

**BOARD OF TRUSTEES
THE CITY UNIVERSITY OF NEW YORK
535 EAST 80TH STREET
NEW YORK, NEW YORK 10075**

CALENDAR

JUNE 24, 2013

NO. 1. CHANCELLOR'S UNIVERSITY REPORT: RESOLVED, That the Chancellor's University Report for June 24, 2013 (including Addendum and Errata Items) be approved:

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

NO. 2. APPROVAL OF MINUTES: RESOLVED, That the minutes of the regular Board meetings and Executive Session of April 29, 2013 be approved.

NO. 3. COMMITTEE ON FISCAL AFFAIRS: RESOLVED, That the following items be approved:

A. HUNTER COLLEGE BELLEVUE SCHOOL OF NURSING, COLLEGE OF STATEN ISLAND NURSING PROGRAM, LEHMAN NURSING PROGRAM - ACADEMIC EXCELLENCE FEES FOR GRADUATE NURSING PROGRAMS:

RESOLVED, That The City University of New York adopt a schedule of academic excellence fees for graduate students in the Hunter-Bellevue School of Nursing program, College of Staten Island Nursing program and Lehman College Nursing program effective with the Fall 2013 semester and as detailed below:

Masters of Science in Nursing Programs

Resident Full-time students:	\$500 per semester
Resident Part-time students:	\$50 per credit
Non Resident students:	\$90 per credit

EXPLANATION: The Academic Excellence Fee will enable the colleges to improve the quality and level of student support services, to keep pace with ever-changing nursing practices and technologies, and to enhance the quality and market position of our graduate degree programs. The Hunter-Bellevue program has been recognized as a Center of Excellence in Nursing Education by the National League of Nursing, and the programs at the College of Staten Island and Lehman College are known for their excellence in nursing education; all three programs are heavily sought after, they prepare students who have bachelor's degrees in nursing to become advanced nurse practitioners, to assume leadership positions such as clinical nurse specialists, clinical educators, clinical coordinators, advanced practice case managers, and to pursue doctoral work. Even with the Academic Excellence Fees, these programs offer the most affordable graduate nursing education in the New York metropolitan area. The Colleges will continue to administer financial aid to assist students with the completion of their studies.

B. THE CITY UNIVERSITY OF NEW YORK - OUT-OF-STATE VETERANS TUITION RATE:

RESOLVED, That veterans who are not New York State residents be charged the same tuition rate as New York State residents for a period of 18 months from the first date of attendance at a CUNY college.

EXPLANATION: The City University of New York is committed to providing higher education to the significant number of veterans who have served this country, and to providing the necessary services to support their academic success. Under the Post-9/11 GI Bill, most veterans who served in the military after September 11, 2011 are eligible for tuition reimbursement from the federal government. However, the Veterans Administration has ruled that veterans attending public colleges are only eligible to be reimbursed at the resident tuition rate. This ruling makes it very difficult for

veterans who were not New York State residents prior to their military service to attend CUNY and live in New York for the required period to establish New York state residency.

In order to encourage veterans to apply to CUNY, and to bring their skills and talent to New York, this policy provides for veterans to be charged the in-state rate for the first 18 months of their attendance at CUNY, which should give them more than enough time to establish New York State residency under CUNY's guidelines, which require proof of residency in New York State for one year and an intent to reside in New York State permanently. If the veteran does not establish residency after 18 months, he/she will no longer be entitled to pay the resident tuition rate.

For purposes of this policy, a "veteran" is defined as an individual who was in active military service (which includes basic training) and was released under a condition other than "dishonorable". Veterans receiving resident tuition under this policy will be required to follow the same procedures as New York State residents in order to obtain the rate, including supplying necessary documentation.

The Chancellor will pursue with the United States Department of Veterans Affairs efforts to reinstate the prior policy whereby the federal government paid out-of-state tuition rates for eligible veterans.

C. THE CENTRAL OFFICE - GIFT FROM SC GROUP:

RESOLVED, That the Board of Trustees of The City University of New York accept a gift of \$1,000,000 from SC Group to establish a Revolving Loan Fund to support green programs. The revolving fund will enable the University and its colleges to realize cost savings and environmental benefits of efficiency enhancements to facilities. The General Counsel is authorized to sign any documents necessary to effectuate the gift.

EXPLANATION: The SC Group, a private foundation which makes grants and loans to various nonprofit organizations with a focus on the elderly, environment, and education, is providing \$1,000,000 to the University to fund green programs. The gift was initially provided to CUNY EDC. Since investments in energy projects and the payback from energy savings will be transacted through the University's tax levy accounts, the \$1,000,000 will be transferred to the CUNY Treasury. A revolving loan fund will be established under the management of the University's Offices of Budget and Accounting. Individual colleges will apply for loans and if approved, enter into agreements to use energy savings to repay the loans. Any additional savings will accrue to the benefit of the colleges which take advantage of the program. As loans are repaid, funds will be available to support additional projects.

D. THE CITY UNIVERSITY OF NEW YORK - REVISION OF TUITION AND FEE MANUAL:

RESOLVED, That the Board of Trustees of The City University of New York approve the increase in several miscellaneous fees for any semester or session commencing with the Fall 2013 semester as stated below to defray costs associated with these activities:

Readmission	From \$10.00 to \$20.00
Diploma	From \$15.00 to \$30.00
ID Card	From \$5.00 to \$10.00
Library Materials	
General Fines	From \$0.10/Day to \$0.25/Day
Reserved Items	From \$1.20/Hour to \$5.00-\$15.00/Hour
Equipment	New Fee \$15.00/Hour
Lab & Locker Breakage	New Fee \$25.00 or Cost
Returned Check	From \$15.00 to \$20.00

And be it further

RESOLVED, That the Board of Trustees of The City University of New York approve the university's revised Tuition and Fee Manual and authorize the Chancellor to revise the Manual as may be necessary and appropriate in the future. This Manual will serve as the University's policy statement regarding tuition and fee matters.

EXPLANATION: The Manual is a compilation of all applicable Board policies and procedures and University policies related to the charging, collecting, depositing and waiving of tuition and fees. The University's Tuition and Fee Manual had not been comprehensively reviewed or modernized in over 20 years; nor has its miscellaneous fee structure. The revised Manual reflects all changes made to tuition and fee policy since the Manual's initial adoption and will be accessible in multiple user friendly configurations and will also ensure uniformity and consistency among the colleges in the application of tuition and fee policy.

E. THE CITY UNIVERSITY OF NEW YORK - TECHNOLOGY FEE INCREASE:

RESOLVED, That the Board of Trustees of The City University of New York approve an increase to the technology fee from \$100.00 to \$125.00 per semester for full-time students and from \$50.00 to \$62.50 per semester for part-time students and to approve the use of the technology fee for enterprise academic and administrative computing services. This increase will be effective at the Senior Colleges beginning with the Spring 2014 semester and effective beginning in the Fall of 2015 for the Community Colleges.

EXPLANATION: The increase to the fee will generate an additional \$7.4 million annually at the Senior Colleges that will improve academic and administrative computing services and will help the University keep pace with ever-increasing technological advancements in teaching and learning. The broadening of the use of the technology fee will enhance the services available to students and faculty.

As a result of additional state support provided to community colleges for Fiscal Year 2013-2014, and considering the tuition increase effective for Fall 2013 semester, the technology fee increase will not be implemented at the community colleges for academic years 2013-2014 and 2014-2015, but will be effective beginning in the Fall of 2015.

For Federal Pell grant recipients, this fee increase will be covered by an increase of \$85 in the maximum Pell grant award (from \$5,645 to \$5,730). In cases of financial hardship, colleges may waive the technology fee for individual students.

In February of 2002, CUNY established a technology fee of \$75.00 for every full-time student and \$37.50 for part-time students. The fee was approved to provide the colleges the means to secure for the student body the level of technology essential to a high quality education. The fee was subsequently increased in September 2008 from \$75.00 to \$100.00 per semester for full-time students and from \$37.50 to \$50.00 per semester for part-time students, effective Fall 2008.

F. THE CITY UNIVERSITY OF NEW YORK - CONSOLIDATED FINANCIAL STATEMENT AUDIT SERVICES:

RESOLVED, That the Board of Trustees of The City University of New York authorize the General Counsel to execute a third amendment to Agreement No. NMP6001 with KPMG LLP on behalf of The City University of New York to extend the term of the Agreement for one (1) year through April 30, 2014 to purchase audit, tax, and advisory services. The third amendment was procured on a single source basis without competitive solicitation and pursuant to law and University regulations. The cost of the additional year of services shall not exceed a total estimated cost of \$815,000, chargeable to the appropriate New York City/State CUNYfirst Codes. The third amendment shall be subject to approval as to form by the University Office of the General Counsel.

EXPLANATION: The financial audit services provided by KPMG LLP support CUNY's statutory requirement to produce Consolidated University Financial Statements each fiscal year. The one (1) year extension will ensure continuity of services as CUNY completes the public solicitation process for audit and tax services for FY 2014-FY 2018. A notice of the single source amendment has been advertised as required by law.

G. THE CITY UNIVERSITY OF NEW YORK - AMENDMENT TO THE 2012 INVESTMENT POLICY - APPENDIX A:

RESOLVED, That the Board of Trustees approve an amendment to the University's Investment Policy ["Policy"] adopted in June 2012, revising the Asset Allocation [which is Exhibit A] as follows: the target asset allocation for

Emerging Market Equity is changed from 8% to 10% leaving the range unchanged at 5%-12%; the target asset allocation for Hedge Funds is changed from 10% to 13% and the range is changed from 5%-15% to 8-18%; and the target asset allocation for Fixed Income is changed from 20% to 15% and the range is changed from 15%-30% to 10-25%.

NOTE: A copy of the Amended Investment Policy is on file in the Office of the Secretary of the Board, along with the draft minutes of the meetings of the Fiscal Affairs Committee and the Subcommittee on Investment on June 3, 2013.

EXPLANATION: The Fiscal Affairs Committee and the Subcommittee on Investments met for the annual review of Policy. In consultation with CUNY's investment consultant, Cambridge Associates, it was determined that the allocations for Emerging Market Equity, Hedge Funds and Fixed Income should be revised. The Subcommittee on Investment and the Fiscal Affairs Committee have both reviewed and approved the proposed amended Investment Policy.

H. THE CENTRAL OFFICE - OFFICE OF THE UNIVERSITY CONTROLLER - INVESTMENT CONSULTANT SERVICES:

RESOLVED, That the Board of Trustees of The City University of New York authorize the General Counsel to execute a contract on behalf of the Office of the University Controller to purchase investment consultant services from Cambridge Associates, LLC, or an affiliated entity ("Cambridge"), without competitive solicitation and pursuant to law and University regulations. The term of the contract shall be for up to five years. The annual fees payable to Cambridge shall be the greater of \$200,000 and an amount based on a percentage of the value of University assets as to which Cambridge provides investment advice. The estimated cost of the services for the first year of the contract is \$420,000, chargeable to earned investment income from the University's Investment Pool. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Cambridge will provide services to the University's Investment Pool in the areas of investment and spending policies and investment manager guidelines; asset allocation; investment strategies and structure; investment manager searches and selection; portfolio rebalancing; and investment performance calculations, evaluation, and other relevant analysis. Cambridge will also provide the University with administrative services in connection with specific investments and access to certain of its proprietary investment research, databases, and software. Cambridge has provided investment consultant services to the University since 2008 under a contract that was awarded on the basis of best value pursuant to a public request for proposals solicitation. Cambridge has worked closely with University management and staff since that time, and has provided valuable services and advice to the University and its Investment Pool. Cambridge's current contract expires on July 1, 2013, and the services are being continued in the best interest of the University.

I. THE CITY UNIVERSITY OF NEW YORK - INVESTMENT PORTFOLIO EXPENDITURE APPROPRIATION:

RESOLVED, That the Board of Trustees has determined, in accordance with CUNY's Spending Policy (which is Exhibit B to the Investment Policy), that it is prudent and appropriate to maintain an appropriation of 4.5% for the funds in the Portfolio for the fiscal year ended June 30, 2014.

NOTE: A copy of the Amended Investment Policy is on file in the Office of the Secretary of the Board, along with the draft minutes of the meetings of the Fiscal Affairs Committee of June 3, 2013 and the Subcommittee on Investment on April 8, 2013.

EXPLANATION: The CUNY Portfolio is a pooled investment vehicle for multiple individual accounts that include both endowed and non-endowed funds received by CUNY for its general purposes, funds received by CUNY for the benefit of a specific CUNY College and funds belonging to one or more of the College Foundations that have chosen to invest in the Portfolio. CUNY's policies and procedures with respect to spending from the Portfolio shall comply with the New York Prudent Management of Institutional Funds Act [NYPMIFA]. Decisions with respect to spending from CUNY Funds in the Portfolio shall be made by CUNY's Board of Trustees on recommendation from the CUNY Subcommittee on

Investments (the "Subcommittee"). Decisions with respect to spending from College Foundations invested in the Portfolio must be made by the respective foundation boards, though each is asked to consider, to the extent possible and prudent, the spending rate of the Portfolio in order to preserve the long-term value of the funds in the Portfolio.

In making any recommendation or decision to appropriate funds, the Subcommittee and Board must act in good faith with the care that an ordinarily prudent person in a like position would exercise under similar circumstances. Also, to ensure compliance with NYPMIFA, CUNY Funds in the Portfolio are categorized into groups of similarly situated funds according to purpose. The Subcommittee reviews the categories and the composition of each group to ensure the Funds are properly classified. It then deliberates on the prudence of the spending rate for each of the categories based upon the eight prudence factors mandated by NYPMIFA, and listed in Exhibit B Subsection 1A of this Policy, prior to making its recommendation to the Board for the next fiscal year. The Subcommittee on Investment and the Fiscal Affairs Committee have both reviewed and approved the proposed expenditure appropriation.

J. THE CITY UNIVERSITY OF NEW YORK - AMENDMENT TO THE 2012 INVESTMENT POLICY:

RESOLVED, That the Board of Trustees approve an amendment to the University's Investment Policy ["Policy"] adopted in June 2012, revising the Policy as follows: *to permit the Committee on Fiscal Affairs and its Subcommittee on Investments to delegate authority to the Senior Vice Chancellor of Budget, Finance and Fiscal Policy as it relates to the current Policy concerning decisions to make marketable and non-marketable alternative investments, as circumstances warrant.*

NOTE: A copy of the Amended Investment Policy is on file in the Office of the Secretary of the Board, along with the draft minutes of the meetings of the Fiscal Affairs Committee on June 3, 2013 and the Subcommittee on Investment on April 8, 2013.

EXPLANATION: CUNY Management, in consultation with CUNY's Office of General Counsel [OGC], and investment consultant, Cambridge Associates, reviewed CUNY's current Investment Policy, and has recommended this amendment to permit a more efficient and effective process of implementing Policy and such related decisions. The Subcommittee on Investment and the Fiscal Affairs Committee have both reviewed and approved the proposed amended Investment Policy.

K. THE CITY UNIVERSITY OF NEW YORK - AMENDMENT TO THE 2012 INVESTMENT POLICY - EXHIBIT B:

RESOLVED, That the Board of Trustees approve an amendment to the University's Investment Policy ["Policy"] adopted in June 2012, revising the Spending Policy [which is Exhibit B] as follows: (1) to clarify that Participant spending from the Portfolio shall be on an as-needed basis to the exclusion of withdrawals without specific purpose; and (2) to clarify that to the extent a Participant's needs are less than the applicable spending rate, any residual amount shall remain within the Participant's share of the Portfolio and is not carried over to future years.

NOTE: A copy of the Amended Investment Policy is on file in the Office of the Secretary of the Board, along with the draft minutes of the meetings of the Fiscal Affairs Committee on June 3, 2013 and the Subcommittee on Investment on April 8, 2013.

EXPLANATION: In order to preserve and enhance the purchasing power of the Pool, the Policy does not distinguish between endowed and non-endowed accounts when making spending decisions in accordance with the New York Prudent Management of Institutional Funds Act ("NYPMIFA"). NYPMIFA makes a number of changes to the law governing how CUNY manages and invests its investment assets and spends from its endowment funds. CUNY Management, in consultation with CUNY's Office of General Counsel [OGC] and investment consultant, Cambridge Associates, reviewed CUNY's current Investment Policy-Appendix B, and has recommended certain amendments to permit a more efficient process of implementing Policy, as well as to further clarify the Policy in terms of compliance with NYPMIFA and best practices in accounting. The Subcommittee on Investment and the Fiscal Affairs Committee have both reviewed and approved the proposed amended Investment Policy.

NO. 4. COMMITTEE ON FACULTY, STAFF, AND ADMINISTRATION: RESOLVED, That the following items be approved:

A. BROOKLYN COLLEGE - NAMING OF THE BARRY R. FEIRSTEIN GRADUATE SCHOOL OF CINEMA:

RESOLVED, That the Board of Trustees of The City University of New York approve the naming of the Barry R. Feirstein Graduate School of Cinema at Brooklyn College.

EXPLANATION: Barry R. Feirstein is owner and president of Feirstein Capital Management Corporation, a private investment management firm. Feirstein graduated from Brooklyn College *summa cum laude* in 1974 with a B.S. in economics and membership in Phi Beta Kappa. He has brought his gift for teamwork and his capacity for strategic thinking to the Brooklyn College Foundation Board of Trustees, which he joined in 2005. Before being elected chair of the Foundation Board, he served as chair of the Foundation's Audit and Finance Committee. Feirstein has proven to be a major catalyst in the College's capital campaign to raise \$200 million with the overall goal of "enhancing student success through a 21st century education of the highest quality."

Feirstein recently made an extraordinary commitment of \$5,500,000 to support the establishment of a new center for graduate programs in cinema at Brooklyn College. The College intends to establish M.A., M.S., and M.F.A. degree programs in Cinematic Arts under the auspices of the Department of Film and to offer them in dedicated facilities at the Steiner Studios in the Brooklyn Navy Yard.

To recognize his longstanding support and extraordinary generosity, Brooklyn College recommends naming of the "Barry R. Feirstein Graduate School of Cinema."

B. THE CITY COLLEGE OF NEW YORK - AMENDMENT TO THE GOVERNANCE PLAN:

RESOLVED, That the proposed amendment to the Governance Plan of The City College of New York be adopted, effective July 1, 2013.

EXPLANATION: The City College of New York ("CCNY") proposes to update Article III of its Governance Plan and revise the Graduate Student Association governance. The proposed amendment would change the name of the Graduate Student Association to "Graduate Student Council." The language of Article III was refined to reflect some changes in CCNY's administrative structure since the adoption of the current Governance Plan in 1999. The allocation of seats on the Student Council is being changed to distribute seats more equally among the different Schools and Divisions. The proposed amendment was based on student led initiatives and would modernize and improve the graduate student organization's activities on campus.

The CCNY Faculty Senate approved this amendment on October 18, 2012, and the College President recommends its adoption.

THE CITY COLLEGE
REVISED GOVERNANCE PLAN
ARTICLE III
THE GRADUATE STUDENT COUNCIL

There shall be a Graduate Student Council representative of all candidates for advanced degrees in all the Schools and the Divisions at City College of New York.

1. Name

The name of this organization shall be the Graduate Student Council of The City College of New York.

2. Purpose

It will be the primary responsibility of this Organization to create a cohesive community between the graduate programs at the City College and to support the distinct professionally oriented interests of graduate students through the organization of community events and programs that address those interests.

This organization shall represent the interests of all graduate students of The City College of New York, and shall, where appropriate:

- a. open reciprocal channels of communication where fruitful throughout the academic community;

- b. secure meaningful participation in decision-making bodies within the academic community;
- c. organize and hold colloquia centering around issues meaningful to its members, and engage in all other activities necessary to represent graduate students.

3. Membership

All graduate students registered at The City College of New York of The City University of New York (including Ph.D. candidates resident on this campus) shall be eligible for membership within the Graduate Student Council of The City College of New York.

4. Graduate Student Council – Structure

The Graduate Student Council shall be elected from among those students who are registered at the City College. The Graduate Student Council shall be elected from among those graduate students who are registered at The City College. Those representatives serving on the Graduate Council shall be called Councilors. The Vice President for Student Affairs or his or her designee will also be an ex officio member without vote of the Graduate Student Council.

Elections shall take place during the month of April each academic year. Tenure of office shall be one year, and vacancies occurring during the academic year shall be filled by appointment of the remaining Councilors from the School in which the vacancy occurs or from the current active members of the Graduate Student Council.

Each School and Division will be allotted three seats in the Council and shall elect its own representatives to the Graduate Student Council. However, if when the Council convenes its first meeting, there are not enough members to fill the seven officer positions, each School and Division is granted the opportunity to nominate additional members in order to fill the seven officer positions.

Based upon registration in the fall semester of the academic year, and including resident Ph.D. candidates, each academic year, no later than the second week of May, the Chairman of the Graduate Student Council shall appoint one member to convene the first meeting of the next academic year.

At this meeting the Graduate Student Council shall elect its own officers from among its own membership. The officers shall include: Chairperson, Vice Chairperson, Secretary, Treasurer, Executive Officer of Legislative Affairs, Executive Officer of Academic Affairs, and Executive Officer of Community Affairs and these will have the duties customarily exercised by these officers.

The Graduate Student Council shall establish such standing and ad hoc committees as it determines in its bylaws. In addition, in the spring semester of every year a committee on elections shall be formed, and it will be responsible for:

- a. securing the names of the nominees from the School committees, and
- b. carrying out the election of representatives to the Graduate Student Council as a whole.

The Graduate Student Council shall, in addition to the functions stipulated and implied above:

- a. embody its own procedures in Bylaws, consistent with this governance document, which shall take effect when approved by two-thirds of those present and voting at a regular meeting;
- b. establish a schedule of regular meetings which shall be published to all interested members of the College community;
- c. select the graduate membership of the standing committee on discipline and all other campus bodies on which the graduate students are officially represented.

When a vacancy occurs in the Presidency of The College, the Graduate Student Council shall recommend the graduate student members of an ad hoc committee to advise with the Board of Trustees in filling the vacancy. When a vacancy occurs in a College-wide position, such as: The Vice Presidents; Provost; Deputy Provost; or Deans of the Schools and Divisions, and Chief Librarian; the Graduate Student Council shall recommend the graduate student members of an ad hoc committee to advise with the President in filling the vacancy.

In addition to the above, the Graduate Student Council may elect members from its organization to participate in standing faculty committees. These standing committees shall have such powers as are mutually agreed upon by concurrent actions of the respective bodies.

5. Graduate Student Council – Powers

The Graduate Student Council shall have powers and duties with reference to graduate students broadly comparable to those for undergraduates assigned to the Undergraduate Senate.

The Graduate Student Council shall, subject to such rules and guidelines as may be established by the Board of Trustees, and the President, and under the consultation of the Vice President for Student Affairs or his or her designee, have jurisdiction over extracurricular activities, including the setting of general policy governing student activities (e.g., chartering regulations, publicity regulations, etc.). The Graduate Student Council will be the authentic voice of the graduate students of The City College of New York of the City University of New York in all matters that may be appropriately brought before it.

6. Graduate Student Council – Impeachment

Any Graduate Student may request the impeachment of an officer of the Graduate Student Council. A two-thirds vote of the membership of the Council will be required to impeach an officer.

C. THE CITY COLLEGE OF NEW YORK - INCORPORATION AND NAMING OF THE CITY COLLEGE CENTER FOR THE ARTS, INC.:

RESOLVED, That the Board of Trustees of The City University of New York authorize the incorporation of The City College Center for the Arts, Inc., pursuant to the provisions of the Not-for-Profit Corporation Law of the State of New York, and consents to the use of "The City College" as part of the name of the Center.

EXPLANATION: The City College of New York wishes to establish a not-for-profit corporation to operate a performing arts center in Aaron Davis Hall for the benefit of the College community and New York City, and to receive outside funding. This resolution requires approval by the Board of Trustees for the filing of a certificate of incorporation under New York State law that uses the name of the College as part of the name of the new corporation.

D. NEW YORK CITY COLLEGE OF TECHNOLOGY - AMENDMENTS TO THE GOVERNANCE PLAN:

RESOLVED, That the proposed amendments to the Governance Plan of New York City College of Technology be adopted, effective July 1, 2013.

EXPLANATION: The amendments to the Governance Plan of New York City College of Technology ("Citytech" or "the College") primarily synchronize the Plan with the College's current practices and CUNY policies.

As proposed, the Plan would clarify the roles of officers of the College Council, executive committee and committee on committees; revise the duties of standing committees; add a standing committee for technology, and revise the charge and functioning of the personnel appeals committee. It would also delete procedures for electing departmental delegates, delegates-at-large and student delegates to the College Council, since those procedures appear in the College's bylaws. It would impose a time limit for votes by the college's instructional staff when making changes to the Governance Plan.

The proposed amendments also include provisions that bring the Governance Plan into compliance with recently-adopted or amended CUNY policies concerning Academic Integrity, Faculty-Student Disciplinary Committees, and Resolution of Student Complaints.

Finally, there are technical amendments that update the titles of college administrators, offices and the College's name.

The changes were approved by the College Council on March 16, 2010, April 30, 2010 and March 5, 2013 and are recommended by the College President.

**PLAN OF GOVERNANCE FOR
NEW YORK CITY COLLEGE OF TECHNOLOGY**

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CONSTITUTION OF THE COLLEGE COUNCIL OF
NEW YORK CITY COLLEGE OF TECHNOLOGY

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, academic deans and departmental chairpersons.
 - 2) One member to be elected from each instructional department and voting unit (including the office of enrollment management and student affairs, library, continuing education, college laboratory technicians series¹, and higher education officer series¹ 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) Student delegates designated as follows:
 - a) Two students elected by the student government.
 - b) Four students from each school, each of whom is registered in a program offered by a department within that school and elected by the students within that school.
- B. Eligibility to serve on and to vote for delegates to 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 of credit-bearing courses required by their program.
 - c) They must be able to serve a minimum of one year.
 - d) They must be enrolled for a minimum of 3 hours of classes.
 - 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,
 - d) All full-time assistant professors (untenured) who have been appointed to the rank after serving for a minimum of three years as full-time lecturers/instructors,
 - e) All full-time lecturers who have received a third, continuous, annual appointment,
 - f) All college laboratory technicians who have received a third, continuous, full-time annual appointment,
 - g) All higher education officers who have received a third, continuous, full-time annual appointment.
- C. Terms of office of delegates to college council
- 1) Department Delegates shall be elected for a three year term.
 - 2) Delegates-at-Large shall be elected for a three year term from among the instructional staff with one third of the delegates-at-large elected each year on a rotating basis.
 - 3) Student delegates will be elected for a one year term.
 - 4) Rules for elections shall be established by the college council. All elections for delegates-at-large and in-cycle elections for departmental delegates shall be supervised by the legislative committee and administered by the office of instructional staff relations. Student elections shall be supervised by the office of the vice-president for enrollment management and student affairs. Vacancies for departmental delegates are filled by departmental elections with assistance by the legislative committee if so requested by a member of the department who is eligible to serve.

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 IIB2, 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.

¹ 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.

- 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.
 - 7) The chair does not have authority to act for the council.
- 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 IIB2, 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.
 - 6) The vice-chair does not have authority to act for the council.
- 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 but not as a member of a standing committee.
 - 6) Publish a summary of attendance of members annually.
 - 7) Update the data base of council actions annually.
 - 8) The secretary does not have authority to act for the council.
- E. Adequate services to perform council functions shall be provided for by the college administration to the chair, secretary and chairs of standing committees. 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, and the first meeting shall be held during the first two months, as determined by the executive committee of the council.
- B. Meetings of the college council shall follow the current edition of Robert's Rules of Order Newly Revised.
- 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 one sixth 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. The business of the standing committees shall be the first items on the council agenda, followed by the report of the college president. The executive committee will assign time limits to items on the agenda. 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 publicly 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.
 - 8) 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.
 - 9) The executive committee does not have authority to act for the council.
- C. Committee on Committees
- 1) The committee on committees is composed of five council members of the instructional staff as defined in article II section B paragraph 2. The committee on committees for the upcoming academic year shall be elected by a plurality vote of members of the council at the penultimate meeting of the council each academic year (not counting the organizational meeting for the following year's college council).
 - 2) The committee on committees will elect its own chairperson.
 - 3) The committee on committees is not considered a standing committee of college council. Each member of this committee must serve on another standing committee of the council unless they are ex-officio members or they are elected chair, vice-chair, or secretary of college council.
 - 4) This committee shall be charged with assigning council members to serve on standing committees and overseeing elections of standing committee chairs. Assigning council members to standing committees should be done within ten days of the college council meeting following the one in which the committee on committees was elected. The only exceptions shall be for newly elected chairpersons, as a result of vacancies or for nonvoting members. The committee is also charged with providing orientation for new members of college council.
 - 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.
 - 8) Once chairs of all standing committees have been elected the committee on committees' only duty will be to assign replacements and non-voting members to standing committees.
 - 9) Vacancies on the committee on committees will be filled by a plurality vote of college council.
- D. Standing Committees
- 1) Each standing committee shall elect its own chairperson and secretary. Each chairperson and secretary shall serve for one year. No one may serve more than three consecutive terms as chair or as secretary.
 - 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) After the last council meeting of the academic year and before the organizational meeting for the upcoming year each committee shall submit a written summary of committee activities to the council secretary. These reports will be forwarded to the chair of the committee on committees who will give it to the chair of the committee for the following academic year.
 - 8) 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.
 - 9) 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. Each academic year it shall produce an evaluative report on at least one important area of its purview and submit this written report to college council.
 - 10) Budget Committee
This committee shall be responsible for recommendation, review and evaluation of policy relating to the financial planning, budget allocations, the use of allocated funds and long-term planning of the college. Each academic year it shall produce an evaluative report on at least one important area of its purview and submit this written report to college council.
 - 11) 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.
 - 12) Buildings and Grounds Committee

This committee shall be responsible for producing evaluations and making 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 for administration and finance. 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. Each academic year it shall produce an evaluative report on at least one important area of its purview and submit this written report to college council.

- 13) Personnel Committee
This committee shall be responsible for the development of policies and practices (not subsumed by the bylaws of the CUNY Board of Trustees or existing contractual agreements) relating to the instructional staff.
- a) It shall be responsible for reviewing and evaluating existing policies and practices and proposing recommendations for change.
 - b) It shall also be responsible for the development and ongoing 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.
 - c) It shall in addition be responsible for investigating claims of infringement on academic freedom and report in writing to college council on their findings.
Each academic year it shall produce an evaluative report on at least one important area of its purview and submit this written report to college council.
- 14) Technology Committee
This committee shall be responsible for making recommendations to the college administration regarding instructional, academic, and administrative technology throughout the college. It is also responsible for evaluation of current technological infrastructure of the college. Other college-wide committees with a primary focus on technology will maintain an active relationship with and provide resource personnel to the technology committee. To further this goal, the technology committee shall be represented on all college-wide committees dealing with instructional, academic, and administrative technology. Each academic year it shall produce an evaluative report on at least one important area of its purview.
- 15) 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, the chairperson and voting members 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

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 CUNY 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, those described as follows shall be deemed ineligible to vote and ineligible to serve:
 - 1) Appointees (either regular or acting but not including people serving in the below titles as the chief administrator of the library, the office of enrollment management and 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.
- 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 director of instructional staff relations issues a personnel calendar which includes deadline dates for the promotion process. The office of instructional staff relations will also send to each department chair a listing of those faculty eligible to apply for promotion and will notify each eligible candidate. Any individual who does not receive notification and questions the eligibility listing should contact the director of instructional staff relations.
 - 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 director of instructional staff relations 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 peers 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 elect 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 director of instructional staff relations 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. 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

- A. 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.
- B. Appeals may be based on academic criteria, on a question of procedure, or on any other grounds put forward and fully substantiated by the appellant. New evidence may be introduced as part of an appeal if it was made available to the appellant after the decision in question was made but pertains to the time period originally under consideration.
- C. Notice of five working days shall be offered to anyone asked to appear at a hearing of the personnel appeals committee.
- D. A completed report of the recommendations of the personnel appeals committee shall be submitted to the president of the college no more than thirty working days after such appeal is presented to the committee.
- E. This committee shall be composed of two tenured associate or full professors from each school and one from the combined unit composed of the department of continuing education, the library, and the department of enrollment management and student affairs. One member from each school 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. No two members of the committee shall be from the same department or unit.
- F. 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.
- G. 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 school/area shall conduct a separate election for its representatives. Each elected member shall serve for a two-year term.
- H. No member of the personnel appeals committee may serve more than two consecutive terms.

PART V - ADMINISTRATIVE ACCOUNTABILITY

- A. 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.
- B. Academic deans shall report no less than once during each academic year to the assembled instructional staff of the school on accomplishments of his/her administration and plans for the future. On such occasions the academic dean will entertain questions and statements from the assembled instructional staff of the school.
- C. 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 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. This vote must take place no later than the semester following that in which the approval by college council took place. If a vote is not held within this time a new approval by college council 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 working days from the receipt of the petition. The instructional staff shall be notified of said meeting a minimum of five working days prior to the meeting date. The president of the college shall preside at this meeting.

PART VII - FACULTY-STUDENT DISCIPLINARY COMMITTEE, ACADEMIC INTEGRITY COMMITTEE, AND RESOLUTION OF STUDENT COMPLAINTS

- A. Faculty-Student Disciplinary Committee
 - 1) The faculty-student disciplinary committee shall be organized according to the provisions in article XV section 15.3

of the bylaws of the Board of Trustees of the City University of New York. It shall be charged with hearing of and passing judgment on any and all charges, accusations or allegations against a member of the student body that involve pursuit of a disciplinary sanction i.e. where the decision of culpability concerns a question of fact as opposed to the an academic sanction which is based on an instructor's expert judgment.

- 2) Any faculty member holding the rank of professor, associate professor, assistant professor, instructor, or lecturer full-time, is eligible to nominate, or be nominated, to vote and to serve on this committee.
 - 3) The faculty-student disciplinary committee shall consist of two faculty and two student members plus a chairperson.
 - a) The faculty members shall be selected by lot from a panel of six elected annually by the instructional staff as described in part I, article II section B(2) (a)--(e) above.
 - b) The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. Eligibility to serve is as described in part I, article II section B(1) above.
 - c) In the event that either the student or faculty panel or both are not elected, or if more panel members are needed, the president of the college shall have the duty to select the panel or panels which have not been elected.
 - d) No-one shall serve more than two terms consecutively on the faculty-student disciplinary committee.
 - 4) The college president shall select in consultation with the executive committee of college council three members of the instructional staff to receive training and to serve in rotation as chair of the faculty-student disciplinary committee. If none of the chairpersons appointed from the campus can serve, the president, at his/her discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges.
 - a) The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide and make all rulings for the committee. He/she shall not be a voting member of the committee but shall vote in event of a tie.
 - b) In the event that the chairperson cannot continue the president shall appoint another chairperson. In the event that a student or faculty seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the faculty or student panel by lottery.
 - 5) A quorum of the faculty-student disciplinary committee shall consist of the chair and any two voting members.
 - 6) Hearings shall be scheduled at a convenient time and efforts shall be made to ensure full student and faculty representation. Persons who are to be participants in the hearing as witnesses or who have been involved in preferring charges or who may participate in appeals procedures or any other person having an interest in the outcome of the hearing shall be disqualified from serving on the hearing panel. An attorney from the general counsel's office of the board may be present to act as legal advisor to the committee.
 - 7) Whenever an academic sanction, as well as a disciplinary sanction, is being sought against a member of the student body in accordance with the University's Policy on Academic Integrity, the college's academic integrity officer or his/her designee shall be present to act as an advisor to the committee.
- B. Academic Integrity Committee
- 1) The academic integrity committee shall consist of seven voting members and either one or two non-voting members. Three members of the academic integrity committee shall be elected for three-year rotating terms by full-time faculty who hold the minimum rank of assistant professor who have received their third year reappointment. No two elected members of the academic integrity committee shall be from the same department. Four members shall be appointed by the Provost (with at most one member from each school and one member from the library) for one-year terms so that at most one member of the committee is from any single department. No one may serve more than six years consecutively as a voting member of the academic integrity committee. The academic integrity officer may ask a student to serve on the academic integrity committee as a non-voting member.
 - 2) The academic integrity committee shall have both an educative and administrative purpose. In the spirit of prevention, and to promote the education of faculty, staff and students about academic dishonesty, the academic integrity committee shall be charged with the maintenance, support and dissemination of academic integrity policies, procedures and guidelines as they are expressed in catalogs, student handbooks, class schedules, websites, workshops and other sources of public information at the college. In accordance with the recommendations put forth in the CUNY Report on Academic Integrity, the academic integrity committee shall
 - a) hold workshops and orientation sessions for faculty with the aim of raising awareness of the importance of academic integrity, providing guidelines for detecting plagiarism and dealing with students, and promoting preventative pedagogical strategies to discourage problems before they arise;
 - b) work with counselors and faculty to educate students in orientation sessions and other forums about the importance of academic integrity, what it means and what constitutes a violation of the academic integrity policies of the college and
 - c) create a website that will serve as a clearinghouse for all policies, procedures and guidelines involving

academic integrity.

- 3) The academic integrity committee shall be charged with hearing appeals of all contested charges of academic dishonesty against a student that do not involve the pursuit of a disciplinary sanction (charges that involve the pursuit of a disciplinary sanction are heard by the faculty student disciplinary committee; see section A(1) for definitions).

C. Resolution of student complaints about faculty in academic settings

- 1) The college respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the college recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.

- 2) Determination of Appropriate Procedure.

If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the vice president for enrollment management and student affairs. In particular, the vice president for enrollment management and student affairs should advise a student if some other procedure is applicable to the type of complaint the student has.

- 3) Informal Resolution.

Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or chair of the committee on students of college council to facilitate informal resolution.

- 4) Formal Complaint.

If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean for the school to which the department belongs. (This person will be referred to below as the "Fact Finder.")

- a) The complaint shall be filed within thirty calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.
- b) The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder.
- c) The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the chair of the committee on students of college council or other appropriate person to facilitate informal resolution.
- d) If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the provost and the vice president for enrollment management and student affairs. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the vice president for enrollment management and student affairs and, if appropriate, the chair of the standing committee for students of college council. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.
- e) At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the provost and the vice president for enrollment management and student affairs. In ordinary cases, it is expected that the investigation and written report should be completed within thirty calendar days of the date the complaint was filed.

5) Appeals Procedure.

If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the provost within ten calendar days of receiving the report. The provost shall convene and serve as the chairperson of an appeals committee, which shall also include the vice president for enrollment management and student affairs, two faculty members elected annually by the college council, and one student elected annually by the student government association. The appeals committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The appeals committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the appeals committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within twenty calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

6) Subsequent Action.

Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the faculty member's personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process. Any action taken by the college must comply with the constitution and bylaws of the college, the bylaws of the Board of Trustees of the City University of New York and the collective bargaining agreement between the University and the Professional Staff Congress.

E. QUEENSBOROUGH COMMUNITY COLLEGE - NAMING OF THE CHARLES F. BOVA, SR. VETERANS MEMORIAL:

RESOLVED, That the Board of Trustees of The City University of New York approve the naming of the "Charles F. Bova, Sr. Veterans Memorial," located adjacent to the Kupferberg Holocaust Resource Center at Queensborough Community College.

EXPLANATION: In 2013, Dr. Diane Bova Call, President of Queensborough Community College, pledged \$25,000 to the Queensborough Community College Fund, Inc. The gift was made in honor of her father, Charles F. Bova, Sr., who received a Bronze Star during World War II as a First Sergeant in the United States Third Army, First Tank Destroyer Brigade. Sergeant Bova was among the U.S. Army troops who liberated the Dachau Concentration Camp. The gift is restricted to the Kupferberg Holocaust Resource Center and Archives/National Endowment for the Humanities (KHRCA/NEH) endowment fund. The KHRCA/NEH endowment fund utilizes the resources of the Kupferberg Holocaust Resource Center and Archives and the College to create an annual colloquia in global human rights issues that enriches students' understanding of differences among cultures. Started in 2012, the colloquia is supported with the help of a \$500,000 Challenge Grant awarded from the National Endowment for the Humanities, which creates a 50% match for gifts (including Dr. Call's pledged gift) restricted to this endowment through 2017.

The Veterans Memorial at Queensborough Community College is a small, open-air, concrete plaza with a few benches. The concrete plaza is in the shape of the Pentagon representing the five armed forces of the United States: Army, Navy, Marine Corps, Air Force and Coast Guard. In honor of President Call's support for this important program, Queensborough Community College therefore recommends naming the Veterans Memorial in honor of Charles F. Bova, Sr.

F. YORK COLLEGE - NAMING OF THE MILTON G. BASSIN PERFORMING ARTS CENTER:

RESOLVED, That the Board of Trustees of The City University of New York approve the naming of the Milton G. Bassin Performing Arts Center at York College.

EXPLANATION: A 1944 graduate of The City College of New York, Milton Bassin had a long and distinguished career at CUNY in faculty and administrative roles, ultimately serving as President of City Tech (1966-1971) and President of York College (1971-1991).

Milton Bassin is the single individual most responsible for building the York College campus in Jamaica, Queens. During New York City's fiscal crisis, he became revered in the community for his sterling defense of the College's existence and retention of its senior college status, overcoming many obstacles until state funding became available. Throughout his two decades of service at York, President Bassin was held in high esteem by York faculty, staff, students, alumni and the Jamaica community.

Queens Borough President Helen Marshall summed up his tremendous contributions as follows: "Dr. Milton Bassin was a man of vision and leadership who guided the future of York College from 1971 to 1991. As the longest-serving president of York, he committed himself to prepare the college, its faculty, students and the entire community of Jamaica for the future. He loved York and knew personally, as a graduate of CUNY himself, that intellectual pursuit in a nourishing environment would reap a rich harvest."

President Bassin passed away in August 2012. His family and friends are engaged in raising substantial funds to provide scholarships in President Bassin's name. Due to his singular role in nurturing the growth of York College, the College therefore recommends naming the Performing Arts Center in honor of Milton G. Bassin.

G. DISTINGUISHED PROFESSOR: RESOLVED, That the following be designated Distinguished Professor in the department, and the college, and for the period indicated, with compensation of \$28,594 per annum in addition to their regular academic salary, subject to financial ability:

COLLEGE	NAME	DEPARTMENT	EFFECTIVE
The City College of New York	Daniel Greenberger	Physics	September 1, 2013
The Graduate Center	Jeremy Kahn	Mathematics	September 1, 2013
The Graduate Center	Megan Vaughan	History	September 1, 2013
Queens College	Joshua Freeman	History	September 1, 2013
Queens College	Yunping Jiang	Mathematics	September 1, 2013

H. GRADUATE SCHOOL AND UNIVERSITY CENTER - AMENDMENTS TO THE GOVERNANCE:

RESOLVED, That the Board of Trustees approve the proposed amendments to the Governance Plan of the Graduate School of the Graduate School and University Center, as set forth in Attachment I, effective September 1, 2013.

EXPLANATION: The amendments to the Governance Plan of the Graduate School of The Graduate School and University Center ("Graduate School") are designed to update the Plan. The amendments were approved by the Graduate Council on May 8, 2013 and are recommended by the President.

Specifically, the language has been revised in Section 6.1 to allow appointment of faculty directly to master's programs, and to extend the guidelines and criteria for faculty appointments to include both doctoral and master's programs. Currently only doctoral faculty are permitted to be appointed to master's programs with the exception outlined in Section 6.2C. The increase in number of new master's programs at the Graduate Center, and especially the increase in the number of students in the MALS program, makes it necessary to modify the Graduate School Governance in this way. Section 6.2 has been modified to address only certificate programs since master's programs ("other educational programs") will be addressed in Section 6.1. Section 4.2E has been modified to include the current practice of appointment of an Advisory Committee by the President only for a new certificate program's first year, after which, the program's approved governance guides the process.

**Governance with Structure Changes of February 4, 2013, and March 4, 2013
Approved by Graduate Council May 8, 2013**

Note: Additions are underlined and deletions are bracketed

**GOVERNANCE PLAN OF THE GRADUATE SCHOOL
OF THE GRADUATE SCHOOL AND UNIVERSITY CENTER
OF THE CITY UNIVERSITY OF NEW YORK**

Sec. 1 ADMINISTRATIVE OFFICERS

1.1 President

The President of The Graduate School and University Center, hereafter referred to as The Graduate School, is the chief academic and administrative officer.

The President has general responsibility to develop, implement, and administer the doctoral programs of the University, other graduate programs, and centers and institutes of The Graduate School in accordance with the decisions of the Board of Trustees of The City University of New York.

The President has responsibility and authority for The Graduate School comparable to those set forth for Presidents in Article 11.4 of the Bylaws of the CUNY Board of Trustees.

1.2 Provost

The Provost of The Graduate School is appointed by and responsible to the President and is the principal academic officer of The Graduate School, with responsibilities as the President may assign.

1.3 Vice Presidents

Vice Presidents of The Graduate School are appointed by the President of The Graduate School in accordance with the established policies of the CUNY Board of Trustees for such appointments.

Vice Presidents have such duties and responsibilities as may be assigned to them by the President or referred to them by appropriate faculty bodies.

1.4 Deans

Deans of The Graduate School are appointed by the President of The Graduate School in accordance with the established policies of the CUNY Board of Trustees for such appointments.

Deans have such duties and responsibilities as may be assigned to them by the President or referred to them by appropriate faculty bodies.

Sec. 2 ADMINISTRATIVE BODIES

2.1 Graduate Council

The governing body of The Graduate School is the Graduate Council, which operates in accordance with its Bylaws. The membership of the Graduate Council shall be specified in the Graduate Council Bylaws. A majority of the voting members of the Graduate Council shall constitute a quorum.

2.1A Functions

The functions of Graduate Council shall be:

1. To formulate educational policy for all graduate work in doctoral programs at the Graduate School and in other graduate programs of The Graduate School, to set standards of admission and academic performance, and curriculum and degree requirements.
2. To approve programs and curricula leading to the doctoral degree and to approve other graduate programs of The Graduate School and the curricula of these programs.
3. To recommend to the CUNY Board of Trustees the granting of honorary and graduate degrees to qualified candidates. This function shall be exercised exclusively by the faculty members of the Council.
4. To consider any other academic matters of The Graduate School and to make recommendations to the CUNY Board of Trustees.
5. To receive, consider, approve, and forward, as appropriate, reports and recommendations of the Council's standing committees.
6. To review, and act on revisions to the Governance document of The Graduate School of the Graduate School and University Center, and to the Bylaws of Graduate Council of the Graduate School of the Graduate School and University Center.

2.1B Chair

1. The President of The Graduate Center shall be Chair of Graduate Council and shall preside over its meetings. In the absence of the President, the Chair of the Executive Committee of the Council shall preside.
2. The Chair of the Executive Committee of Graduate Council shall preside over the meetings of the Executive Committee. The Chair shall serve for a two-year term and shall be elected by preferential voting by the voting members of the Council from among the faculty representatives of the Council at its final spring meeting during years when elections are scheduled.

2.1C Committees

The Graduate Council shall establish Standing Committees as enumerated and such other committees as it deems necessary to the discharge of its responsibilities. Each committee shall consist of faculty members and student members as specified in the Graduate Council Bylaws.

1. Executive Committee
2. Committee on Structure
3. Committee on Curriculum and Degree Requirements
4. Committee on Research
5. Committee on Committees
6. Committee on Student Services
7. Committee on Student Academic Appeals
8. Library Committee
9. Committee on Information Technology

2.2 Committees of The Graduate School

2.2A Academic Review Committee

This committee shall consist of the Provost as Chair (nonvoting) and six members elected by the Executive Officers from among their ranks. Each elected member shall serve for two years. The terms shall be staggered so that half of the total members are elected each year. The committee shall review all proposals for appointments to The Graduate School faculty, as well as reappointments, non-reappointments, promotions, tenure, and fellowship leaves of absence, and shall make its recommendations to the President.

2.2B Doctoral and Graduate Students' Council

The Doctoral and Graduate Students' Council here and after known as the Doctoral Students' Council is the official representative body of the [doctoral] students of the Graduate Center.

2.2C Executive Committee of the Doctoral Students' Council

The Executive Committee of the Doctoral Students' Council shall be the President's Student Advisory Committee. It shall advise the President in the discharge of such responsibilities as setting educational policy, making major administrative appointments, and other matters as the President may request.

Sec. 3 DEGREE PROGRAMS**3.1 New Degree Programs**

3.1A The development of new degree programs or the revision of existing programs is the prerogative of the faculty. The development of new degree programs shall follow the City University's Office of Academic Affairs specific guidelines for Letters of Intent and Proposals for new degree programs.

3.1B The following procedures are required for new degree programs:

1. A letter of intent should include information about the proposed program's purposes and learning goals, need, student demand, curriculum, faculty, and cost assessment. The Letter of Intent will be reviewed by the Committee on Curriculum and Degree Requirements and, if approved, by Graduate Council. If approved by Graduate Council, the letter of intent will be forwarded to the City University's Office of Academic Affairs for review.
2. If the letter of intent is approved by the City University's Office of Academic Affairs, a full proposal will be developed with more detail and greater documentation, including the required external evaluation.
3. The full proposal will be reviewed by Committee on Curriculum and Degree Requirements and, if approved, by Graduate Council. If approved by Graduate Council, the proposal will be forwarded to the City University's Office of Academic Affairs for review prior to consideration by the City University's Board of Trustees Committee on Academic Policy, Programs, and Research and, finally, by the Board of Trustees.

4. Program proposals approved by the City University's Board of Trustees will be forwarded to the New York State Department of Education for review and final authorization.

- 3.1C During the period between the inception of a new degree program at The Graduate School and the approval of its governance by the Committee on Structure and by the Graduate Council, the interim structure shall be as follows: The President, with input from the program's planning committee, shall appoint an Executive Officer (EO) of such Doctoral Program and the EO of the Master of Liberal Studies or Director of any Graduate Center MA Program. In addition, the President shall appoint five members of the Executive Committee from the program's faculty including at least one from any college that has or will have at least six faculty on the initial program faculty, and including at least one from among those who have full-time appointments at The Graduate School. All other rules and regulations of The Graduate School and of the City University Board of Trustees Bylaws shall also apply during the interim period.
- 3.1D After a new program has been in existence for one academic year, it shall draw up a detailed governance structure consistent with this Governance document and the Graduate Council Bylaws of The Graduate School. For that purpose a faculty-student ad hoc Governance Committee shall be established. The Committee shall consist of six to ten members, half of whom shall be faculty and include the Executive Officer, and half of whom shall be students elected for that purpose by the student body by mail, email, or other electronic means. Nominations for faculty members shall be made by the Executive Committee; nominations of student members shall require signatures of five students or 20 percent of the students in the program, whichever is fewer.
- 3.1E The governance proposal prepared by the ad hoc Committee shall be submitted to the faculty and students two weeks in advance of the vote and shall, after a faculty- student meeting, be submitted to a vote of faculty and students by mail, email, or other electronic means. Faculty and students shall vote separately. A majority of those voting in each group must vote affirmatively for the proposal to pass.
- 3.1F A description of the program governance shall be submitted to the Committee on Structure, which shall forward the proposal with its recommendations to Graduate Council. The recommendation of the Committee shall be adopted unless rejected by a three-quarters vote of the Graduate Council members present.

The description of the program governance shall include:

1. The composition of the Executive Committee and the Standing Committees described in this Governance document;
2. The composition and functions of other committees the program may wish to establish;
3. The nomination and election procedures for participants in the governing bodies of the program, the criteria for student membership pursuant to Section 6.4B, and the responsibilities and prerogatives of the student members.

3.2 General Provisions for Program Governance

- 3.2A Proposals for doctoral and master's program governance or amendments thereto shall be explicit in all of their provisions and shall not "incorporate by reference" the provisions of the Bylaws of the Graduate Council, Bylaws of the City University, or other regulation or legislation.
- 3.2B Formal provisions shall be made for the expression of student opinions on decisions affecting appointments, promotion, and tenure of individual faculty members.
- 3.2C In programs with subprograms, the subprogram governance shall conform to relevant portions of this Governance document regarding program structure. It is the Executive Officer's responsibility to determine that this adherence to The Graduate School governance exists, and the responsibility of the program Executive Committee to approve any changes necessary to bring subprogram structures into conformity with the Governance document of The Graduate School.
- 3.2D Certificate Programs shall have a Coordinator and a five member standing advisory committee elected by the faculty of the program(s) in which the certificate program is housed.
- 3.2E The procedures of Graduate School committees, programs, and subprograms shall be governed by the latest edition of ROBERT'S RULES OF ORDER, NEWLY REVISED, in all cases in which they are applicable and not inconsistent with this Governance document and the Graduate Council Bylaws of The Graduate School.

3.3 Modification of Program Governance Structure

- 3.3A With the approval of the Committee on Structure and Graduate Council, specific aspects of the program structure and organization provided for in this section may be modified to meet exceptional conditions prevailing in a doctoral program.

- 3.3B Programs may at any time propose a change in their structure within the requirements of the Governance document of The Graduate School provided that changes are submitted by a majority of the program's Executive Committee, and after timely notification to the program's faculty and students of the proposed changes, to the Committee on Structure for review and recommendation to Graduate Council for its consideration.
- 3.3C If at least 30 percent of the doctoral faculty or 30 percent of the matriculated students in a program sign a proposal to change the program's structure, the proposal shall be considered by the Committee on Structure of the Graduate Council. If the Committee on Structure approves the proposal, it shall forward the proposal with its recommendation to Graduate Council for its approval.

3.4 Executive Officer

- 3.4A Each doctoral program of The Graduate School and the Master of Arts (M.A.) Program in Liberal Studies shall have an Executive Officer responsible for administering the affairs of the program in accordance with this Governance document, and with the policies established by the program faculty, Graduate Council, and the CUNY Board of Trustees.
- 3.4B The Executive Officer shall be appointed by the President for a term not exceeding three years. The President shall actively solicit nominations and counsel from the individual members of the Executive Committee, doctoral faculty, and students matriculated in the program concerning this appointment. The Executive Officer may be reappointed.
- 3.4C The Executive Officer shall preside at meetings of the program's faculty, Executive Committee, and Faculty Membership Committee. The Executive Officer shall have authority to initiate policies and actions concerning the affairs of the program, subject to the powers delegated by this Governance document to the program's faculty. The Executive Officer shall serve ex officio as a voting member of all program committees.
- 3.4D Courses to be offered each semester shall be determined by the Executive Officer after consultation with representative groups of faculty and students. The Executive Officer shall assign faculty to teach these courses.
- 3.4E The Executive Officer shall work with chairs of CUNY college departments in the Executive Officer's discipline to develop procedures for making new faculty appointments useful both to the college departments and to The Graduate School. The Executive Officer shall try to ensure that when department chairs recruit part-time faculty, they give preference to qualified students enrolled in the doctoral programs, in accordance with the policies of The City University of New York.

3.5 Executive Committee

- 3.5A The Executive Committee of each program shall be constituted as required by each program's governance after approval by the Graduate Council Committee on Structure and by Graduate Council in accordance with the following provisions. There shall be established in each program an Executive Committee to be composed of at least five members. It shall include at least one faculty member from each senior college substantially participating in the program ("substantially participating" is defined as having six members on the faculty of the program) (Section 9.4, CUNY Board of Trustees Bylaws). In programs in which the doctoral faculty includes two or more faculty members (other than the Executive Officer) who hold Graduate School appointments, at least one member of the Executive Committee shall be elected from this category. Members of the Executive Committee shall be elected for a term not to exceed three years, but may be reelected.
- 3.5B The Executive Committee shall have the authority for the operation of the program between the stated meetings of the program's faculty subject to the policies established by the faculty. It shall meet at least once a semester with the students matriculated in the program. The Executive Officer shall serve as Chair of the Executive Committee (Section 9.4, CUNY Board of Trustees Bylaws).
- 3.5C The Executive Committee may make recommendations to the appropriate committees of Graduate Council and to the administration of The Graduate School.
- 3.5D The Executive Committee in coordination with the Faculty Membership Committee shall conduct a continuing review of the faculty of the University relevant to that program. The Executive Committee shall work with the Executive Officer to forward the policy in Section 3.4E of this Governance document.
- 3.5E The Executive Committee shall recommend policies and procedures on dissertations.
- 3.5F In the fall semester of the final year of the Executive Officer's current term, the Executive Committee of each program shall undertake a review of its program governance to ensure that it reflects current governance practice and remains in compliance with the most recent Graduate School governance, Board of Trustees policy, and New York State law, making any necessary amendments and revisions.

3.6 Program Standing Committees

Each degree program shall have the following Standing Committees, and such other committees as its faculty, its governance structure, or its Executive Committee may determine. The committees' responsibilities are as follows:

- 3.6A Faculty Membership: To nominate members of the program's faculty as provided for in Section 6.1 below with a view toward including in the doctoral program faculty newly appointed at the colleges; to maintain a roster of potential doctoral faculty appointments; to record annually the status of those faculty members currently designated; to review all other actions taken in regard to membership on the doctoral faculty.
- 3.6B Curriculum and Examinations: To review curriculum and to submit curriculum recommendations for action; to recommend procedures and standards for the conduct of examinations.
- 3.6C Admission and Awards: To recommend admission and awards procedures and standards for the program; to administer these procedures in accordance with these standards.
- 3.6D Elections: To conduct all program elections.

Sec. 4 MASTER'S PROGRAMS AND CERTIFICATE PROGRAMS

4.1 Definition

A certificate program at The Graduate School is a formalized interdisciplinary concentration that grants certificates simultaneously with the awarding of doctoral degrees. The development of a certificate program is overseen by the Interdisciplinary Studies Committee and requires the approval of that committee, the Committee on Curriculum and Degree Requirements, and Graduate Council prior to being presented for approval first by the Board of Trustees of The City University of New York and then by the State of New York.

Master's programs at the GC which are headed by a Director may be free-standing or housed within a Doctoral Program.

4.2 Administration and Structure

- 4.2A A certificate program shall have a Coordinator administering the affairs of the program in accordance with the policies established by the program faculty, Graduate Council, and the CUNY Board of Trustees.
- 4.2B Master's programs (except the Master of Arts in Liberal Studies) which are not part of an existing doctoral program shall have a Director administering the program in accordance with the policies established by the program faculty, Graduate Council, and the CUNY Board of Trustees.
- 4.2C Directors of master's programs and Coordinators of certificate programs shall be appointed by the President for a term not exceeding three years. The President shall solicit nominations and counsel in making such appointments as described in Section 3.4B of this Governance document.
- 4.2D The responsibilities of the Director or the Coordinator are the same as those outlined for Executive Officers in Sections 3.4C and 3.4D of this Governance document.
- 4.2E A certificate program, for its first year of existence, shall have an Advisory Committee appointed by the President after consultation with the Coordinator. Appointees must be members of the doctoral faculty, except as indicated in Section 6.2C.
- 4.2F The Certificate Program Advisory Committee shall nominate to the President members of the initial certificate program faculty. Nominees should be members of the doctoral faculty, except as noted in Section 6.2C, below.
- 4.2G After a new master's or certificate program has been in existence for one academic year the Program Advisory Committee shall propose a governance structure for the program and submit it to the Committee on Structure, which shall forward the proposal with its recommendation to Graduate Council for approval.

The governance structure shall include procedures for establishing standing and ad hoc committees, for making faculty appointments, and for proposing modification of certificate requirements in accordance with procedures described in Section 3.2 of this Governance document.

Sec. 5 FACULTY APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS, TENURE

- 5.1 Recommendations for faculty appointment, reappointment, promotion, and tenure on Graduate School lines assigned to The Graduate School must first be considered by the Executive Committee of the relevant program, next by the Academic Review Committee, and then by the President.
- 5.2 Student members of the Executive Committee have the right to participate in all discussions on matters of policy and on individual candidates for appointment, reappointment, promotion, and tenure, but may not vote on individual candidates.
- 5.3 Recommendations for appointment, reappointment promotion, and tenure of faculty appointed on Graduate School lines allocated to a senior college are initiated and reviewed at the college and submitted by the college president directly to the CUNY Board.

Sec. 6 FACULTY AND STUDENTS

6.1 Faculty Membership in Doctoral and Master's Programs

- 6.1A During the first two years of a degree program, the faculty shall be appointed by the President. Thereafter, the program's faculty shall be determined in accordance with the following paragraphs.
- 6.1B Appointment to a program's [the doctoral] faculty is initiated by means of written nomination from the appropriate program committee(s) to the Provost and is effective when the appointment is approved by the Provost. Appointment to the program's [doctoral] faculty may not be initiated by the Provost or President except in the case of newly established doctoral, master's, or certificate programs or in extraordinary circumstances with the approval of the Academic Review Committee.
- 6.1C The continued membership of each faculty member of each [doctoral] program shall be reviewed regularly by the Faculty Membership Committee and/or Executive Committee of each program in accordance with the program's faculty membership policy.
- 6.1D The program's governance structure shall stipulate whether nomination for appointment is made by (a) the Faculty Membership Committee, (b) the Executive Committee, or (c) the Executive Committee after recommendation by the Faculty Membership Committee, and the criteria employed by the program for nomination to, and continuance on, the [doctoral] faculty.
- Criteria shall include:
1. A determination that the faculty member will make a significant contribution relevant to the needs of the program, and
 2. Evidence of significant research relevant to the [doctoral] program, or
 3. Evidence of qualification to teach a [doctoral] course or provide other graduate [doctoral]-level training, or
 4. Evidence of qualification to supervise [doctoral] dissertations, theses, or other graduate- level research.
- 6.1E A member may be removed from the [doctoral] faculty on the recommendation of the appropriate program committee(s), but only after the member has been given one year's prior notice of the intention to remove.
- 6.1F The faculty member may appeal the decision to remove to the program's Executive Committee, the Provost, and the President.
- 6.1G The appointment of full-time CUNY faculty as members of a program's [the doctoral] faculty (except as in 6.1I below) confers full rights and duties.
- 6.1H Only members of a program's [the doctoral] faculty may teach a [doctoral-level] course more than twice or chair dissertation committees or supervise theses.
- 6.1I In order to meet emergency needs, an Executive Officer or Director may recommend directly to the Provost appointment of individuals to the [doctoral] faculty for a period of one semester or one year. Such temporary appointments may not be repeated for a cumulative total of more than two semesters. Notification of such appointments shall be conveyed to the Faculty Membership Committee and/or the Executive Committee. Temporary appointees do not have voting rights in the program, nor may they be appointed to program committees.
- 6.1J Part-time CUNY faculty and faculty or professionals at other institutions may be recommended for adjunct appointment to the doctoral faculty. Their rights and duties with respect to strictly academic activities (e.g., chairing a dissertation committee) are the same as those of other doctoral faculty.

6.2 Faculty Membership in Certificate Programs [and Other Educational Programs]

- 6.2A An Advisory Committee for a certificate program [and the Executive Committee of a master's program not housed within a doctoral program] shall nominate to the President members of the initial program faculty. Nominees shall be members of the doctoral faculty.
- 6.2B The foregoing program structure rules for faculty membership apply as well to certificate [and other educational] programs of The Graduate School.
- 6.2C An individual qualified to serve a needed teaching, supervisory, or other function in a certificate [or other educational] program, but ineligible for membership in an existing doctoral program because there is no relevant doctoral program or because the definition of a relevant doctoral program precludes the individual's specialization, may be appointed in the following manner: after informing related doctoral programs of an intended appointment, the program forwards such nominations to the Provost accordingly, as required by the program's governance.

6.3 Faculty Responsibilities

- 6.3A The Executive Committee of each program shall call at least one meeting a year of the faculty and present a report to the faculty. At any meeting of the program faculty a quorum shall consist of 25 persons or 50 percent of the faculty, whichever is smaller.
- 6.3B The faculty, through its members on the Standing Committees of the program, shall have responsibility to establish policies for the program. At any meeting of the faculty, a quorum being present, the faculty of each program may vote to make direct recommendations without Executive Committee approval to the appropriate committee of Graduate Council or to the administration on any matter that affects them.
- 6.3C The Executive Committee of the Graduate Council may receive motions for action directly from program faculty or from a program's Executive Committee.

6.4 Student Responsibilities

- 6.4A The Executive Committee shall call a meeting with the students of each program at least once each semester.
- 6.4B The students shall have responsibility through student representatives to the Executive Committee and the Standing Committees of each program to make known their views on the policies of the program. All students on these committees shall be chosen by means of an election by mail, email, or other electronic means by the students in the program. Any matriculated student shall be eligible to serve. Students of any program may make direct recommendations to the appropriate committee of Graduate Council or to the administration for immediate consideration on any matter that affects them if at least 10% of the students in that program support those recommendations.

Sec. 7 AMENDMENTS AND REVIEW

- 7.1 This Governance document may be amended by a two-thirds affirmative vote of the members present, there being a quorum, at any stated or special meeting of Graduate Council, provided that the text of the proposed amendment shall have been sent in writing to every member of Graduate Council at least two weeks before the meeting at which the proposed amendment is to be considered.
- 7.2 At the final spring meeting of the Graduate Council of every even-numbered year, the Committee on Structure shall present a report on the Governance document together with such recommendations for amendments, revisions, or alterations as it shall deem appropriate. The procedures described in the previous paragraph shall be followed except that such amendments shall require a majority affirmative vote of the members present, there being a quorum.

Approved by the Board of Higher Education on September 28, 1970; June 19, 1972; September 23, 1974; September 27, 1976; August 7, 1978; and by the Board of Trustees on August 4, 1980; June 28, 1982, January 28, 1985; June 23, 1986; June 27, 1988; February 27, 1995, June 25, 2001; June 23, 2003; June 27, 2005; June 26, 2006; September 22, 2008; June 28, 2010, September 24, 2012

I. JOHN JAY COLLEGE OF CRIMINAL JUSTICE - NAMING OF THE RICHARD KOEHLER '73 LECTURE HALL:

RESOLVED, That the Board of Trustees of The City University of New York approve the naming of Room L.76 at John Jay College as the "Richard Koehler '73 Lecture Hall."

EXPLANATION: Richard Koehler is an alumnus of John Jay College, a trustee of the John Jay College Foundation and Chair of the Alumni Campaign Committee. He is a long-time supporter of the College with lifetime giving of \$176,157. His gifts have supported programming, scholarships and provided unrestricted support to the College.

Mr. Koehler is the Founding Partner of the firm of Koehler & Isaacs, LLP. Formerly, he was a Full Professor at the College, and also served as Commissioner of The New York City Department of Corrections.

In recognition of his generosity, the College recommends naming of the "Richard Koehler '73' Lecture Hall."

J. THE CITY COLLEGE OF NEW YORK - NAMING OF THE MATTHEW GOLDSTEIN SCIENCE COMPLEX:

RESOLVED, That the Board of Trustees of The City University of New York approve the naming of the "Matthew Goldstein Science Complex."

EXPLANATION: The Matthew Goldstein Science Complex will include the new science building at The City College of New York, where the College's faculty and students will explore such areas as bio-organics, molecular and cellular design, environmental sciences, and material sciences, and the CUNY Advanced Science Research Center (ASRC), where researchers from across the University will use cutting-edge technology to broaden understanding of nanotechnology, photonics, structural biology, neuroscience and environmental sciences. It is hoped that in the future there will be a second ASRC building next to the one that is nearing completion.

It is fitting that this complex be named for Chancellor Goldstein. His determination to reposition CUNY in the sciences is embodied in his "Decade of the Sciences" initiative, which dedicates the University with renewed vigor to advance science at the highest levels and to create a pipeline to science, math, technology, and engineering fields for CUNY students, particularly women and minorities. During his stewardship as Chancellor, colleges across the University have recruited and hired many new faculty members in scientific fields who are conducting their research in new state-of-the-art facilities.

In recognition of the extraordinary impact that the Chancellor has had on The City College of New York and on CUNY as a whole, the President strongly recommends the naming of the Matthew Goldstein Science Complex.

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

A. THE COLLEGE OF STATEN ISLAND - MSW IN SOCIAL WORK:

RESOLVED, That the proposed program in Social Work leading to the Master of Social Work (MSW) be offered at The College of Staten Island be approved, effective June 25, 2013, subject to financial ability.

EXPLANATION: The MSW is the first licensure-qualifying degree in Social Work. The College of Staten Island, which has long experience in teaching Social Work at the undergraduate level, has established the need for a third MSW program at CUNY, in addition to programs currently offered by Hunter and Lehman Colleges. Responding to growing regional and national need, the MSW program at CSI will particularly emphasize preparing its graduates to work with individuals with developmental disabilities. The curriculum will follow the requirements for professional accreditation by the Council on Social Work Education (CSWE) and meet licensure requirements of New York State for both Licensed Master Social Workers and Licensed Clinical Social Workers.

B. YORK COLLEGE - BS in HEALTH SCIENCE:

RESOLVED, That the proposed program in Health Science leading to the Bachelor of Science be offered at York College be approved, effective June 25, 2013, subject to financial ability.

EXPLANATION: York College has developed a niche in offering academic programs that support a wide variety of healthcare professions, and the college seeks to add a BS in Health Science to its mix. The program has a strong foundation in both the natural sciences and existing coursework in health policy, education and informatics. Students choose a concentration in either Health Care Management, which prepares them for direct employment, including in management positions in venues such as hospitals, long term care facilities and laboratories, or a concentration in Pre-Health Professional Studies which prepares them for graduate work in areas such as Public Health, Nutrition, and Health Care Policy. The college has reached out to related graduate programs at CUNY and the University of Bridgeport in designing this program to assure that its graduates have the best preparation for admission to graduate study. All students are required to do two field based experience courses, providing them with an opportunity to apply what they have learned in the classroom, make professional contacts, and gain valuable work experience.

C. BARUCH COLLEGE & THE GRADUATE SCHOOL AND UNIVERSITY CENTER - PH.D. IN BUSINESS:

RESOLVED, That the Ph.D. in Business, currently awarded solely by The Graduate School, be jointly awarded by The Graduate School and Baruch College, effective June 25, 2013, subject to financial ability.

EXPLANATION: Baruch College provides support to the Ph.D. program in business that is near the maximum in support that other senior colleges provide to graduate center programs. Almost all of the Graduate Center faculty who teach in the program are also appointed at Baruch, and all business dissertations are chaired by Baruch faculty. The program's curriculum is overseen by Baruch faculty. Office space for the Business Program is provided by Baruch, and all 75 students in the program have workspace at Baruch, and at some point in their graduate career teach at Baruch. The current arrangement between Baruch and the Graduate School, with the Graduate School as sole degree granter, leads to lack of clarity for regional and professional accrediting bodies. In addition, by sharing in the doctoral degree authority Baruch would rightfully be categorized as a PhD granting institution by Forbes, Financial Times, U.S. News, Bloomberg-Business Week and other college guides and rating agencies. Because this will be Baruch's first doctoral-level program, a Master Plan Amendment will be submitted to the Board of Regents. The change in degree awarding will have no impact on the program standards, curriculum or teaching assignments.

D. HUNTER COLLEGE – REORGANIZATION OF HEALTH SCIENCES FACULTY:

RESOLVED, That the Hunter College School of Health Sciences shall be dissolved effective July 1, 2013; and be it further

RESOLVED, That the Hunter College School of Health Professions shall be established as a separate unit within Hunter College with a Dean and with all of the attributes and responsibilities of a School at Hunter effective July 1, 2013; and be it further

RESOLVED, That the Dean of the Hunter College School of Nursing ("SON") shall also serve as Dean of the Hunter College School of Health Professions; and be it further

RESOLVED, That the Department of Physical Therapy and the Department of Speech-Language Pathology and Audiology each shall be established in the Hunter College School of Health Professions with all of the rights and responsibilities of a department effective July 1, 2013; and be it further

RESOLVED, That there shall be established a divisional Personnel and Budget Committee which shall be comprised of the Chair of each department in the School of Health Professions, two tenured members of the School of Nursing Personnel & Budget Committee elected by the majority of the members of the SON having faculty rank or CCE, and two tenured members of the School of Urban Public Health ("SUPH") Personnel & Budget Committee elected by the majority of the members of the SUPH having faculty rank or CCE. The Dean of the SON and the Dean of the SUPH shall be invited to participate in the divisional personnel and budget committee with voice but not vote and shall alternate on an annual basis chairing such committee; and be it further

RESOLVED, That the Chairs of each of the departments that comprise the School of Health Professions, one tenured member of the Personnel and Budget Committee of SUPH who shall be elected by the majority of the members of the SUPH faculty having faculty rank or CCE, and one tenured member of the Personnel and Budget Committee of the School of Nursing who shall be elected by the majority of the members of the SON faculty having faculty rank or CCE shall serve on the College Faculty Personnel and Budget Committee with full voice and vote; and be it further

RESOLVED, That the resolutions of this Board of June 17, 1974, December 18, 1978, and June 23, 1997 be superseded.

EXPLANATION: From 1974 until 2010, the Hunter College School of Health Sciences was comprised of programs in public health, communication sciences/audiology, medical lab sciences, and physical therapy. In 2010, the Hunter College School of Urban Public Health was formed as a free-standing school in response to accreditation requirements for the new CUNY School of Public Health at Hunter. Earlier this year, the Medical Lab Sciences program was moved to the School of Arts & Sciences as its own department. This resolution addresses the governance of the remaining 2 programs that were left in the Hunter College School of Health Sciences and revises the Hunter College Divisional governance structures to reflect the cumulative changes.

A separate resolution has been submitted to the Board of Trustees via the Chancellor's University Report pursuant to which, contingent upon the approval of this resolution by the Board of Trustees, faculty members from the Physical Therapy Program in the School of Health Sciences will be transferred and appointed to the new Department of Physical Therapy and faculty members from the Communication Sciences/Audiology Program in the School of Health Sciences will be transferred and appointed to the new Department of Speech-Language Pathology and Audiology effective July 1, 2013.

E. HUNTER COLLEGE - LETTER OF INTENT FOR THE DOCTOR OF EDUCATION IN INSTRUCTIONAL LEADERSHIP:

RESOLVED, That the letter of intent for a proposed program in Instructional Leadership leading to the Doctor of Education degree (Ed.D.) to be offered at Hunter College be approved, effective June 25, 2013, subject to financial ability.

EXPLANATION: As per customary practice, new doctoral programs are presented to the Board twice: at the Letter of Intent Stage and subsequently at the full proposal stage.

The Hunter College School of Education proposes to offer a Doctor of Education (Ed.D.) in Instructional Leadership. This is a clinical doctoral program with a very different purpose, curriculum, constituency, and set of outcomes from Ph.D.s in education such as those offered by the CUNY Graduate Center. Using a cohort model, the program will prepare experienced educators to become effective practitioner leaders able to translate current research into practice, rather than produce new theoretical research.

As this Letter of Intent makes clear, there is a growing need for clinically-focused doctoral training for education practitioners; there is currently no Ed.D. program at CUNY designed to meet the needs of working educators with a part-time cohort model and practice-focused curriculum. The Ed.D. in Instructional Leadership is designed to build on the quality and reputation of the Hunter College School of Education to meet this need in a unique way, providing further training and credentialing for aspiring instructional leaders.

F. LAGUARDIA COMMUNITY COLLEGE - CLOSING OF THE DEPARTMENTS OF COOPERATIVE EDUCATION AND COMMUNICATION SKILLS:

RESOLVED, That the Department of Cooperative Education at LaGuardia Community College be abolished effective September 1, 2013; and be it further

RESOLVED, That the Department of Communication Skills at LaGuardia Community College be abolished effective September 1, 2013.

EXPLANATION: Over the past three years LaGuardia Community College has examined the way in which it offers its student internships. Since the College's founding, internships have been managed by the Division, and now Department, of Cooperative Education. However, to strengthen linkages between the internship and a student's major, departments have requested that they take responsibility for internship coordination. Since 2009 the College has moved internships into the Departments of Business & Technology, Education & Language Acquisition, English, Humanities, and Natural Sciences. A number of Cooperative Education faculty and staff have also been transferred as well. We will conclude by moving internships into the Department of Social Sciences and into the Liberal Arts program.

The College believes that moving the faculty and courses of the Department of Communication Skills (reading) into the Department of Education and Language Acquisition (ELA) will strengthen the curricular alignment between reading and ESL instruction – a need for many LaGuardia students. Further, most of the Communication Skills faculty have academic credentials that match, and could strengthen, the ELA Department's discipline offerings: linguistics, second language acquisition, and education.

In addition, the University is expanding the cohort of students who do some of their remedial work through the CUNY Start Program. With fewer remedial reading courses to teach, the Communication Skills faculty would then be able to

devote part of their expertise to supporting the educational goals of the ELA Department, including teaching courses in ESL, linguistics, modern languages, and education.

A separate resolution is being submitted to the Board of Trustees via the Chancellor's University Report regarding the transfer and appointment of the remaining Cooperative Education faculty to Humanities, Business & Technology, and the Division of Academic Affairs.

A separate resolution is being submitted to the Board of Trustees via the Chancellor's University Report regarding the transfer and appointment of the faculty in the Department of Communication Skills. One faculty member will transfer to the Department of English and the remaining Communication Skills faculty will transfer to the Department of Education and Language Acquisition.

G. COLLEGE OF STATEN ISLAND - CREATION OF THE SCHOOLS OF BUSINESS AND EDUCATION, CREATION AND ABOLISHMENT OF ACADEMIC DEPARTMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approves the dissolution of the Department of Business at the College of Staten Island and the establishment of the School of Business with the departments of Finance/Accounting, Marketing, Management, and Economics, effective July 1, 2013; and be it further

RESOLVED, That the Board of Trustees of The City University of New York approve the establishment of the School of Education at the College of Staten Island, comprised of the current Department of Education, effective July 1, 2013; and be further

RESOLVED, That the Board of Trustees of The City University of New York approves the dissolution of the Department of Political Science, Economics and Philosophy and the establishment of the Department of Political Science and Global Affairs and the Department of Philosophy, which shall be in the Division of Humanities and Social Sciences, and the Department of Economics, which shall be in the School of Business, effective July 1, 2013.

EXPLANATION: Pursuant to academic and institutional planning, and following approval by the Department of Business, the Institutional Planning Committee, and the College Council, the College of Staten Island proposes to dissolve its current Department of Business and to establish four new Departments (Finance/Accounting, Marketing, Management, and Economics), which will be situated within a new School of Business. Economics is currently part of the Department of Political Science, Economics, and Philosophy, which is being dissolved in a separate resolution.

The creation of the School of Business will enhance the quality of student-centered programs, research, scholarship and initiatives. The new school structure will allow the College to seek accreditation from the appropriate accrediting body and give greater recognition to the College and the University.

The costs associated with the establishment of the School of Business have been approved by the Chancellor. The Board has already approved an Interim Dean.

By separate resolutions submitted as part of the Chancellor's University Report, the faculty in the Department of Business will be transferred and appointed, as appropriate, to the new Departments and advised of their seniority therein.

Pursuant to academic and institutional planning, and following approval by the Department of Education and the Institutional Planning Committee, the College of Staten Island proposes to establish the School of Education comprised of the current Department of Education.

The establishment of the School of Education will give greater prominence to the College's education programs and will enable the development of a richer array of rigorous undergraduate and graduate degree programs, and improve the academic and administrative coordination to better fulfill its mission. The creation of a school is also a step to ensure continued NACTE accreditation.

The costs associated with the establishment of the School of Education have been approved by the Chancellor. A resolution appointing an Interim Dean is also being submitted to the Board for approval at its June 2013 meeting.

Pursuant to academic and institutional planning, and with the approval of the Department of Political Science, Economics and Philosophy, the Institutional Planning Committee, and the College Council, the College of Staten Island proposes to dissolve the Department of Political Science, Economics and Philosophy and to establish the three new Departments listed above.

The College of Staten Island has previously and successfully divided amalgamated departments into disciplinary units resulting in new curricula and new undergraduate and graduate programs. Creation of separate Departments of Political Science and Global Affairs, Economics and Philosophy will enhance the ability of faculty within each discipline to refine their programs to reflect emerging trends in their fields, and strengthen their ability to recruit faculty who expect and prefer to work within discipline-specific departments. It will permit a more focused effort on programmatic and curricular development, more specialized representation on college-wide committees and a clearer representation of the discipline for potential faculty and students. Furthermore, it will permit the creation of an administrative structure providing for more effective management of degrees.

The costs associated with the establishment of these new departments will be minimal. By separate resolutions submitted as part of the Chancellor's University Report, the faculty in the Department of Political Science, Economics and Philosophy will be transferred and appointed as appropriate to the new Departments and advised of their seniority therein.

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

A. CUNY SCHOOL OF LAW - ESTABLISHMENT OF AUXILIARY ENTERPRISE BOARD:

RESOLVED, That the Board of Trustees approve the establishment of the CUNY School of Law Justice & Auxiliary Services Corporation, and the proposed bylaws and certificate of incorporation of the auxiliary enterprise board.

EXPLANATION: CUNY School of Law would like to incorporate an auxiliary enterprise board to support the School and assist in the implementation of its public service mission. In accordance with Board Bylaw section 16.10, the bylaws and certificate of incorporation of the auxiliary enterprise board have been approved by the Dean of the Law School and reviewed by the University Office of General Counsel. The name of the auxiliary enterprise board is CUNY School of Law Justice & Auxiliary Services Corporation. The auxiliary enterprise board will be responsible for auxiliary services that may include food services, book store operations, vending and game machines, and other enterprises for the benefit of the School. In addition the auxiliary enterprise board will conduct and/or support public service initiatives that may include research, publication, training and distribution of materials which address legal issues relating to advancing justice, and to disseminate the results of the same to members of the general public, the academic community, community organizations and government. The governing board of the auxiliary enterprise board will be composed of the Dean of the Law School or her designee, as chair, five students, four administrators, and one faculty member.

B. STELLA AND CHARLES GUTTMAN COMMUNITY COLLEGE - ESTABLISHMENT OF AUXILIARY ENTERPRISE BOARD:

RESOLVED, That the Board of Trustees approve the establishment of the Stella and Charles Guttman Community College Auxiliary Enterprises Corporation, and the proposed bylaws and certificate of incorporation of the auxiliary enterprise board.

EXPLANATION: The Stella and Charles Guttman Community College would like to incorporate an auxiliary enterprise board to support the College. In accordance with Board Bylaw section 16.10, the bylaws and certificate of incorporation of the auxiliary enterprise board have been approved by the College President and reviewed by the University Office of General Counsel. The name of the auxiliary enterprise board is the Stella and Charles Community College Auxiliary Enterprises Corporation. The auxiliary enterprise board will be responsible for auxiliary services that may include food

services, book store operations, vending and game machines, and other enterprises for the benefit of the School. The governing board of the auxiliary enterprise board will be composed of the College President or his designee, as chair, six students, three administrators, and three faculty members.

C. QUEENS COLLEGE - ESTABLISHMENT OF INCORPORATED AUXILIARY ENTERPRISE BOARD:

RESOLVED, That the Board of Trustees approve the incorporation of the Queens College Auxiliary Enterprises Corporation, and the proposed bylaws and certificate of incorporation of the auxiliary enterprise board.

EXPLANATION: Queens College is re-structuring its auxiliary enterprise board from an unincorporated association to a corporation. In accordance with Board Bylaw section 16.10, the bylaws and certificate of incorporation of the auxiliary enterprise board have been approved by the Queens College President and reviewed by the University Office of General Counsel. The name of the auxiliary enterprise board is the Queens College Auxiliary Enterprises Corporation. The auxiliary enterprise board will be responsible for auxiliary enterprises at the College that may include food services, book store operations, vending and game machines, and other enterprises for the benefit of the College community. The governing board of the auxiliary enterprise board will be composed of the Queens College President or designee as president, six students, four administrators, and two faculty members, as well as the Executive Director of the Queens College Student Services Corporation, who shall serve as an ex-officio, non-voting member of the board.

D. CITY COLLEGE OF NEW YORK - CENTER FOR WORKER EDUCATION (CWE) SUBSTITUTE STUDENT ACTIVITY FEE:

RESOLVED, That the Board of Trustees hereby approves a substitute student activity fee for all CWE students each semester and summer session; and be it further

RESOLVED, That City College students at the Center for Worker Education (CWE) be exempt from the \$64.35 student activity fee paid by full-time undergraduate students and the \$40.85 student activity fee paid by part-time undergraduate students and, instead, be charged a substitute student activity fee of \$5.85 for all CWE students each semester and summer session.

EXPLANATION: The Center for Worker Education (CWE) students attend classes at an off campus site and miss many of the opportunities to participate in student activities that occur on the main campus. The College has asked that these students pay a substitute fee that will be used to support activities at this off campus site.

E. THE CITY UNIVERSITY OF NEW YORK - ESTABLISHMENT OF THE MATTHEW GOLDSTEIN SCHOLARSHIP PROGRAM FOR STUDENTS WITH DISABILITIES:

RESOLVED, That the Board of Trustees of The City University of New York authorizes the establishment of the Matthew Goldstein Scholarship Program for Students with Disabilities, subject to financial ability, to be awarded annually to qualified students, who are otherwise eligible for TAP based upon financial need, but whose disabilities impact their rate-of-progress, in order to support their persistence toward, and achievement of undergraduate degrees.

EXPLANATION: Chancellor Matthew Goldstein's career at the City University of New York (CUNY) is a testament to the core values of meaningful access and opportunity in higher education for all qualified students by extending affordable, excellent higher education opportunities to groups of students who have historically been underrepresented at CUNY. Chancellor Goldstein has been particularly devoted to access and opportunity for CUNY's more than 9,000 students with disabilities. He established CUNY's Annual Disability Awareness Month in 2003, calling upon the University community to dedicate each April to a celebration of the rich contributions that people with disabilities make to University life. Chancellor Goldstein also has shown his indefatigable support of the CUNY LEADS program, an intensive career readiness program that places CUNY students with disabilities in competitive employment at a rate of 70 percent within 18 months of graduation.

One of the major problems facing such students is that financial aid resources have been limited for many of them. There are approximately 800 CUNY students with disabilities who would be otherwise eligible for the New York State

Tuition Assistance Program based upon their financial need, but are unable to attend college full-time because of the nature of their disabilities. Even with prevailing Americans with Disabilities Act/TAP rate-of-progress considerations, these students often exhaust their TAP eligibility long before they are in a position to complete their degrees. Consequently, many of these students are not adequately making progress toward degree completion and are placed at-risk of attrition. Providing financial support through tuition waivers in Matthew Goldstein Scholarship Program for Students with Disabilities during this critical time will enable impacted students to finish their academic requirements and secure the degree they have worked so hard to obtain.

NO. 7. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT: RESOLVED, That the following items be approved:

A. BRONX COMMUNITY COLLEGE – GOULD MEMORIAL LIBRARY ROTUNDA EGRESS STAIR:

RESOLVED, That the Board of Trustees of The City University of New York authorize the City University Construction Fund to execute a construction contract on behalf of Bronx Community College for the installation of a new egress stair for the rotunda in the Gould Memorial Library. The contract shall be awarded to the lowest responsive and responsible bidder after public advertisement and sealed bidding. The contract cost shall be 50% chargeable to New York City Funds per CP 57718 and 50% chargeable to New York State Capital Construction Funds for an amount not to exceed \$855,000. The contract shall be subject to approval as to form by the University Office of General Counsel; and be it further

RESOLVED, That City University Construction Fund be and hereby is authorized to execute a construction contract for the installation of a new egress stair for the rotunda in the Gould Memorial Library.

EXPLANATION: Bronx Community College (BCC) will install a new secondary means of egress from the rotunda of the Gould Memorial Library.

This project will be a CUNY managed project, and the contract will be held by the CUCF.

B. QUEENS COLLEGE - TV PRODUCTION FACILITY UPGRADE:

RESOLVED, That the Board of Trustees of The City University of New York authorize the General Counsel to execute a construction contract on behalf of Queens College to renovate the Queens College TV Station. The contract shall be awarded to the lowest responsive and responsible bidder after public advertisement and sealed bidding pursuant to law and University Regulations. The contract cost shall be chargeable to the City Capital Budget, Project No. QC040-011, for an amount not to exceed \$3,145,000. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Queens College will renovate the Queens College TV Station.

Note:

This is the first Contract to be approved by the Board for this project, as the Consultant's design contract was under \$500,000.

C. LAGUARDIA COMMUNITY COLLEGE - LIBRARY EXPANSION AND RENOVATION:

RESOLVED, That the Board of Trustees of The City University of New York accept the design of the Library Expansion in the E Building at LaGuardia Community College, as prepared by Gruzen Samton Architects, with a construction budget of \$8,986,000 million dollars. The design firm of Gruzen Samton was retained through the CUCF Architectural Services Requirements contract; and be it further

RESOLVED, That the City University Construction Fund is requested to authorize the Dormitory Authority of the State of New York to complete the contract documents, to bid and award contracts and to supervise the construction of this project.

EXPLANATION: The Project will expand the existing library into an additional 21,250 SF of space located on the 2nd floor of the E Building (directly above the existing library). The expansion will maximize student seating and study space while ushering the library into the 21st century. The plan calls for the addition of eleven group study rooms, two large reading rooms that will accommodate approximately two hundred seats, a new media lab, extension of a feature staircase and elevator to the second floor, new faculty offices, additional restrooms and modifications to exterior windows. All seats in the expanded area will have access to power and data connections and group study rooms will have interactive set ups so students can maximize the use of technology in their studies.

D. BARUCH COLLEGE - CAMPUS-WIDE FIRE ALARM PROJECT:

RESOLVED, That the Board of Trustees of The City University of New York authorizes the Vice Chancellor to execute a Purchase Order for the services to design, purchase and install a Fire Alarm System in the Information and Technology Building at Baruch College under an existing New York State Office of General Services Contract. The total cost of all such purchases shall be chargeable to the State Capital Construction Fund, Project No. 3167209999 for an amount of not to exceed \$900,000.

EXPLANATION: The fire alarm system in the Baruch Information and Technology Building is not in compliance with the current New York City Building and Fire Codes and is not functioning. The building is now under Fire Guard. In order for this building to have the required fire safety, the fire alarm system must be replaced immediately.

E. BRONX COMMUNITY COLLEGE - MEISTER HALL DUAL TEMP PIPING REPLACEMENT:

RESOLVED, That the Board of Trustees of The City University of New York authorize the City University Construction Fund to execute a design and construction contract on behalf of Bronx Community College for the replacement of dual temperature mechanical piping in Meister Hall. The contract shall be awarded to the lowest responsive and responsible bidder after public advertisement and sealed bidding. The contract cost shall be 50% chargeable to New York City Funds per CP 57450 and 50% chargeable to New York State Capital Construction Funds for an amount not to exceed \$2,569,594. The contract shall be subject to approval as to form by the University Office of General Counsel; and be it further

RESOLVED, That City University Construction Fund be and hereby is authorized to enter into a contract with the New York Power Authority for design and construction services.

EXPLANATION: Bronx Community College (BCC) will replace old and deteriorated mechanical piping that serves to cool and heat the buildings spaces in Meister Hall.

This project will be a CUNY managed project, and the contract will be held by the CUCF.

F. HOSTOS COMMUNITY COLLEGE - LEASE AMENDMENT FOR 560 EXTERIOR STREET, BRONX, NEW YORK:

RESOLVED, That the Board of Trustees of The City University of New York authorize the General Counsel to execute a lease amendment, for approximately 17,864 rentable square feet of space, at 560 Exterior Street, Bronx, New York, on behalf of the Hostos Community College. The lease shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Hostos Community College has occupied 11,153 rentable square feet of classroom and office space at 560 Exterior Street (also known as the Gateway Mall) since May 2012 pursuant to a lease that will expire on July 31, 2027. Under the existing lease the current base rent is \$45.00/SF. Pursuant to the lease amendment, two additional suites – for a combined total of 17,864 rentable square feet of space - will be added to the existing space for a grand total of 29,017 rentable square feet of space. The commencement of the added spaces will be upon substantial completion of the landlord interior renovation work and the termination date will be July 31, 2027. The new spaces will be used by the college for additional offices and classrooms.

The main terms of the proposed lease amendment are as follows:

Area: 17,864/RSF

Annual Base Rent: Commencemnt Date to April 30, 2017: \$892,848 (\$49.98/RSF) per annum.

May 1, 2017 to April 30, 2022: \$982,132.81 (\$54.97/RSF) per annum.

May 1, 2022 to July 31, 2027: \$1,080,346.08 (\$60.47/RSF) per annum.

The Landlord at Landlord cost shall perform certain improvements to the space specified by the University. The Landlord will be responsible for exterior, structural and roof repairs. The University will be responsible for the cleaning and increases in real estate taxes over base year 2010/11.

G. BOROUGH OF MANHATTAN COMMUNITY COLLEGE - LEASE RENEWAL AT 70 MURRAY STREET, NEW YORK, N.Y.:

RESOLVED, That the Board of Trustees of The City University of New York authorize the General Counsel to execute a 20 year lease renewal, for approximately 166,206 rentable square feet of space, at 70 Murray Street, New York, New York, on behalf of the Borough of Manhattan Community College. The lease shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The Borough of Manhattan Community college has occupied 186,551 rentable square feet of office and classroom space at this location on the Ground, Part of the 2nd Floor, Part of the 5th Floor and the entire 10th, 11th, 12th and 14th Floors since June 2004 pursuant to a lease that will expire in May 2015. Under the existing lease the current annual base rent is \$8,415,351 (\$45.11/RSF). To insure the college's long term occupancy at these premises under favorable rental terms, the University has come to an early agreement with the landlord to extend and modify the current lease. Under the lease renewal and modification agreement the University will reduce its leased area from 186,551/RSF to 166,206 rentable square feet.

The main terms of the proposed lease renewal are as follows:

Term: Twenty years to start on June 1, 2015.

Area: 166,206/RSF

Annual Base Rent:

First Five Year Period: \$6,648,240 (\$40.00/RSF) per annum.

Second Five Year Period: \$7,313,064 (\$44.00/RSF) per annum.

Third Five Year Period: \$7,977,888 (\$48.00/RSF) per annum.

Fourth Five Year Period: \$8,642,712 (\$52.00/RSF) per annum.

The Landlord at Landlord cost shall perform certain improvements to the space specified by the University. The Landlord will continue to be responsible for exterior, structural and roof repairs. The University will be responsible for increases in real estate taxes and operating expense escalations over base year 2014/15.

H. THE CENTRAL OFFICE - LEASE RENEWAL AT 230 WEST 41ST STREET, NEW YORK, N.Y.:

RESOLVED, That the Board of Trustees of The City University of New York authorize the General Counsel to execute a twenty-year lease Renewal and Modification Agreement, for approximately 179,901 rentable square feet of space, at 230 West 41st Street, New York, New York, on behalf of the Central Office. The lease shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The Central Office has occupied 177,292 rentable square feet of office and academic spaces on several floors at this building under two leases starting in July 2004. The leases will terminate in June 2017. The University houses several administrative departments and the School of Journalism at this location. The total current base annual rent is \$7,121,820 (\$40.17/RSF). The building is owned by the Research Foundation of CUNY.

The University and the Research Foundation have agreed on a new twenty year early renewal of the leases to secure the University's long term occupancy and enhance the Research Foundation's ability to refinance its existing mortgage on the property. The University will also take an additional 2,609/RSF of space on the 17th Floor of the building for a total of 179,901 rentable square feet of space.

The main terms of the proposed renewal are as follows:

The two existing leases will be combined into one lease agreement

The Annual Base Rent:

First Five Year Period: \$7,226,624 (\$40.17/RSF) per annum.

Second Five Year Period: \$7,960,619 (\$44.25/RSF) per annum.

Third Five Year Period: \$8,680,224 (\$48.25/RSF) per annum.

Fourth Five Year Period: \$9,534,753 (\$53.00/RSF) per annum.

The Research Foundation, at its own cost, shall perform certain improvements to the University's space and be responsible for exterior, structural and roof repairs, as well as cleaning. The University will be responsible for operating expense escalations but will not incur real estate tax charges as a result of the property's partial real estate tax exemption.

I. BROOKLYN COLLEGE - NEW LEASE OF SPACE AT 25 WASHINGTON STREET, BROOKLYN, NEW YORK:

RESOLVED, That the Board of Trustees of The City University of New York authorize the General Counsel to execute a twenty-five year lease, for approximately 69,941 rentable square feet of space at 25 Washington Avenue, Brooklyn Navy Yard, Brooklyn, New York, for use by Brooklyn College. The lease shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The University and Steiner Studios have come to an agreement on a new twenty-five year lease of approximately 69,941 rentable square feet of space at 25 Washington Avenue located within the Brooklyn Navy Yard. Steiner Studios owns a long-term ground lease on certain areas of the Brooklyn Navy Yard including the facility at 25 Washington Avenue. The new space will house the Brooklyn College Film Studies Department on part of the Fifth Floor and the entire Sixth Floor of the building. The new space will include offices, classrooms for design and production, a digital lab, studios and other specialized spaces.

The main terms of the proposed new lease will be as follows:

Annual Base Rent: \$1,877,387 (\$26.84/RSF) escalated at 2% per annum.

Operating Escalations: \$489,587 (\$7.00/RSF) per annum.

Term: 25 Years to start upon substantial completion of landlord's work.

Landlord Work: The landlord will construct the space to the University's specifications and will contribute \$3,147,345 (\$45.00/RSF) to the University's buildout costs. Any costs over this amount will be paid by the University in a lump sum upon completion of work or amortized as construction rent over the life of the lease.

Free Rent: The University will get six months of free rent at the start of occupancy.

Utilities: The University will pay for its own utility costs.

Maintenance: The Landlord will be responsible for general maintenance of the facility.

Expansion and Renewal Rights: The University will have certain rights to expand its leased area and to extend the term of the lease.

The new space will also provide the faculty and students of the Brooklyn College Film Studies Department with unique opportunities to engage in collaborative work with the professionals of Steiner Studios.

J. THE CENTRAL OFFICE - LEASE RENEWAL AT 39-07 PRINCE STREET, FLUSHING , N.Y.:

RESOLVED, That the Board of Trustees of The City University of New York authorize the General Counsel to execute a ten-year lease extension and modification agreement, for approximately 10,000 rentable square feet of space, at 39-07 Prince Street, Flushing, New York, on behalf of the Central Office. The lease shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The University has occupied 10,000/RSF of space on part of the Second Floor at this site since 2003. The current ten-year lease is due to expire in August 2013. The University is currently paying a base annual rental rate of \$469,692 (\$46.96/RSF). The space is used by the University's Citizenship and Immigration Program as well as Queensborough Community College which offers classroom instruction as part of the college's Port of Entry Program, as well as other continuing education programs. Pursuant to the proposed lease extension and modification agreement, the University will extend the term of the current lease for ten years effective at the end of the current lease term. The base annual rent will remain the same at \$469,692 (\$46.96/RSF) for the first year and escalate by 2.5% per annum each year thereafter.

The Landlord will continue to maintain the building's mechanical systems. The University will pay its own cleaning costs and reimburse the landlord for proportional increases in applicable real estate taxes over base year 2013/14.

K. COLLEGE OF STATEN ISLAND - NEW LEASE FOR CLASSROOM SPACE AT 100 MERRILL AVENUE, STATEN ISLAND, N.Y.:

RESOLVED, That the Board of Trustees of the City University of New York authorize the General Counsel to execute a two-year lease with three one year options for a furnished 8,064 square foot modular building. The fully accessible property includes 10 classrooms and an adjacent parking lot for 80 cars, located at 100 Merrill Avenue, Staten Island, New York, and will be for use by the College of Staten Island's Office of Continuing Education and Professional Development. The lease shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Enrollment at the College has steadily increased by 16% since 2007. This has resulted in a shortage of instructional space on the campus. To alleviate some of the scheduling difficulties, the College will relocate the Office of Continuing Education and Professional Development and many of its adult education programs to this site. The property is located approximately one mile from the College of Staten Island campus and is accessible by public transportation.

The proposed lease will be for two years based upon the following terms with renewal options for three additional years:

Annual Base Rent:

First Two Years: \$200,000 per annum

Years Three – Five: \$208,000 per annum

The Landlord will be responsible for exterior, structural and interior repairs and cleaning of indoor and adjacent outdoor areas. The University will be responsible for direct operating expenses.

L. HUNTER COLLEGE - KENNEDY CENTER ACQUISITION, 149 EAST 67TH STREET, NEW YORK, N.Y.:

RESOLVED, That the Board of Trustees of the City University of New York authorize the City University of New York ("CUNY") to enter into a Purchase and Sale Agreement ("Contract") with The Catholic Charities of the Archdiocese of New York for the acquisition of an existing 7 story building located at 149 East 67th Street, New York, New York (Block 1402, Lot 24) and to execute any other documents related thereto, all such agreements subject to approval by the University Office of General Counsel.

EXPLANATION: CUNY intends to purchase, on behalf of Hunter College, the existing 7 story building currently used by the Kennedy Child Study Center. The facility will be used by Hunter in connection with academic programing, including classrooms and faculty offices.

The purchase price of \$18 million is supported by an appraisal performed at CUNY's request. Hunter College will finance the purchase costs from a combination of funds available from a New York City Resolution funding allocation, construction cost savings from the recently developed Silberman School of Social Work Building at 2180 Third Avenue, New York, NY 10035, and a donation by a Hunter alumna.

NO. 8. EXECUTIVE COMMITTEE: Notice of Actions Taken (May 22, 2013), for informational purposes:

A. UNIVERSITY HONORARY DEGREE FOR ARNE DUNCAN:

RESOLVED, That the Board of Trustees award the University Honorary Degree of Doctor of Humane Letters to U.S. Secretary of Education Arne Duncan, to be conferred at the Hostos Community College commencement ceremony on June 7, 2013.

EXPLANATION: Arne Duncan is the ninth U.S. secretary of education. He has served in this post since his confirmation by the U.S. Senate following his nomination by President Barack Obama.

Duncan's emphasis on educational quality for all students began in Chicago, where from 1992 to 1998 he ran the nonprofit Ariel Education Initiative to make college accessible to inner-city children and helped start a new public elementary school, which is still operating today. As CEO of the Chicago Public Schools from 2001 to 2008, his energetic leadership and ambitious agenda were catalysts for change and brought to the forefront the importance of accountability, student performance, quality teaching, and public-private partnerships to expand opportunity.

As secretary of education since 2009, he has turned the attention of the nation to a vision of education driven by engagement, innovation, and outcomes. He has been a champion of students, securing funding for early learning programs, struggling schools, and Pell grants, and supporting new teaching methods and programmatic interventions to improve learning. As a leader in education reform, Secretary Duncan has guided the national Race to the Top initiative. Together with President Obama, he has emphasized the crucial role of community college education in advancing the lives of Americans and advancing the competitiveness of our country. His recognition of the need for alignment between secondary and postsecondary education, as well as partnerships with business and industry, is fostering both college and career readiness. And his call for investment in community colleges is spurring a re-imagining of traditional post-secondary models and serving as an invitation to students of all backgrounds to build a better future.

B. GRADUATE SCHOOL AND UNIVERSITY CENTER - REVISIONS TO UNIVERSITY CENTER GOVERNANCE PLAN (CUNY SCHOOL OF PUBLIC HEALTH):

RESOLVED, That the Board of Trustees hereby approves the amendments to the governance plan for the University Center of the Graduate School and University Center of The City University of New York regarding the CUNY School of Public Health; and it is further

RESOLVED, That the Executive Committee of the Board of Trustees hereby authorizes the CUNY School of Public Health to award joint degrees, along with the Consortial Campuses (the Graduate School, Hunter College, Lehman College and Brooklyn College) to all students receiving a bachelor's, master's or doctoral degree in public health.

EXPLANATION: The amendments change the name of the "CUNY School of Public Health at Hunter College" to the "CUNY School of Public Health". They also revise the reporting structure for the Dean so as to make clear that the School is one of the separate educational units within the University similar to other recently established units like the Graduate School of Journalism and the School of Professional Studies. Finally, the amendments allow the CUNY School of Public Health to hire its own faculty who, together with its consortial faculty, will comprise the full-time faculty of the school. Through these changes, and the awarding of joint degrees, the resolution will advance the mission and stature of the CUNY School of Public Health.

GOVERNANCE PLAN OF THE UNIVERSITY CENTER OF THE GRADUATE SCHOOL AND UNIVERSITY CENTER OF THE CITY UNIVERSITY OF NEW YORK

Article I. ADMINISTRATION

- A. The President of the Graduate School and University Center is the chief academic officer and administrator of the University Center.
- B. The University Center shall include the School of Professional Studies, the CUNY Baccalaureate Program, the Graduate School of Journalism, Macaulay Honors College, the CUNY School of Public Health and such other University-wide programs and schools created or assigned there by the CUNY Board of Trustees.

Article VI. CUNY SCHOOL OF PUBLIC HEALTH

A. Administrative Officers

1. Dean of the School of Public Health. There shall be a Dean of the CUNY School of Public Health, who shall be appointed by the Chancellor after consultation with the Presidents of Hunter College, Brooklyn College, Lehman College, and the Graduate School and University Center (these four colleges constituting collectively the "Consortial Campuses"). The search committee for the Dean shall be formed by the Chancellor after consultation with the Presidents of the Consortial Campuses, and shall include at least one faculty and one administrative representative from the CUNY School of Public Health and from each of the Consortial Campuses. The President of each Consortial Campus shall recommend representatives after consultation with the faculty at that campus who are members of the Core Faculty of the CUNY School of Public Health. The Dean shall report to the Chancellor and shall consult as appropriate with the Presidents of the Consortial Campuses. The Dean shall have general responsibility to develop, implement and administer the programs and resources of the CUNY School of Public Health, in consonance with the policies of the Board of Trustees of The City University of New York.

2. Associate and Assistant Deans. Following consultation with the Presidents of the Consortial Campuses, the Dean may appoint Associate and Assistant Deans of the School of Public Health as are necessary in accordance with the established policies of the CUNY Board of Trustees for such appointments. The Associate and Assistant Deans shall have such duties and responsibilities as may be assigned to them by the Dean. Whatever the number or titles of the Associate and Assistant Deans, they shall have responsibility for and report to the Dean regarding the areas of academic affairs, finance and administration, student and alumni affairs, research and sponsored programs, and planning and evaluation.

3. Campus Directors. There shall be a Campus Director from the faculty of each of the Consortial Campuses who shall report to the Dean or such Associate Dean or Assistant Dean as the Dean may designate. The Campus Directors shall serve as a liaison to their home campus with respect to public health programs and shall coordinate with respect to teaching assignments, course scheduling and other such matters. The Campus Directors shall also communicate with the department chairperson at the home campus of each faculty member in his/her program concerning that faculty member's performance at the CUNY School of Public Health in connection with the annual evaluation at the home campus. The Dean and the President of the Graduate School and University Center shall jointly appoint the Campus Director for the Graduate School and University Center (who shall also serve as the Executive Officer of the Doctor of Public Health Program). The Campus Directors from the other three Consortial Campuses (who may have a different title at their home campus) shall be selected by such method as each of those campuses shall determine pursuant to its governance plan, subject to approval by the Dean. Each Campus Director shall serve for a three-year term and may be removed by the Dean, after consultation with the appropriate Consortial Campus President, in the best interest of the School of Public Health and in the same manner as department chairpersons may be removed by a president pursuant to the Bylaws of the CUNY Board of Trustees.

B. Administrative/Advisory Bodies

1. Dean's Cabinet. There shall be a Dean's Cabinet consisting of the Dean, the Associate and Assistant Deans and the Campus Directors and other persons designated by the Dean, which shall advise the Dean with respect to the policies and operations of the CUNY School of Public Health.

2. Council of Provosts. There shall be a Council of Provosts consisting of the Dean and the Provosts of the Consortial Campuses. The Council of Provosts shall advise the Dean on matters related to the policies and operations of the CUNY School of Public Health, with particular emphasis on ensuring that the needs of the Consortial Campuses are met and that the policies and procedures of the School are consistent with those of the Consortial Campuses. The Council of provosts will also advise the Dean on the development and implementation of memoranda of understanding among the Consortial Campuses relating to the academic, financial and administrative arrangements among their public health programs and those of the CUNY School of Public Health.

3. Public Health Leadership Council. There shall be a Public Health Leadership Council consisting of members appointed by the Dean who shall be representative of external organizations involved in public health research or policy or the delivery of health or health-related services. The Public Health Leadership Council shall meet as requested by the Dean and shall advise the Dean with respect to the research, programs and workforce development and training of the School of Public Health to ensure that they meet the needs of the community.

C. Faculty

1. **Initial Composition.** The faculty of the CUNY School of Public Health shall consist initially of all full-time faculty from the Consortial Campuses whose primary appointment is in a program leading to a doctoral or master's degree in public health, a master's of science degree in nutrition or environmental and occupational health sciences, or a bachelor's degree in nutrition or community health education, and such other faculty (including adjunct faculty) appointed by the Dean after consultation with the Faculty Appointments Committee. All such faculty except adjunct faculty shall be Consortial Faculty at the CUNY School of Public Health with their primary appointment at another CUNY campus.

2. New Appointments.

a. Thereafter, new consortial faculty shall be appointed to the CUNY School of Public Health after consultation with the President of one of the Consortial Colleges and review by the Faculty Appointments Committee. The final decision regarding such consortial appointment shall rest with the Dean. In the event that a candidate for appointment to the CUNY School of Public Health is simultaneously under consideration for an appointment at one of the Consortial Colleges, the Dean and the President of that college shall coordinate as to the timing of the review processes.

b. In addition, the CUNY School of Public Health shall have the authority to hire full-time faculty, whose primary appointment shall be at the CUNY School of Public Health (hereinafter "CUNY School of Public Health Faculty"). The Dean shall make such appointments, as well as the appointment of adjunct faculty, after receiving the recommendations of the Faculty Appointments Committee.

3. **Review and Reappointment of Consortial and Adjunct Faculty.** The Faculty Appointments Committee shall conduct annual reviews of the Consortial Faculty and adjuncts. It shall convey its recommendations regarding reappointment to the Dean and also, in the case of Consortial Faculty, to the President of the Consortial College at which the faculty member has his/her primary appointment. Subject to the Board of the Trustees, the Dean shall have final decision-making authority regarding reappointments of Consortial Faculty and shall coordinate the review process and consult with the President of the Consortial College at which a Consortial Faculty member has his/her primary appointment.

4. **Review, Reappointment and Promotion of CUNY School of Public Health Faculty.** The Faculty Appointments Committee shall also conduct annual reviews and make recommendations to the Dean regarding reappointment of the untenured CUNY School of Public Health Faculty except with respect to reappointments with tenure. The Faculty Promotion and Tenure Committee shall conduct reviews and make recommendations to the Dean with respect to reappointments with tenure and promotions. Subject to the Board of Trustees, the Dean shall have final decision-making authority regarding reappointments, tenure and promotion of the CUNY School of Public Health Faculty.

5. **Core Faculty.** Pursuant to guidelines developed by the Faculty Appointments Committee and approved by the Dean, the Dean shall designate as Core Faculty the consortial faculty whose primary activities and responsibilities are related to the CUNY School of Public Health. Other consortial faculty shall be designated affiliated faculty.

D. Governing Body.

1. **The Faculty and Student Council.** The governing body of the CUNY School of Public Health shall be the Faculty and Student Council. The Council shall meet at least three times per semester and shall distribute its agenda at least two weeks prior to its meetings.

2. **Membership.** The Faculty and Student Council shall consist of the Dean, the Associate Dean for Academic Affairs, the Campus Directors, all CUNY School of Public Health Faculty and all Core Faculty, two affiliated faculty elected annually by the affiliated faculty and five students, one elected annually by and from the students at the School of Public Health from each of the Consortial Campuses except two shall be elected annually from Hunter College (one from the undergraduate program and one from the master's program). Affiliated faculty other than the two elected representatives may attend meetings, with voice but no vote. The Dean shall serve as the chairperson of the Faculty and Student Council and shall preside over its meetings. The Council shall elect a member each year to serve as vice chairperson to preside in the absence of the Dean.

3. **Duties.** The duties of the Faculty and Student Council shall be as follows (subject to the limitation that all actions of the Faculty and Student Council under subparagraphs a-c below must also be approved by the governing body of the applicable Consortial College):

- a. formulate educational policy and develop standards for admissions, academic performance and degree requirements for students consistent with the Bylaws and policies of the CUNY Board of Trustees and other CUNY policies and procedures;
- b. review programs and curricula;
- c. recommend to the Dean and the CUNY Board of Trustees the granting of undergraduate degrees, graduate degrees and honorary degrees to qualified candidates;
- d. consider any other academic matters and make recommendations to the Dean and the CUNY Board of Trustees;
- e. establish or abolish such standing or temporary committees as it deems necessary and consider reports and recommendations of those committees; and

- f. recommend revisions to this governance plan.

4. Standing Committees. The Faculty and Student Council shall establish such standing and temporary committees, determine the number of members and assign them such duties as it deems appropriate. Initially, the Faculty and Student Council shall have the following standing committees: a Steering Committee, a Curriculum Committee, an Assessment Committee and an Admissions Committee. Each committee may establish appropriate subcommittees. Members of the committees shall be elected by the Faculty and Student Council. CUNY School of Public Health Faculty and Core Faculty members of standing committees shall serve for staggered three-year terms; other members shall serve for annual terms.

- a. Steering Committee. The Steering Committee shall establish the agenda for the meetings of the Faculty and Student Council, identify major issues for the Council's consideration and oversee the activities of the other standing committees. The Steering Committee may act for the Council between Council meetings where there is an urgent need for immediate action and the Dean requests such action. The Dean shall be a member of the Steering Committee.
- b. Curriculum Committee. The Curriculum Committee shall review all programs and courses, and amendments and addition thereto within the CUNY School of Public Health and report its recommendations to the Faculty and Student Council. It shall also coordinate its work with that of the appropriate committees and governing bodies of the Consortial Colleges.
- c. Assessment Committee. The Assessment Committee shall recommend procedures for monitoring and evaluating student progress in achieving the expected competencies and the quality of each program. It shall also assist the Dean or his/her designee in evaluating student achievement in and the quality of each program and in presenting annual data assessing performance against those measures.
- d. Admissions Committee. The Admissions Committee shall recommend standards for admissions for each program within the CUNY School of Public Health and shall review the qualifications of students proposed for admissions by each Consortial College.

E. Faculty Appointments Committee.

1. Composition. The CUNY School of Public Health shall have a Faculty Appointments Committee whose members shall consist of five CUNY School of Public Health Faculty, elected by the CUNY School of Public Health Faculty¹, and four Core Faculty elected by the Core Faculty for staggered three-year terms, of whom one shall be a Core Faculty member from a doctoral program and three shall be Core Faculty members from a master's program, one each from Hunter College, Lehman College and Brooklyn College.

2. Duties. The Faculty Appointments Committee shall review faculty qualifications for initial appointment and faculty performance in connection with reappointment (except with respect to reappointment with tenure) and make recommendations to the Dean regarding such appointments and reappointments to the CUNY School of Public Health. The Committee shall also recommend to the Dean the appropriate guidelines for designating Core Faculty.

F. Faculty Promotion and Tenure Committee.

1. Composition. The CUNY School of Public Health shall have a Faculty Promotion and Tenure Committee whose members shall consist of five tenured members of the CUNY School of Public Health Faculty, elected by the CUNY School of Public Health Faculty.²

2. Duties. The Faculty Promotion and Tenure Committee shall review faculty qualifications for promotion and for reappointment with tenure and make recommendations to the Dean.

G. Amendments.

Amendments to this governance document relating to the operations of the CUNY School of Public Health may be proposed by a two-thirds affirmative vote of the members present and a majority vote of the entire membership at any meeting of the Faculty and Student Council, provided that the text of the proposed amendment has been sent in writing to every member of the Faculty Council at least two weeks before the meeting at which the proposed amendment is to be considered. Proposed amendments are subject to the approval of the CUNY Board of Trustees.

¹ Prior to the time there are more than five members of the CUNY School of Public Health Faculty, all members (whatever their number) of the CUNY School of Public Health Faculty shall serve on the Faculty Appointments Committee.

² Prior to the time there are more than five tenured members of the CUNY School of Public Health Faculty, all tenured members (whatever their number) of the CUNY School of Public Health Faculty shall serve on the Faculty Promotion and Tenure Committee. In addition, the Dean shall appoint tenured members of the Core Faculty to serve on the Faculty Promotion and Tenure Committee in order to bring the total number of members to five.

C. CUNY SCHOOL OF PUBLIC HEALTH - APPOINTMENT OF DEAN:

RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. Ayman E. El-Mohandes, effective September 2, 2013 at a compensation to be recommended by the Chancellor to the Board, subject to financial ability.

EXPLANATION: Following a national search, Dr. Ayman E. El-Mohandes is recommended by the Chancellor for appointment as the Dean of the CUNY School of Public Health. Dr. El-Mohandes has served as the Dean of the College of Public Health at the University of Nebraska Medical Center since 2009. Prior to his service at the University of Nebraska, Dr. El-Mohandes served as Chair and Professor of Epidemiology in the Department of Prevention and Community Health at the George Washington University School of Public Health and Health Services. He has also served as Associate Dean for Research at the George Washington University and as an attending Neonatologist at the George Washington University Hospital.

Dr. El-Mohandes graduated (MBBch.) "Cum Laude" in Medicine and Surgery from Cairo University in 1974 and graduated (MSc) "Cum Laude" in Pediatrics from Cairo University in 1978. He received his MD in Pediatrics "Cum Laude" in 1981 from Cairo University. He received his MPH from George Washington University "Summa Cum Laude" in 1991.

He has published works on infant mortality in American Indians and Alaska Natives, preterm births, and environmental effects of tobacco smoke on pregnancy outcomes. He received the Distinguished Research Award from the George Washington University Medical Center and was elected to the Delta Omega National Public Health Honor Society. Dr. El-Mohandes has been central in establishing public health practice in Nebraska and is a recognized leader and national resource in his field.

The Chancellor strongly recommends his appointment as Dean.