CUNY faculty. What you have then is an extraordinary resource that is unique by its breadth from basic to advanced, and by its degree of interactivity on matters of style, content, and usage.

Other such projects online are called Online Writing Labs, or OWL for short, feature guides and handouts. Ours offers a great deal more and the interactive exercises, writing sample analysis, support from electronic tutors or e-tutors are really unique in what we can offer. I think we really are making a major step forward here in introducing the technology to the University at large. I'm a long-time believer in the central importance of writing and I'm enormously encouraged by this initiative and its implications for our students and for our curriculum. It carries great promise and I've asked the Office of Computing and Information Services and their faculty collaborators from LaGuardia, BMCC, Baruch, and Queens to continue their work and to draw other colleges into the pilot projects that will be undertaken in the spring. If you want to consult this resource yourselves I'll be glad to give you the website.

6. Finally, I do want to take one moment to thank Acting President Emilie Cozzi for her service and leadership at New York City Technical College because this is the last regularly scheduled Board meeting for her as Acting President. I think we all recognize the contributions President Cozzi has made to policy and programmatic deliberations in various settings, including the Board and various Board committees. This has been an extended stint for Dr. Cozzi with challenges and accomplishments. The University and the College are in your debt. Thank you very much, Emilie.

Chairwoman Paolucci stated that she would like to add her congratulations. I say it that way because I think it is congratulations we want to give you, President Cozzi, since you've done such a wonderful job and you've been a gracious lady throughout, very accessible and full of ideas. We're very, very happy that you have been with us and we look forward to your giving us input in the future from wherever you are. Thank you very much.
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 November 23, 1998 (including Addendum Items) be approved:

(a) ERRATA: Revise the following:

QUEENS COLLEGE
P. B-4 PROMOTION IN COLLEGE LABORATORY TECHNICIAN SERIES: The current salary rate for Andrew Saderman should be revised to read $37,546. The current salary rate for Robert Bunch should be revised to read $39,793. The current salary rate for Edward Cohen should be revised to read $29,537.

(b) PART AA: Revise the following:

THE COLLEGE OF STATEN ISLAND
P. 2 AA.3 APPOINTMENT WITH WAIVER OF THE BYLAWS - COMMITTEE APPROVAL NOT REQUIRED (APPROVAL BY OFFICE OF FACULTY AND STAFF RELATIONS) (SW INDICATES WAIVER OF SEARCH): The salary for Barbara DiLeo is revised to read $47,858.

(c) ADDENDUM: Revised the following:

D. 2 THE COLLEGE OF STATEN ISLAND - SPECIAL INCREMENT WITHIN TITLE: The heading for the appointment of Esther Luise Zirbel is revised to read "APPOINTMENT OF PROFESSORIATE STAFF."

D. 9 MEDGAR EVERS COLLEGE - ADMINISTRATIVE DESIGNATION - COMMITTEE APPROVAL NOT REQUIRED (EXECUTIVE COMPENSATION PLAN - AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH): The appointment for Joyce Elaine King is revised to include the "SW" indicator.

D. 14 HOSTOS COMMUNITY COLLEGE - APPOINTMENT OF HEO SERIES PERSONNEL WITH NO PRIOR SERVICE (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING AND SUBSTITUTE APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH): The appointment for Ceferino Narvaez is revised to include the "SW" indicator.

Trustee Morning stated that he would like to make reference to the University Report and that part of it which took action to establish a collaborative agreement between the City University of New York and the Lincoln Center Institute. As many people here are aware, the Institute is the educational arm of Lincoln Center for the Performing Arts. I have the pleasure of serving as a director at the Institute so I'm particularly concerned to recognize what a progressive step this is for the University. We now have four colleges involved, Brooklyn, Hunter, Lehman, and Queens. It began at Brooklyn College originally and it was an effort to make the richness of the resources in aesthetic education available to teachers in training. That had not been happening before. We are now building on that and I think it will enrich very much the training that we give to the teachers that are going to be to such a great extent working here in New York City. So I thank my colleagues for that action.

NO. 2. CHANCELLOR'S REPORT: RESOLVED, That the Chancellor's Report for November 23, 1998 (including Addendum Items) be approved:

(a) ERRATA: Revise the following:

QUEENS COLLEGE - CUNY LAW SCHOOL
Part C: SECTION CIV: FEES, CIV; 5.1: The resolution on "MATERIAL FEES" is withdrawn.
JOHN JAY COLLEGE
P. B-1 APPOINTMENT ANNUAL OTHER THAN PROFESSORIATE (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT VISITING, SUBSTITUTE AND GRADUATE ASSISTANT APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH): The appointment of Anthony Phillips as Sub-College Laboratory Technician is hereby withdrawn and entered as Sub-Assistant to HE0 at a salary of $34,177 under the heading of APPOINTMENT OF HE0 SERIES PERSONNEL WITH NO PRIOR SERVICE (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING AND SUBSTITUTE APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH).

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the regular Board meeting and Executive Session of October 26, 1998 be approved:

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

A. BARUCH COLLEGE - COMPUTER EQUIPMENT FOR THE SCHOOL OF PUBLIC AFFAIRS:
RESOLVED, That the Board of Trustees of The City University of New York authorize Baruch College to purchase computer equipment from Dell Computers, Inc., under existing State of New York Contract Number PT00109, pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $170,000, chargeable to the City Capital Project No. BA047-099.

EXPLANATION: Computing equipment purchased will include ten Dell OptiPlex GX1+ computers, fourteen Dell Dimension XPS R computers, and thirty-five Dell Inspiron laptop computers adaptable for screen projection in classrooms and laboratories.

B. THE CITY UNIVERSITY OF NEW YORK (UNIVERSITY CONTRACTING OFFICE) - FIXED ASSET INVENTORY 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 the University Contracting Office to enhance the existing University-wide fixed asset inventory system. The contract shall be awarded to the lowest responsive and responsible bidder after public advertisement and sealed bidding by the University Contracting Office pursuant to law and University regulations. Such contract shall be subject to approval as to form by the University Office of General Counsel; and be it further

RESOLVED, That the Board of Trustees of The City University of New York authorize the University Contracting Office to purchase computer hardware under the existing New York State Office of General Services Contract Number PT00109 pursuant to law and University regulations; and be it further

RESOLVED, That the Board of Trustees of The City University of New York authorize the University Contracting Office to purchase transmission control protocol over internet protocol (TCP/ICP) wiring under the existing New York State Office of General Services Contract Number PT00336 pursuant to law and University regulations; and be it further

RESOLVED, That the Board of Trustees of The City University of New York authorize the University Contracting Office to purchase software under the existing New York State Office of General Services Contract Number PT00247 pursuant to law and University regulations; and be it further

RESOLVED, That the total of all such purchases shall not exceed a total estimated cost of $310,000, chargeable to the appropriate colleges' FAS Codes, during the fiscal year ending June 30, 1999.

EXPLANATION: This resolution will permit enhancement of the existing University-wide fixed asset inventory system to make the system Year 2000 compliant. The University will purchase the requisite hardware and software to operate the system at all CUNY campuses. The vendor will convert the University's current database, cleanse and provide uniformity for current data, set up two personal computer workstations at each campus and provide on-line processing.
capability. In addition, the vendor will research scanner technology, provide enhanced scanner capabilities, train all CUNY employees on new applications including report creation, system inputting and inventory taking and provide standardized reports in compliance with federal, state, and city guidelines.

C. LEHMAN COLLEGE - SERVICE MAINTENANCE FOR LUCENT DEFINITY COMMUNICATIONS 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 Lehman College to purchase service maintenance for the Lucent Definity Communications System. The contract shall be awarded to the lowest responsive and 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 $147,000 for the initial one-year term, chargeable to FAS Code 236601422, during the fiscal year ending June 30, 1999. The contract shall include up to four one-year 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 Lucent Definity Communications System provides voice and data communications for Lehman College's telephones and voice messaging for faculty, staff, and students. The service maintenance contract will maintain the telecommunications system operations without interruptions and provide reliable cost-effective growth capabilities.

D. THE CITY UNIVERSITY OF NEW YORK - TEACHER OPPORTUNITY SCHOLARSHIP INITIATIVE:

RESOLVED, That the Board of Trustees of The City University of New York waive the part-time master's degree tuition for those students awarded scholarships to participate in the University sponsored "Teaching Opportunity Program" beginning in the summer of 1999. Tuition waivers for up to sixty scholarship recipients will total $450,000 over a four-year period.

EXPLANATION: The "Teaching Opportunity Program" is a City University-based scholarship program that will be carried out in collaboration with the New York City Board of Education. The proposed program will attract highly qualified undergraduate students to careers in education. It will focus on recruiting juniors and seniors who are pursuing academic majors that have been identified as current and future areas of teacher shortage including: the sciences (biology, chemistry, earth science/geology, and physics), mathematics, languages other than English, reading, and the areas of bilingual and special education (blind, deaf, speech and hearing impaired). The program will also reach-out to recent graduates who have majored in a targeted shortage area.

The program will be open to students from all CUNY senior colleges but will be offered only at those institutions that award master's degrees leading to teaching certification in targeted subject areas.

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

Statement of President Raymond Bowen regarding the University Proficiency Examination:
The Executive Committee of the Council of Presidents applauds the faculty and staff efforts to develop an improved program of academic outcomes assessments. At the same time, the Executive Committee believes that the final version of any assessment would benefit from the wisdom and experience of those states and systems that have implemented similar examinations. The members of the Executive Committee, following a discussion last week, urged that consideration be given to drawing upon the expertise of professionals external to the University in the interests of engendering the highest possible level of confidence in the new CUNY assessment instrument.

I would like to thank Trustee Ruiz who has worked so diligently with the faculty committees to bring this resolution to fruition and I would also like to thank the faculty.

Statement of Chairwoman Paolucci regarding the University Proficiency Examination:
May I also add my thanks to everyone who has contributed to this, especially Trustee Ruiz, the Chancellor, the Deputy Chancellor and, of course, Vice Chancellor Mirrer. We have worked weekends, burned the midnight oil many, many
times, and it's been most rewarding. Let me emphasize what President Bowen has just said. We are very supportive, we think this has to be done now and gotten off the ground and we have to start somewhere, but it's not the end by any means. I have said all the time that we need always to monitor what we're doing and report back. I am charging the Chairwoman of the Committee and Vice Chancellor Mirrer to come back to us at some point with some of the results of the pilot program. Those should be very, very interesting and, at that point, President Bowen, we might decide on something of the kind you were mentioning. We have two very good experts who have given tremendous input into the preparation of this exam and I think that's very worthy, but we may want to do other things. I think the pilot program will tell us a great deal. We're not implementing, we're passing the resolution because we need it in order to go ahead. If we have to, as in the past, the Board can also revisit the resolution and amend it as needed. I think we've done very well indeed up to this point and we need to have this second pilot in position in order to assess exactly what we're doing. If we need two or three outside consultants, we'll get them, if the occasion demands. It's a question of getting the person whenever it's possible and the Vice Chancellor will let us know what she has in mind with that. I think we're all in agreement on that.

A. THE CITY UNIVERSITY OF NEW YORK - UNIVERSITY PROFICIENCY EXAMINATION:

WHEREAS, The Board of Trustees resolved, on May 27, 1997, and on September 29, 1997, that no student shall be eligible to graduate from a community college in the CUNY system, or with an associate degree from a senior college, unless he or she has passed the CUNY Writing Assessment Test; and

WHEREAS, The Board of Trustees, on September 29, 1997, directed the Chancellor, in consultation with faculty and campus administrators, to develop a new proficiency examination to be used to determine student readiness to undertake upper-division study at CUNY; therefore be it

RESOLVED, That effective Fall 1999, and thereafter, all new first-time freshmen admitted to a degree program be required to pass the University Proficiency Examination to demonstrate the skills proficiency necessary to graduate from associate degree programs, transfer into the upper division of a senior college and advance from the lower division to the upper division of a senior college; and be it further

RESOLVED, That effective Fall 2000, and thereafter, all transfer students seeking admission to the upper division of undergraduate baccalaureate degree programs be required to pass the University Proficiency Examination; and be it further

RESOLVED, That the Chancellor develop and implement operational procedures that ensure the periodic evaluation of the new proficiency exam's validity and efficacy and periodically report to the Board on the University Proficiency Examination results and the evaluation process outcomes.

EXPLANATION: On April 5, 1976, the Board of Trustees resolved that "students moving to the upper division of a four-year college either from the lower division of the college or from a community college within the University or outside of it must provide evidence, in accordance with a standard to be determined by the Chancellor, that they have attained a level of proficiency in basic learning skills necessary to cope successfully with advanced work in the academic disciplines." On September 29, 1997, the Board directed that the Freshman Skills Assessment Tests should cease to be used for this purpose and that a new examination specifically designed for this purpose should be developed. The Chancellor's Office, in cooperation with the English Discipline Council, community and senior college faculty and administrators, and testing experts, has developed a new University Proficiency Examination. This Resolution serves to authorize the use of this new exam as a replacement for the CUNY Writing Assessment Test and the Reading Assessment Test for purposes of assessing the proficiency of associate degree students prior to graduation, students seeking to transfer into the upper division of senior colleges, and senior college students advancing from the lower division to the upper division. The Proficiency Examination is targeted for students who have earned between 45 and 60 credits. When the proficiency exam is implemented the CWAT will cease to be used for purpose of assessing student proficiency.
No exemptions or waivers to this policy shall be granted except for accommodations to comply with Section 504 of the Rehabilitation Act or the Americans with Disabilities Act.

Trustee Biswas abstained.

B. THE COLLEGE OF STATEN ISLAND - M.S. IN ADULT HEALTH NURSING:

RESOLVED, That the program in Adult Health Nursing leading to the Master of Science degree to be offered at The College of Staten Island be approved, effective February, 1999, subject to financial ability.

EXPLANATION: The proposed program is designed to prepare registered nurses with in-depth knowledge of health promotion and disease prevention who will provide health care to culturally diverse adults, their families, and communities. Graduates of the program will have developed competencies as clinical specialists in select areas of adult health. Clinical specialists provide leadership and direct care activities in assessment, diagnosis, planning, implementation, and evaluation.

A pressing demand exists for graduate education in nursing. Market forces have transformed the traditional health care setting into new models of patient care. A significant portion of health care delivery has shifted from hospitals to community-centered services, clinics, schools, and homes. Nurses with graduate degrees are needed to organize, educate, and manage others in the delivery of health care in these new settings.

The program builds upon two undergraduate programs of study (a fully accredited Associate in Applied Science degree program in Nursing and a fully accredited Bachelor of Science degree program in Nursing) supported by a nursing faculty that are highly qualified in research, theoretical, and clinical aspects of nursing. In addition, ten of the full-time nursing faculty hold earned doctoral degrees.

C. QUEENS COLLEGE - CERTIFICATE IN APPLIED BEHAVIOR ANALYSIS:

RESOLVED, That the program in Applied Behavior Analysis leading to the Advanced Certificate to be offered at Queens College be approved, effective February, 1999, subject to financial ability.

EXPLANATION: The purpose of the proposed program is to prepare persons with the knowledge and skills necessary to design, deliver, and evaluate individualized behavior interventions for children and adults with developmental or acquired disabilities. Behavior interventions are the only proven methods to effectively and significantly modify behavior in a positive way for individuals with developmental disabilities. Currently, these services are performed by a variety of people, the vast majority of whom have received inadequate training and supervision (e.g., a one-course workshop with no supervision). The proposed curriculum is a 22 credit comprehensive Advanced Certificate that includes 9 credits of elected specialization in one of the following areas: Developmental Disabilities; Education; Special Education; or Educational Administration.

The Learning Process Sub-program in the Psychology Department at Queens College and The Graduate School and University Center, the sponsor of the proposed program, is recognized as being at the forefront of establishing standards of behavioral intervention. Relatedly, the faculty has been actively involved in the development of the proposed New York certification examination. Thus, the proposed certificate program may eventually become the standard preparation that leads to New York State Licensure in Applied Behavior Analysis.

All of the courses required for this program are already offered at the College on a regularly scheduled basis and support other graduate curricula as well. Accordingly, the proposed program will be cost effective and will offer further educational opportunities and increased career options for students.

D. BARUCH COLLEGE - B.B.A. IN SMALL BUSINESS MANAGEMENT AND ENTREPRENEURSHIP:

RESOLVED, That the program in Small Business Management and Entrepreneurship leading to the Bachelor of Business Arts to be offered at Baruch College be approved, effective, February, 1999, subject to financial ability.
EXPLANATION: The proposed program is intended to provide students with the knowledge and skills necessary to qualify for positions in the small business sector of the economy and/or to apply what they learn in start-up, family business, franchise, and larger entrepreneurial organizations. Graduates of the program will have a broad grounding in business planning, problem analysis, and venture start-ups that can be applied to managing small companies in the manufacturing, wholesaling, retailing, or service sectors.

New York City is recognized as the business capital of the world. Over two hundred thousand small businesses operate in the city and employ fifty percent of the non-public work force. There are another estimated eight million small business firms throughout the United States that employ approximately forty-five million workers. The proposed program is designed to prepare students for careers in the large sector of the U.S. economy.

All of the courses required for this program are already offered at the College on a regularly scheduled basis and support other curricula as well. Accordingly, the proposed program will be cost effective and will offer further educational opportunities and increased career options for students.

Because this program has a 124 credit degree requirement which is necessary for BBA programs to conform with the accreditation guidelines of the American Association of Collegiate Schools of Business (the major peer review body for business school accreditation), included in the approval of this program is a waiver of the Board's 60/120 degree credit limitation policy.

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

A. BARUCH COLLEGE - ESTABLISHMENT OF THE LILLIE AND NATHAN ACKERMAN VISITING PROFESSORSHIP IN EQUALITY AND JUSTICE IN AMERICA:

WHEREAS, Rosalyn and Irwin (Class of 1955) Engelman have been loyal friends, supporters and alumni of Baruch College; and

WHEREAS, Irwin Engelman has served the College with distinction as the past President of the Baruch College Fund from 1994-1996 and is now assuming that responsibility once again, as well as serving as Chairman of the Executive Committee for the Campaign for Baruch; and

WHEREAS, He has a distinguished career in finance and business and is currently the Executive Vice President and Chief Financial Officer of MacAndews & Forbes Holdings; and

WHEREAS, In 1996 gifts generated by the Irwin Engelman Distinguished Alumnus Tribute Dinner and a personal contribution from Irwin and Rosalyn Engelman to the Baruch College Fund established a $500,000 fund to support a visiting professor in the School of Public Affairs; and

WHEREAS, Irwin and Rosalyn Engelman wish to recognize the greatness of Lillie Schultz Ackerman and Nathan Ackerman who represent the courage of all immigrants to leave the known to search for a better future in America for themselves and future generations; therefore be it

RESOLVED, That the Board of Trustees of The City University of New York authorize the establishment of the Lillie and Nathan Ackerman Visiting Professorship in Equality and Justice in America at Baruch College.

EXPLANATION: The purpose of this professorship is to attract or retain superior faculty in the School of Public Affairs. Criteria for selection, in addition to the appropriate academic credentials, will include a significant scholarly publication record reflecting a commitment to the furtherance of the ideals of equality and justice in America. The candidate will be someone whose background will both enhance the academic reputation of the School of Public Affairs, and provide leadership to its programs and activities.
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 Public Affairs. 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 supplement and/or funds for research support, equipment or supplies.

**Statement of Interim President Cronholm regarding the Ackerman Visiting Professorship:**
We're very proud of this Ackerman Chair. It is certainly a wonderful augmentation of our School of Public Affairs. It fits very well into the mission of the Public Affairs School and it will bring to us distinguished faculty on a rotating basis who will contribute much in this invaluable area.

**B. HUNTER COLLEGE - AMENDMENTS TO THE GOVERNANCE PLAN:**

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

**Note:** See Appendix H

**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. There are three significant changes made by the amendments. First, provision is made for representation of employees in the Higher Education Officer (HEO) and College Laboratory Technician (CLT) series on the Hunter College Senate by increasing the number of members by two from 200 to 202 (Article IV). Specifically, Section IV(2) (G) is amended to increase the College President's administration appointments by one to 11, with the President being required to appoint at least one employee from the HEO or CLT series, and the faculty representation is increased by one, with HEO's and CLT's appointed to departments also being made eligible for election to certain faculty seats along with lecturers and adjuncts (Section IV(2) (B)). Second, a new Senate Committee on Computing and Technology is established (Article VIII, Section 15).

The third significant change provides for promotions to full professor to be considered by the departmental personnel and budget (P&B) committees, then the divisional P&B committees, and finally by the College-wide Faculty P&B Committee. An arbitration award issued at the end of 1994 interpreted the Board's Bylaws to require applications to full professor to be originated at the College-wide P&B Committee level and consequently ruled that promotions to full professor may not be considered by departmental committees unless specifically provided for in a college's governance plan. The College is now including in its Governance Plan the promotion process for full professor in existence at the time of the arbitration award (Article XI, Section 4).

**C. NEW YORK CITY TECHNICAL COLLEGE - AMENDMENTS TO THE GOVERNANCE PLAN:**

RESOLVED, That the proposed amendments to Articles III, IV and V of the Governance Plan of New York City Technical College be approved.

**Note:** See Appendix I

**EXPLANATION:** The proposed amendments to the New York City Technical College Governance Plan have been approved by the College Council and are recommended by the College President. The amendments will replace the college president and provost as chair and vice chair of the College Council, respectively, with a chair and vice chair elected by the membership. The composition of the College Council will remain the same.

**D. BROOKLYN COLLEGE - BYLAW WAIVER FOR ELECTION OF CHAIRPERSON OF DEPARTMENT OF STUDENT AFFAIRS AND SERVICES:**

RESOLVED, That the Board of Trustees of The City University of New York waive Section 9.3(c) of its Bylaws and that the Chairperson of the Department of Student Affairs and Services (to be renamed the Department of Personal
Counseling) be elected from among the tenured members of the Department, such election to be in accordance with the Board Bylaws.

EXPLANATION: The Academic Department of Student Affairs and Services at Brooklyn College has been reassigned from the Dean of Students to the Dean of Undergraduate Studies as part of a reorganization of the College's Division of Student Life. Board Bylaw Section 9.3(c) provides that where student personnel services constitute an instructional department, the dean of students shall be department chairperson. Since the Department of Student Affairs and Services is no longer reporting to the Dean of Students, the College President requests a Bylaw waiver to provide for the Department to have an elected chairperson. By a separate resolution, on the University Report Addendum, the Department of Student Affairs and Services will be renamed the Department of Personal Counseling.

E. THE GRADUATE SCHOOL AND UNIVERSITY CENTER - NAMING OF THE RECITAL HALL AT THE NEW CAMPUS AT 365 FIFTH AVENUE, THE BAISLEY POWELL ELEBASH RECITAL HALL:

RESOLVED, That the Board of Trustees of The City University of New York approve the naming of the recital hall at The Graduate School and University Center's new campus located at 365 Fifth Avenue in honor of Baisley Powell Elebash, and that the recital hall be called The Baisley Powell Elebash Recital Hall.

EXPLANATION: Morgan Guaranty Trust Company of New York, Trustee of the Baisley Powell Elebash Fund, has approved a grant of $1.5 million, payable over a five-year period to The Graduate Center Foundation, Inc. Upon her death, Mrs. Baisley Powell Elebash wished to honor her husband and his fondness for music and lifelong connection with New York City by having a music facility in the City named for him.

The gift of $1.5 million over five years will be an endowed fund, the investment of which will accomplish the following: Baisley Powell Elebash Fellowships each year for doctoral fellowships in music and support for public programs to be offered at The Baisley Powell Elebash Recital Hall.

Statement of President Horowitz regarding naming of the Recital Hall:
The Graduate School and University Center is very proud to have the opportunity to fulfill the wishes of Mrs. Elebash to honor her husband's interest in music and in public philanthropy. We appreciate the decision of the trustees for the Elebash bequest and of the staff at J.P. Morgan who were so helpful to us in forwarding this proposal. None of this, of course, could have happened without the demonstration of quality and excellence in the CUNY doctoral program in music. I think some of you know that our doctoral program in music ranks fourth in the nation just behind Harvard, Chicago and Berkeley, ahead of Yale, Princeton, the University of Pennsylvania, Michigan, Columbia, N.Y.U. and many others. We achieved this excellence, of course, by drawing upon the faculty from Brooklyn, Baruch, City, Hunter, Queens, and Lehman Colleges in the consortial model. This quality was the determining factor in our securing this endowment for the Baisley Powell Elebash Recital Hall that will be part of our new facility at 365 Fifth Avenue when we move next summer. We look forward to inviting all of you to the many concerts that will take place in this new musical venue in New York City. Thank you.

Report of Committee Chairman Murphy:
The Committee went into closed session at its last meeting to discuss the Executive Compensation Salary plan that governs the Chancellor, the Presidents, the Chancellery and the Executive Staff at the colleges. This plan has not been examined or modified in a number of years. After a lengthy discussion of the current plan, compensation practices at other large university systems, and salary administration trends, the Committee expressed an interest in engaging the services of an external consultant to study this issue and make appropriate and independent recommendations and options to the University governance. To this end we have asked Vice Chancellor Malone to draft specifications for review by the Committee for an Executive Compensation Plan Salary Study so that interested consultants can respond. Our intention is to proceed with this and to keep this Board fully informed as to where it's going. The Committee is deeply engaged in this review and we'll keep it moving.
NO. 7. COMMITTEE ON FACILITIES, PLANNING, AND MANAGEMENT: RESOLVED, That the following items be approved:

A. BARUCH COLLEGE - FURNITURE FOR SCHOOL OF PUBLIC AFFAIRS:

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 purchase and installation of furniture for the School of Public Affairs. The contract shall be awarded to the lowest responsive and responsible bidder after public advertisement and sealed bidding by the College pursuant to law and University regulations. The contract shall be chargeable to City Capital Budget, Project No. BA047-099, at a cost not to exceed $300,000. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: This project will provide furniture for classrooms and faculty and administrative offices at the School of Public Affairs at 137 East 22nd Street and on the fourth floor of 135 East 22nd Street. The renovation of 137 East 22nd Street is nearing completion under another CUNY capital project and the College is currently repairing the fourth floor of 135 East 22nd Street.

B. BROOKLYN COLLEGE - EXTERIOR SIGNAGE: Item tabled.

C. THE CITY COLLEGE - HVAC CONTROLS SYSTEM EXPANSION FOR NORTH ACADEMIC CENTER AND STEINMAN HALL:

RESOLVED, That the Board of Trustees of The City University of New York accept the preliminary plans and cost estimates of $998,200.00 for the expansion of the direct digital control (DDC) energy management system on behalf of The City College (CUNY Project No. CA087-796), as prepared by Burns and Roe Industrial Services Corp.; and be it further

RESOLVED, That the City University Construction Fund be requested to accept such preliminary plans and cost estimates; 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 complete final contract documents and cost estimates for the project, bid the work and supervise the construction.

EXPLANATION: This project has been identified through the CUNY-wide Senior Colleges - Energy Conservation Program as an opportunity to achieve significant savings in energy, operating and maintenance costs. The project will install direct digital controls in the North Academic Center and Steinman Hall, to act in concert with existing controls in creating energy saving control sequences and routines. The cost estimate of $998,200, cited above, includes a 10% construction contingency plus a 10% allowance for the replacement and repair of defective components of the existing system.

D. QUEENS COLLEGE - RENOVATION OF POWDERMAKER HALL:

RESOLVED, That the Board of Trustees of The City University of New York accept the preliminary plans and preliminary cost estimate of $42,012,716 for the renovation of Powdermaker Hall as prepared by Mitchell/Giurgola Architects; and be it further

RESOLVED, That the City University Construction Fund be requested to accept such preliminary plans and cost estimate; 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 complete the final contract documents and cost estimate, bid and award all necessary contracts and supervise the renovation.

EXPLANATION: This project is the first major renovation of Powdermaker Hall since its construction in 1959. As a result, the building which contains 40% of the College's classrooms, will have new state-of-the-art classrooms, dry laboratories and faculty offices. This project will replace the existing plumbing, heating and electrical systems and add air conditioning; will provide new electrical and data wire distribution to permit extensive computer use in the building; will add new entry ramps and accessible toilet rooms for people with disabilities and will provide a new building envelope to reduce its energy consumption and to insulate the building against the disruptive noise of nearby airports.

The consulting firm of Mitchell/Giurgola Architects was selected for the design and was approved by The City University of New York Board of Trustees on March 25, 1996, Cal. No. 1.A.

E. MEDGAR EVERS COLLEGE - LEASE OF LAND TO THE NEW YORK CITY SCHOOLS CONSTRUCTION AUTHORITY AND BOARD OF EDUCATION OF THE CITY OF NEW YORK:

RESOLVED, That the Board of Trustees of The City University of New York, pursuant to the Master Plan for Medgar Evers College, authorize a lease by the Dormitory Authority of the State of New York of land at 1160 Carroll Street, Brooklyn, New York, to the New York City School Construction Authority and the Board of Education of the City of New York for the construction and operation of a high school upon the terms and conditions proposed by the Dormitory Authority (the "Lease"); and be it further

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute and deliver the Lease and any other agreements, instruments or other documents necessary to give effect to this Resolution. The lease shall be subject to approval as to form by the University Office of the General Counsel.

EXPLANATION: In furtherance of the academic program at Medgar Evers College, the Master Plan included a public high school to be constructed and operated by the Board of Education of the City of New York ("BOE") on a site of approximately 2.9 acres at 1160 Carroll Street. In accordance with the Master Plan, the Dormitory Authority, as the owner of the site, has undertaken negotiations with the BOE and the New York City School Construction Authority ("SCA") regarding the Lease. The proposed Lease has a 40-year lease term and requires the SCA and the BOE to maintain the leased premises, bear all expenses related to the construction and operation of the high school, and indemnify the City University, the Dormitory Authority, and the Construction Fund from any expense, loss, or liability in connection therewith; payment of rent by the SCA and BOE is waived for the term of the Lease.

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

A. THE COLLEGE OF STATEN ISLAND - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the following amendments to Sections 1(b) and 11(a) of Article II (Board of Directors) of the Bylaws of The College of Staten Island Association, Inc., be approved:

Section 1(b). Six students [Membership on Board of Directors]

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 possessing at least a 2.25 grade point average elected by and from the student body of the College. If at any time the grade point average of a student serving on the Board falls below 2.25, said student shall be automatically dropped from the Board with the exception of the Student Government President whose eligibility for office shall be governed by the constitution of Student Government.
Section 11(a). Student members [Filling of Vacancies]

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 with a student possessing at least a 2.25 grade point average after appropriate publicity.

These amendments shall be effective for the Spring 1999 student election, and following the expiration of the current terms of office of the student members of the college association.

Note: Matter underlined is new; matter in brackets is deleted.

EXPLANATION: The college association has responsibility for the supervision and review over student activity fee supported budgets. The board of directors of the college association pursuant to the Board Bylaws is composed of 13 members consisting of four administrators, three faculty members, and six students. The Bylaw amendment establishing a grade point average requirement of 2.25 for the student members of the college association, with the exception of the student government president, has been approved by the board of directors and by the college president.

There is also a technical amendment which removes the option of the student government president having his designee on the board of directors because it does not conform to the Board Bylaws.

B. THE CITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENT:

RESOLVED, That the following amendment to Article IV, Section 3, of the Bylaws of The City College Student Services Corporation, Inc., be approved:

Section 3. Quorum

A quorum shall consist of at least 7 members of the Corporation [of which a majority must be students].

Note: Matter in brackets is deleted.

EXPLANATION: The college association has responsibility for the supervision and review over student activity fee supported budgets. The current quorum requirement of a majority of students is inconsistent with the Board Bylaw amendments which returned majority control of the college association to the college administration and faculty. The governing board of the college association pursuant to the Board Bylaws is composed of 13 members consisting of four administrators, three faculty members and six students.

Chairwoman Paolucci stated that she would like to take a moment to thank the Chairs of the committees. They've done massive work. This has been a very, very active Board. I need not say that but I will say it because I want to thank you all, and also wish you well in the future on your Committees.

NO. 9. HONORARY DEGREES: RESOLVED, That the following honorary degrees, approved by the appropriate faculty body and recommended by the Interim Chancellor, be presented at the commencement exercise as specified:

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<tr>
<th>COLLEGE</th>
<th>DEGREES</th>
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<tr>
<td>HUNTER COLLEGE</td>
<td>Ms. Martina Navratilova</td>
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<td></td>
<td>Doctor of Humane Letters</td>
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Dr. Liane B. Russell
Doctor of Science
(To be awarded at the January 26, 1999 Commencement)

Upon motions duly made, seconded and carried, The Public meeting was adjourned at 6:10 P.M.

SECRETARY GENEVIEVE MULLIN

(This is a detailed summary of the Board of Trustees' meeting. The tapes of the meeting are available in the Office of the Secretary of the Board for a period of three years.)
ARTICLE I

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 (Initial Meeting)

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 Charter.

ARTICLE II

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 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 appropriate 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 charter or major revisions thereof in the form of amendments for referendum (Article XIII) and submission to the Board of Trustees, if required. In the meantime, the Senate will use the latitude afforded it under this Charter for continued development of organization and procedures in order to fulfill its mandated functions effectively.

ARTICLE III

The Hunter College Senate shall have 202 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:

44% Professors, Associate Professors, Assistant Professors, and Instructors on full-time appointments.

13% 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, and non-faculty department member in the title
series College Laboratory Technician and Higher Education Officer.

14% Full-time Undergraduate students, other than students in the SEEK Department.

11% Part-time Undergraduate students.

2% Undergraduate students – SEEK Department.

11% Graduate students.

5% Administration.

Section 2

Ex officio nonvoting membership shall be extended to:

a. the Presidents of the Hunter College Undergraduate Student Government and the Graduate Student Association;

b. the President of the Hunter College Alumni Association;

c. the Presidents of the Hunter College HEO Forum and the College Laboratory Technician Council;

or designee of any of the preceding.

These members shall have full floor rights but no voting rights; they shall not be eligible to become an officer of the Senate (Article V).

Section 3

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 Charter.

ARTICLE IV

Section 1

A. Hunter College is an institution organized into schools, divisions, and departments, 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 Charter refers to a specific administrative officer (e.g. Dean, Registrar, etc.), or academic unit (e.g. department, school, divisions, 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 Charter, the equivalencies shall be determined by the Administrative Committee of the Senate and approved by the Senate.

B. For the purposes of the Charter, the following equivalencies shall apply:

(i) The word "department" shall mean any unit of the college which elects members to its Personnel & Budget Committee, and shall include as well the School of Nursing, School of Health Sciences, School of Social Work and the Library. In addition, for the 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. They include Humanities and the Arts, Sciences and Mathematics, and Social Sciences (which form the School of Arts and Sciences), School of Education, Schools of Health Professions.

Section 2

A. The 89 Senate seats reserved for 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 26 Senate seats reserved for representatives in the ranks of Lecturer (full-time), Lecturer (part-time), Adjunct Lecturer, any other part-time members of the teaching faculty who are not also serving in full-time appointments, and department members in the title series College Laboratory Technician and Higher Education Officer shall be filled as follows:

(i) All departments shall be rank-ordered by the number of the department's 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 members.

(ii) In each of the remaining departments that include members in these ranks, the latter shall make nomination 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 members of the departments to which B (ii) applies who are in the ranks of Lecturer (full-time), Lecturer (part-time), Adjunct Lecturer, any other part-time members of the teaching faculty who are not also serving in full-time appointments, or department members in the title series College Laboratory Technician and Higher Education Officer.

C. The 28 Senate seats reserved for Full-time undergraduate students, other than students in the SEEK Department, shall be filled as follows:

(i) Of these seats, 17 shall be reserved for Full-time department majors. Toward their election, each department will elect, from nominations made within its own ranks, 2 nominees for these seats. All Full-time 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 for Full-time 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 Full-time Freshmen and non-major Sophomores will elect the required number of representatives by an at-large election.

D. The 22 Senate seats reserved for Part-time undergraduate students shall be filled as follows:

Candidacy at-large shall be declared by filing a petition meeting the requirements established by the Senate. From the pool of such candidates, the Part-time undergraduate students will elect the required number of representatives by an at-large election.
E. The 22 Senate seats reserved for graduate students shall be filled as follows:

(i) 15 seats shall be filled by graduate students matriculated in programs offered in the various divisions (as defined in Article IV.1.B.i) 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 SEEK Department.

G. 11 representatives of the administration, one of who shall be in the title series HEO or CLT, 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 specific 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. Graduate students shall have completed at least 3 hours of credit. Part-time Undergraduate students 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 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 nominations or election to the Senate or to vote in Senate elections as faculty members. If ineligible 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, or cast by department members in the title series College Laboratory Technician and Higher Education Officer, 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 voting 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 Council (Article VIII, Section 16) 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.

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 on 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, 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 Charter 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 IX) 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 qualification 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 (as defined in Article IV.1.B.ii); one graduate student from each of the divisions; and serving without vote the Deans of the divisions and/or schools including the Dean of the School of Arts and Sciences, the Chief Academic Officer or designee, and the Chief Librarian or designee.

B. The Undergraduate Course of Study Committee

One faculty representative from each of the divisions (as defined in Article IV.1.B.ii) and two from the divisions serving at-large; one student from each division; and, serving without vote, the Chief Academic Officer or designee, the Deans of the divisions and/or schools including the Dean of the School of Arts and Sciences, the
Director of Evening Student Services, 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 Committees on Curriculum in the School of Arts and Sciences, the Division of the Schools of Health Professions, and the School of Education. These committees shall be composed of the dean (with vote) and one faculty member and one student from each department in the school or division, elected by the department as it may decree in its By-laws (see Article XI). The School of Arts and Sciences Curriculum Committee shall also include one faculty and one student representative from two of the inter-disciplinary programs. These Committees shall review proposals initiated by departments or programs 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, the Curriculum Committees shall have the right to act on curriculum proposals, in accordance with the Procedures for Preparing and Submitting Curriculum Proposals for College Approval approved by the Hunter College Senate. Decisions by these Committees may be appealed by the departments or programs to the Senate Committee on Undergraduate Course of Study. Matters on which 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 have oversight authority on all undergraduate curricular matters. It shall also concern itself through study and research with policies relating to the undergraduate curricular organizations. All proposals pertaining to:

(i) Basic Prescriptions.
(ii) New Majors.
(iii) New Minors.
(iv) Credit and Major or Minor concentrations.
(v) Degree Requirements.
(vi) Interdisciplinary Program.
(vii) Experimental courses

shall be submitted to the Undergraduate Course of Study Committee for action.

Final decision on all curricular matters 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 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 one faculty member from each of the divisions (as defined in IV.1.B.ii), and two faculty from the divisions serving at-large; 5 students. The Dean of Students, the Chief Academic Officer or designee, the Assistant Dean for Advising and Counseling, the Director of Evening Student Services, and the Registrar 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 By-laws.
Section 6

There shall be a Committee on Student Standing, consisting of 5 faculty members including a representative from the SEEK Department. The Dean of Students or designee, the Director of Evening Student Services, and the Assistant Dean for Advising and Counseling shall serve without vote. 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 XI), 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 (as defined in IV.1.B.ii); an equal number of students, 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 (as defined in IV.1.B.ii); the Director of SEEK; an equal number of students; 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 approved 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. 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 (as defined in IV.1.B.ii), one faculty member from the School of Social Work, and an equal number of
students. The Dean of Students or designee, the Director of Evening Student Services, the Registrar, and the
Director of Financial Aid shall serve without vote. 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 (as defined in IV.1.B.ii), 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 By-laws;
(b) review Departmental By-laws and Amendments approved by departments and make recommendations for
Senate action; (c) make recommendations to the Senate on alleged infractions of Departmental By-laws.

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 (as defined in IV.1.B.ii). 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 or the CUNY Board of Trustees, as appropriate, will select the search committee
and the search committee Chair. This section shall be read consistent with applicable CUNY Board of Trustees
policy on presidential search committees.

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 Committee on Charter Review, consisting of one faculty member from each division
(as defined in IV.1.B.ii); 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 XIII, Section 2.

Section 15

The Senate shall establish a Committee on Computing and Technology, consisting of one faculty member from
each of the divisions (as defined in IV.1.B.ii), the School of Social Work, the Library, and one faculty member at-large who conducts research that depends on computers and who complements and diversifies the knowledge base of the committee; and one student. Two members of the staff and the Director of OICIT shall serve without vote. The chair shall be a faculty member elected by the voting membership of the committee.

The committee shall both propose and review computing technology plans and strategies as they impact on the instructional, research, and administrative functions at the College. The committee will consult with all affected communities before issuing proposals or review documents. Goals of this committee would include using technology to improve all aspects of the College functioning in a manner which enhances productivity for all members of the College community and spreads both the benefits and costs of these technologies equitably among the members of the community.

Specifically, this committee shall be asked to address strategies to assure appropriate hardware and software access for students, faculty, and staff including part-time faculty and staff both on campus and remote locations; the use of computing to enhance the instructional mission of the College; the means to provide computer-based student services and administrative functions; allocations and expenditures of college resources intended for computing and technology; college efforts to obtain external resources for enhancing the college's capabilities in the area.

New Section 16

The Senate shall establish an Evening Council, consisting of one faculty member from each of the divisions (as defined in Article IV. 1. B. ii) and two faculty members from the divisions serving at-large who teach a course(s) in the evening; one faculty member from the Library; an equal number of students who take a course(s) in the evening; and a Chair elected by the Senate. In addition the Director of Evening Student Services, the Registrar, the Director of Admissions, the Director of Financial Aid, and the Evening Affairs Commissioner of the Undergraduate Student Government, shall serve ex-officio without vote.

The Evening 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 Council that are not the responsibility of other Senate committees.

C. To identify, review, and give focus to matters of interest to the evening students and faculty, with the right to express itself as an advisory body on these matters and to transmit its recommendations to the cognizant authorities.

ARTICLE IX

The Founding of the Hunter College Senate in 1970

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 XIV) of this Charter, 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 By-laws 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 By-laws.
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 X

Nothing in the terms of this Charter shall be construed to prevent the continuation, or the establishment in the future, of student government and faculty organizations under instruments of governance which do not arrogate unto such bodies the exercise of functions properly mandated by this Charter to the College Senate, or any body or committee thereof.

ARTICLE XI

Section 1

It shall be the responsibility of 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 Trustee By-laws 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 opportunity for participation of day, evening, and graduate students and faculty. Large departments may find it expedient to have separate departmental policy committees for undergraduate and graduate sessions, capped by an appropriate arrangement for coordination between them. 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 By-laws 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 evaluation 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 Evaluation of Teachers for use in the duly constituted procedures of professional appraisal.
E. There is also to be a faculty evaluation of course handling, based on observation and interview of all faculty members in the Department.

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 a 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 & 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 appropriate 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.

Section 4

1. The Procedure for Promotion to Full Professor will begin with nominations and requests for consideration for promotion to full professor being directed to the President of Hunter College by the date announced by the President's Office. This date will be included in the Schedule of Promotions for Full Professors disseminated each year by the Provost's office to deans and department chairs. Nominations may be made by the Department Chair, the Department P&B, or any Full Professor. Copies of the nomination or request for consideration will be directed also to the Provost, the Dean of the candidate's respective school or division, and the Chairperson of his or her respective department.
2. When the chair of a department is a candidate for promotion to full professor, all of the chair’s duties in the promotion process for all candidates for promotion to full professor shall be assumed by a chair pro tem. This includes having voice and vote on the departmental P&B, the appropriate divisional or school P&B, and the college-wide FP&B when such bodies consider the issue of promotion to full professor. For the purposes of this section, the Ancillary Units (including the Library), shall be regarded as a division, the FP&B Subcommittee on Personnel in Ancillary Units as the divisional P&B, and the chair of the Subcommittee on Personnel in Ancillary Units as the divisional dean. The chair will have neither voice nor vote on any P&B when it considers any aspect of the process for promotion to full professor. The chair pro tem shall be elected at the first departmental meeting after the deadline date announced by the President for receiving nominations and requests for consideration for promotion to full professor. The chair pro tem will be elected by the full time faculty of the department who would ordinarily be eligible to vote for department chair, and will need a majority vote of all such members of the department for election. Hereafter references to the chair will be understood to apply either to the department chair, if that person is not a candidate for promotion to full professor, or to the chair pro tem.

3. The departmental committee will be responsible for reviewing the files, scholarship materials, and letters of outside evaluation for all the candidates for promotion to full professor within the department and to make a recommendation as to whether the candidate should be endorsed for promotion.

4. The departmental committee shall compile the list of external evaluators. Although the candidate shall be invited to submit names for this list, the final determination of who shall be contacted is the responsibility of the departmental committee and the department Chair.

5. The Chair of the candidate’s department shall on behalf of the departmental committee perform such administrative tasks as contacting outside evaluators, sending them the candidates' appropriate materials, receiving the evaluations, and transmitting them to the departmental committee. The Chair shall write the Chair’s report summarizing the candidate's record.

6. The departmental committee shall make its recommendation to the respective school or divisional Personnel and Budget Committee via the office of the respective Dean. The candidate will be informed of the recommendation and, if negative, may elect to withdraw or to continue in the process.

7. The responsibilities of the Dean shall include, but not be limited to, scheduling meetings of the respective personnel and budget committee; scheduling interviews with candidates and the respective personnel and budget committee; duplicating the candidates’ curriculum vitae, external evaluations, and any other pertinent materials; maintaining the files on the candidate; and placing candidates’ publications in the Archives.

8. The appropriate divisional or school personnel and budget committee shall review all supporting documents for the candidate’s promotion. An interview before this committee may be requested by the candidate or the committee. Refusal to meet with the committee shall not be prejudicial to the candidate. However, the committee shall not refuse to meet with the candidate once such a meeting is requested in writing by the candidate. The committee may ask any member of the faculty to serve as a resource in gathering pertinent information on the candidate's relevant discipline, including members from the candidate’s department and/or school or division.

9. The appropriate divisional or school personnel and budget committee will judge whether to recommend or not recommend each candidate falling within its purview. The committee will vote by secret ballot and minutes of the meeting shall be kept pursuant to Robert’s Rules, newly revised. All affirmative recommendations must be by a majority of the committee. The Dean shall transmit a report of the committee’s recommendations to the President’s and Provost’s Offices indicating those candidates recommended and those candidates not recommended. Each candidate will be informed of the recommendation and, if negative, may elect to withdraw or to continue in the process.
10. The Deans of each School or Division shall transmit to the President, Provost, and the Office of Personnel for duplication and distribution the curriculum vitae, chair's report, teaching evaluations, and external evaluations for each candidate. All members of the FP&B shall receive copies of the curriculum vitae, chair's report, and teaching evaluations. The Deans shall receive copies of the external evaluations for all candidates and shall make them available to members of the FP&B for review. The Deans shall place all other documents, including publications, in the Archives.

11. The President shall send a report of the recommendations to all members of the FP&B prior to the meeting designated to consider promotions to full professor. At that meeting, members of the FP&B shall deliberate and vote on the FP&B recommendation to the President concerning which candidates should be recommended to the Board of Trustees for promotion.

12. The President shall review the recommendations of the FP&B and notify the candidates, in writing, who the President will recommend to the CUNY Board of Trustees for promotion to full professor. The President also has the authority to make an independent recommendation for promotion after consultation with the appropriate departmental P&B Committee and with the FP&B.

13. The President shall notify in writing those candidates who will not be recommended to the Board of Trustees for promotion. After receipt of this notification, candidates not recommended for promotion to full professor may appeal, writing directly to the President.

ARTICLE XII

Section 1

The College shall establish the office of Hunter College Ombudsman, providing a full-time secretary and such assistants 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-votes, 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, by-laws and the like as this review of Senate experience may indicate.

ARTICLE XIII

Section 1

Amendments to the Charter may be proposed for referendum by a three-fourth 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 XIII and, preserving the spirit of equity regarding sessional representation of students and faculty, governs the possible amendment of all articles of the Charter except the total percentages of the faculty, student, and administration representation 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 XIV

Ratification of this Charter 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 Higher Education.

C. Approved by the Board of Higher Education.

APPENDIX I
Minutes of Proceedings, November 23, 1998

NEW YORK CITY TECHNICAL COLLEGE
GOVERNANCE PLAN

PART I

ARTICLE I - FUNCTION OF COLLEGE COUNCIL

The College Council shall be the body which establishes college policy on all matters except for those specifically reserved by the laws of the state of New York, by the Bylaws of the Board of Trustees of the City University of New York and the collective negotiation agreements in force.

ARTICLE II - COMPOSITION OF COLLEGE COUNCIL

A. The Council shall be composed of:

1) Ex officio members (with vote): President of the College, provost, all vice presidents, all full deans, dean of continuing education, chief librarian, registrar, director of admissions, divisional deans and departmental chairpersons.

2) One member to be elected from each instructional department and voting unit (including Department of Student Affairs, Library, Continuing Education, College Laboratory Technicians series*, Higher Education Officer series* and Registrar series* with up to twenty-five full-time instructional staff members; two members to be elected from each department, or voting unit with more than twenty-five full-time instructional staff members.

3) Delegates-at-large to be elected from the instructional staff as defined in Article II Section B, 2, with the number of delegates-at-large to be equal to the number of departments and voting units.

4) Students: Student representatives designated as follows:

a) Two students elected by the student government.

b) Four students from each academic division, each of whom is registered in a department within that academic division, elected by the students within that division. Current election procedures for divisional students representatives are to remain in force.

c) Elections for delegates should be held at the same time as election of Student Government officers.

d) Election of all student representatives to the College Council shall be by plurality vote of those eligible and voting.

e) All student representatives on the College Council will serve for a one-year period.

B. Eligibility to serve and to vote on the College Council:

1) Students

In order for students to serve on the College Council they must meet all of the following criteria:

a) they must be currently enrolled in the college and in good academic standing. Any student member of the council placed on academic probation during his/her term of office automatically loses his/her seat and may stand for re-election only on being returned to good standing.

b) they must have successfully completed twelve hours.

c) they must be able to serve a minimum of one year.

d) they must be enrolled for a minimum of 3 hours.

e) If a student vacancy occurs, the student voting unit from whence the student comes shall provide a replacement. The name of the replacement is to be reported to the council secretary.

2) Instructional Staff

The following members of the instructional staff shall be eligible to serve on and vote for the College Council:

a) All professors and associate professors,

b) All tenured assistant professors and instructors,

c) All assistant professors and instructors who have received a third full-time annual appointment,

* These groups shall be construed as separate voting units ONLY for the purpose of electing College Council delegates. However, CLT's may not vote in elections for departmental delegates.
d) All full-time assistant professors (tenured) who have been appointed to the rank after serving for a minimum of three years as full-time lecturers/instructors,
e) All lecturers full-time who have received a third continuous annual appointment,
f) All college laboratory technicians who have received a third full-time continuous annual appointment,
g) All higher education officers who have received a third continuous full-time annual appointment,
h) All registrars who have received a third full-time continuous annual appointment.

C. Elections to College Council
1) Department Delegates
   a) Department delegates shall be elected by those eligible to vote as defined above and in Part II, immediately following the election of department chairpersons. They shall serve a three-year term. Those persons serving as department delegates at the time of the adoption of this constitution shall remain on the council until the expiration of their term.
   b) Vacancies shall be filled by the department for the unexpired portion of the term by election within the department if a delegate resigns, retires or is on an extended leave. If the vacancy is caused by a one-semester leave the vacancy shall be filled by a runner-up on a ranked list from the last election until the incumbent returns.
2) Delegates-at-Large
   a) Delegates-at-large shall be chosen from the instructional staff as defined above. Such delegates shall be elected for a three year term with 1/3 elected each year on a rotating basis. Those persons serving as delegates-at-large at the time of the adoption of this constitution shall remain on the council until the expiration of their terms.
   b) Those elected shall be selected on the basis of a plurality vote with ties broken by the candidates drawing lots.
   c) Elections shall be held in the Spring semester no later than the last day of classes each year, but shall not take place until after the elections of departmental chairpersons and delegates.
   d) Vacancies for delegates-at-large shall be filled from the list of runner-up candidates of the last election, on a ranked list from the last election for that position with the person having the most votes among the runners-up filling the vacancy. The vacancy shall be for the balance of the semester or academic year, depending upon the type of leave taken by the incumbent. Persons who become unavailable for an indefinite period shall be replaced as per the procedures noted above. Incumbents shall return to their positions upon returning from leave within the time of their original term.
3) All elections shall be supervised by the Legislative Committee and administered by the Office of the Dean of Human Resources and Labor Relations. Student elections shall be supervised by the Office of the Vice-President for Student Affairs.
4) Rules for election shall be established by the College Council.

ARTICLE III - ORGANIZATION OF COLLEGE COUNCIL

A. The chair of the council shall be elected by a majority vote of the council members present at the organizational meeting. Instructional staff members, as defined in II.B2, of the College Council and department chairpersons are eligible to serve. Reassigned time shall be provided.

The Council Chair shall:
1) Preside over all meetings of the College Council.
2) Preside over all meetings of the Executive Committee.
3) Oversee the workings of each of the standing committees.
4) Serve as an ex-officio member of all council committees.
5) Meet at least once per semester with the president of the college to discuss council business.
6) Represent the college in all governance matters.

B. The vice-chair shall be elected by a majority vote of the council members present at the organizational meeting. Instructional staff members, as defined in II.B2, of the College Council and department chairpersons
are eligible to serve. The council vice-chair shall:
1) Preside over council meetings in the absence of the council chair.
2) Preside over meetings of the Executive Committee in the absence of the council chair.
3) Serve as an ex-officio member of all council committees.
4) Meet, along with the council chair, at least once per semester with the president of the college to discuss council business.
5) Represent the college in governance matters in the absence of the council chair.

C. A parliamentarian shall be elected at the organizational meeting of the council by a majority vote of the council members present. The parliamentarian may or may not be a member of the College Council but may vote only if he/she is a voting member of the council. The parliamentarian shall use the current edition of Robert's Rules of Order, Newly Revised and shall advise the council on questions of procedure.

D. A council secretary shall be elected at the organizational meeting of the council by a majority vote of the council members present at the meeting. All council members are eligible to serve. The council secretary shall:
1) Notify council members of the time, place and agenda of all council meetings.
2) Prepare and distribute the minutes of all council meetings indicating all present, absent or excused.
3) Provide the college archivist with all minutes of council meetings and those of its committees as well as all other council documents.
4) Prepare and distribute to the college community an annual report summarizing all actions taken by the council.
5) Serve as a member of the Executive Committee of the College Council and also as a member of a standing committee.
6) Serve, without vote, as a resource person to the Committee-on-Committees.
7) Publish a summary of attendance of members annually.
8) Update the data base of council actions annually.

E. Adequate secretarial services to perform council functions shall be provided for by the college administration to the chair, secretary and chairs of standing committees. Up to 20 hours/week of College Office Assistant time is to be allocated for council activities. Additionally, an office shall be provided and equipped with appropriate office technology: e.g. up-to-date services are to include a telephone with voice mail, e-mail, fax machine access and a networked computer with printer.

ARTICLE IV - MEETINGS OF COLLEGE COUNCIL

A. The College Council shall meet a minimum of five times each academic year (at least once during the first two months) as determined by the Executive Committee of the council.
C. No business shall be conducted at College Council meetings unless there is a quorum present. A quorum is defined as a majority of the total College Council membership.
D. The time of adjournment shall be mandatory and no binding resolutions or actions shall be permitted to be taken beyond that time.
E. The Chair may call special meetings of the College Council to deal with specific agenda items upon three working days notice to the membership of the council.
F. All council meetings shall be open to members of the college. Non-members of the council, with the approval of the council, may speak but may not vote.
G. Upon delivery of a petition of a minimum of 1/6 of the membership of the council to the College Council secretary, a meeting must be called in order to deal with the issue of the petition. This meeting must be held within ten (10) working days from the receipt of the petition.
H. The college archivist shall maintain the official records of the council and such records shall be accessible to all members of the college.
ARTICLE V - POWERS AND DUTIES OF COMMITTEES OF COLLEGE COUNCIL

A. The College Council may establish standing and special committees at its discretion.
   1) All members, except ex-officio, must serve on a council committee. Ex-officio members may elect to serve.
   2) Committee members shall have access to all college records and sources of information necessary for carrying out their assigned responsibilities.

B. The Executive Committee
   1) The Executive Committee shall be composed of the council chair, vice-chair, secretary of the council and the chairs of all standing committees.
   2) The Council Chair or, in his/her absence, the vice-chairperson shall preside at meetings of the Executive Committee.
   3) In the absence of a chair of a standing committee he/she may be represented by a designee from the same committee, who shall enjoy the same privileges as the committee chair.
   4) The Executive Committee shall meet at least once a month during the academic year.
   5) The Executive Committee shall set the agenda for all meetings of the College Council. A copy of the agenda shall be delivered to each council member at least five working days prior to a meeting and shall be posted on bulletin boards to be designated by the council at least five working days prior to a meeting. Once an agenda has been distributed, it may be modified only by action of the College Council.
   6) The Executive Committee of the council shall refer matters brought to its attention to the appropriate committee or to the council. All proposals submitted to standing and special committees must be written, complete and contain intended committee designations and time frame or they will be returned to their originators for revision. The committee shall receive recommendations and resolutions from all standing and special committees prior to submission to the council.
   7) The Executive Committee of the council shall submit such recommendations and resolutions to the council or shall return them to the appropriate committee with comments. If a recommendation or resolution is returned to a committee and the committee passes it for a second time and forwards it to the Executive Committee, it must be placed on the agenda of the next council meeting. The Executive Committee of the council shall place on the agenda for the last meeting of the Council a report from the Registrar on the list of students for graduation. At the last meeting of the Council the Registrar shall present a certified list of the October and January graduates and a list of proposed candidates for June graduation. Faculty members of the council will affirm and validate the list of candidates.

C. Committee on Committees
   1) The Committee on Committees, composed of five council members of the instructional staff as defined in Article II, B 2 shall be elected by members of the council at the first meeting of the council.
   2) The Committee on Committees will elect its own chairperson.
   3) Each member of this committee must serve on another standing committee of the council.
   4) This committee shall be charged with assigning council members to serve on standing committees within ten days of the first meeting of the council each year.
   5) This committee shall determine the number of members to be assigned to each standing committee with the proviso that no committee shall have fewer than seven members.
   6) In making its assignments the committee will consider appropriate continuity and individual preferences.
   7) At least one student shall be assigned to each standing committee.

D. Standing Committees
   1) Each standing committee shall elect its own chairperson and secretary. Each chairperson and secretary shall serve for one year.
   2) Each committee shall investigate, study and report to the College Council on all matters brought to its attention by any member of the council's constituency.
   3) By a simple majority vote of the College Council a matter resting in the hands of a committee shall be brought before the council at its next scheduled meeting.
   4) Each committee shall transmit its minutes with a record of attendance to the Executive Committee of the
College Council and to all members of the council.

5) No committee has the authority to act for the council.

6) Each committee shall work within a reasonable time frame with full knowledge and awareness of such deadlines as may exist.

7) Curriculum Committee
   This committee shall be responsible for the evaluation of curriculum, the review of proposals for the development and modification of curriculum and formulation of curriculum policy.

8) Committee on Students
   This committee shall be responsible for the evaluation and formulation of policy pertaining to: student recruitment, admission, discharge, student orientation, registration, discipline, counseling, academic standards, granting of degrees, ceremonies, health and other services, extra-curricular activities including athletics, student grievances, as well as other activities relating to students. All actions of this committee shall be undertaken within the boundaries of the students' right to privacy as defined by the Students Records Access Policy of the Board of Trustees of the City University of New York.

9) Budget Committee
   This committee shall be responsible for recommendation and evaluation of policy relating to the financial and budgetary affairs of the college.

10) Legislative Committee
    This committee shall be responsible for the formulation of any required amendments to this constitution, the election procedures and bylaws of this body. In addition, this committee shall review and recommend action to the council on legislation of concern to the college community.

11) Buildings and Grounds Committee
    This committee shall be responsible for recommendations to the council concerning the condition, improvements and safety of the college proper and its environs. This committee shall be expected to provide liaison between the faculty and the Office of the Vice President of Fiscal and Operational Affairs. To further this goal, the Buildings and Grounds Committee shall be represented on all college-wide committees dealing with the planning and use of the physical plant.

12) Personnel Committee
    This committee shall be responsible for the development of policies and practices (not subsumed by the Board of Trustees' Bylaws or existing contractual agreements) relating to the instructional staff.
    a) It shall be responsible for reviewing existing policies and practices and proposing recommendations for change.
    b) It shall also be responsible for the development and continuing review of criteria and procedures for the evaluation of administrators appointed by the president of the college and shall be responsible for seeing that there shall be periodic evaluation of all such administrators.

13) Non-members on Committees
    Members of the instructional staff and students who have not been elected to the council and who wish to serve on a standing committee of the College Council may apply in writing to the chairperson of the Committee on Committees. The chairperson of the Committee on Committees, in consultation with the members of the Committee on Committees and the chairperson of the committee being requested, must either grant or deny the request in writing. A denial must be accompanied by a reason. Those persons who are accepted will serve on the committee but will not have a vote and will not serve as delegates to the council. Representation of non-voting members on a committee shall not exceed 25% of the voting members, nor shall such non-voting members be counted as part of the committee's quorum. Their term shall not exceed the academic year in which they are invited to serve.

ARTICLE VI - PAST PRACTICES OF COLLEGE COUNCIL

A. Nothing in this document shall in any way be construed as to void the legality of any legislation of any previous duly constituted council, except as it may be specifically provided for in this constitution.

PART II - DEPARTMENTAL ELECTIONS

A. All full-time members of the instructional staff as defined below shall be eligible to vote in all departmental
elections:
1) Professors and associate professors
2) Tenured assistant professors and instructors
3) Assistant professors and instructors who have received a third full-time continuous annual appointment.
4) Full-time assistant professors (untenured) who have been appointed to this rank after serving for three years as full time lecturers/instructors
5) Full-time lecturers who have received a third continuous annual appointment.

B. Eligibility to serve as department chairperson and to serve on appointments committees:
The provisions of Article IX, section 9.1, of the Bylaws of the Board of Trustees shall be used to determine those faculty members eligible to serve as department chairpersons and to serve on committees on appointments.

C. In departmental elections for chairperson, committee on appointments and departmental delegate to the College Council, and in the peer evaluation process for promotion, the following shall be deemed ineligible to vote and serve:
1) Appointees (either regular or acting but not including people serving in the below titles as the chief administrator of the Library, the Department of Student Affairs and the Department of Continuing Education) as:
   a) President
   b) Provost
   c) Vice President
   d) Dean
   e) Associate Dean
   f) Assistant Dean
   g) Administrator
   h) Associate Administrator
   i) Assistant Administrator

2) Those serving in a full-time administrative capacity with the City University of New York, or the city, state or federal government.
3) Those placed on disability leave without pay including TIAA Disability.
4) Persons shall be deemed ineligible to vote in their departments if they are serving in a full-time administrative capacity for two years continuously outside of their own departments. For purposes of implementation, calculation of the two-year period shall begin with the September following the adoption of this constitution by the Board of Trustees of the City University of New York.
5) All of the above shall regain their rights immediately upon returning to full-time teaching or other service in their own departments.

PART III - PROMOTION PROCEDURES

A. 1) At the beginning of each academic year, the dean for human resources issues a personnel calendar which includes deadline dates for the promotion process. The dean also sends to each department chair a listing of those faculty eligible to apply for promotion together with promotion applications which are to be delivered personally to each eligible candidate. Any individual who does not receive an application and questions the eligibility listing should contact the dean for human resources.
2) During the fall semester, the president appoints two ad hoc promotion committees each consisting of five or six members of the faculty to examine in depth the candidacies of the applicants for promotion to the rank of associate professor and professor.
   a) The ad hoc committee on promotion to associate professor will be composed of either five or six members of the faculty holding the rank of associate professor or professor. At least two of its members must be from the College P&B Committee with the ad hoc committee chaired by a member of the College P&B Committee.
   b) The ad hoc committee on promotion to professor will be composed of either five or six members of the faculty holding the rank of professor. At least two of its members must be from the College
P&B Committee with the ad hoc committee chaired by a member of the College P&B Committee.

3) Applications of candidates as well as the required evaluations must be filed with the dean for human resources by the announced deadline dates.

B. The promotion process to the senior ranks originates with an evaluation by the departmental peers committee. For promotion to the rank of professor, the peer committee is composed of all full professors in the department; for promotion to the rank of associate professor, the committee consists of all associate and full professors in the department. The following procedures are to be followed at the departmental level:

1) Department Chairs:
   a) have all eligible candidates observed during the fall semester, review the observations with the candidates within a three week period, and prepare the appropriate memoranda;
   b) determine from the candidates whether they wish to appear before the peer committee;
   c) convene the peer committee to discuss each candidate and to select a representative to be interviewed by the ad hoc committee. It is the peer committee's responsibility to evaluate each candidate using the college's performance criteria for promotion. These evaluations should result in a written report prepared by and voted on by the peer committee. The report should be signed by each of the members of the peer committee. These signatures indicate that the peers have read the report and are aware that they may append comments. Minority reports may be filed.
   d) hold a conference with each applicant to discuss the peer committee evaluation report and minority report (if any). This discussion should be reflected in a memorandum signed by the chair and the applicant, a copy of which should be given to the applicant. The candidate should also receive an unsigned copy of the report including any appended comments.
   e) submit the reports, observations and memoranda together with the name(s) of the elected peer(s) to the dean for human resources via the academic dean by the deadline date.

2) In those instances where a candidate makes application for promotion and does not fit the above model, the following procedures will apply:
   a) Where the department chair is the only peer in the department, the academic dean shall act as a second peer with the department chair writing the report;
   b) Where the department chair makes application and there are no other peers, the evaluation is performed by the academic dean;
   c) Where the department chair makes application and there is only one peer, the academic dean and the peer constitute the evaluating body with the peer writing the report;
   d) Where the department chair makes application and there are two or more peers, the academic dean convenes the peers, an election is held for a peers' chair, the academic dean leaves, and committee of peers evaluates all candidates with the chair of the committee writing the report;
   e) Where the department chair does not make application and is not a peer, the department chair convenes the peers, participates in the evaluation discussions, but does not vote.

C. During the spring semester, the ad hoc committees review all applications, personnel files and relevant materials and interview candidates, elected peers, academic deans, the provost and department chairs. The affirmative action officer may also request to be interviewed. In addition, the committees, at their discretion, may call upon anyone either within or outside of the college to assist in their evaluations. The committees will forward their reports to the president prior to their being presented to the College P&B Committee late in the spring semester.

1) A candidate will be considered recommended with a vote of 5-1 or 4-1.
2) In cases where a committee member is a member of the same department as the candidate, the committee member will recuse him/herself from the interviewing and voting processes. A candidate will then be considered recommended with a vote of 4-1 or 3-1.

D. After action is taken by the College P&B Committee, the president, in consultation with the provost and academic deans, will review the applications of all candidates and will make his/her final recommendations known to the College P&B Committee at its first meeting in September.

1) Appeals may be made to the Personnel Appeals Committee.
2) Candidates not recommended for promotion will meet with their department chair and academic dean
early in the fall semester and prior to the beginning of the next promotion process so that the substance
of the ad hoc committee's report relative to their candidacy may be shared with them. A record of this
meeting will be summarized in a memorandum and placed in the candidate's personnel file.

PART IV - PERSONNEL APPEALS COMMITTEE

There shall be a Personnel Appeals Committee whose function shall be to review appeals
transmitted to it by those who wish to appeal matters relating to instructional staff appointments, reappointments,
certificates of continuous employment, tenure, leaves, promotions and the policies, recommendations and
procedures thereto pertaining, and to advise the president on their disposition. Such appeals may be made either
before or after the president's decision.

This committee shall be composed of two tenured associate or full professors from each academic division
and two from the combined unit composed of the Department of Continuing Education, the Library, Registrar series
and the Department of Student Affairs. One member from each division shall be elected each fall, by members of
the instructional staff in the faculty titles of lecturer, instructor, assistant professor, associate professor and full
professor who are eligible to participate in elections for the College Council.

In addition, one member from the HEO series and one member from the CLT series shall be elected every
other fall, who will serve, with vote, only when an appeal has been presented to the Personnel Appeals Committee
by a person in the HEO series or in the CLT series respectively. All persons in the HEO series who are eligible to
vote in the elections for College Council shall be eligible to vote for the HEO representative. All persons in the CLT
series who are eligible to vote in the elections for College Council shall be eligible to vote for the CLT
representative. These representatives from the HEO and CLT series shall only participate in those actions which
involve members of their respective series.

The chairperson of this committee shall be elected from among the membership of the committee by the
committee members each fall, following the election held to fill the vacant seats. Each division/area shall conduct a
separate election for its representatives. Each elected member shall serve for a two-year term.

PART V - ADMINISTRATIVE ACCOUNTABILITY

The president shall report no less than once during each academic year to the assembled instructional staff of
the college on accomplishments of his/her administration and plans for the future. On such occasions the president
will entertain questions and statements from the assembled instructional staff.

Division deans shall report no less than once during each academic year to the assembled instructional staff
of the division on accomplishments of his/her administration and plans for the future. On such occasions the
division dean will entertain questions and statements from the assembled instructional staff of the division.

Department chairpersons shall report no less than once during each academic year to the assembled
instructional staff of the department on accomplishments of his/her administration and plans for the future. On such
occasions the chairperson will entertain questions and statements from the assembled instructional staff of the
department.

PART VI - BYLAWS AND AMENDMENTS

A. Bylaws:
The College Council shall adopt bylaws, pursuant to the current edition of Robert's Rules of Order Newly
Revised to define and regulate the details of its organization and procedures.

B. Amendments:
1) Amendments to this governance plan may be initiated by any standing committee or by petition of sixty
(60) members of the instructional staff. The proposed amendment shall be submitted to the Legislative
Committee for review. The Legislative Committee must submit the proposed amendment with its
recommendations to the Executive Committee for placement on the agenda of the next regular meeting of the College Council.

2) The proposed amendment will require a two-thirds affirmative vote of the College Council. In addition, an affirmative simple majority of those members of the Instructional Staff voting, provided 30% vote, is required.

3) All amendments to this governance plan are subject to approval by the Board of Trustees.

C. The instructional staff shall have the right to reverse any specific vote of the council, including amendments of this governance plan, by a vote of the majority of the membership of said instructional staff eligible to vote. Upon petition of one tenth of the instructional staff to the president of the College Council, a meeting, to which the entire instructional staff is invited, must be held in order to determine if the instructional staff desires to reverse any council decision in the aforementioned manner. This meeting must be held within ten (10) working days from the receipt of the petition. The instructional staff shall be notified of said meeting a minimum of five (5) working days prior to the meeting date. The president of the college shall preside at this meeting.

### THE CITY UNIVERSITY OF NEW YORK
### HONORARY DEGREES

**APPENDIX J**

**Granted in 1998**

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