

**MINUTES OF THE MEETING OF THE BOARD OF  
HIGHER EDUCATION OF THE CITY OF NEW YORK**

**HELD**

**DECEMBER 16, 1974**

**AT THE BOARD HEADQUARTERS BUILDING  
535 EAST 80 STREET—BOROUGH OF MANHATTAN**

The Chairman called the meeting to order at 4:45 p.m.

There were present:

**Alfred A. Giardino, Chairman  
Franklin H. Williams, Vice-Chairman**

**Francesco Cantarella  
Gurston D. Goldin  
Rita E. Hauser**

**Harold M. Jacobs  
James P. Murphy  
Vinia R. Quinones  
Marta Valle**

**Etta G. Grass, Acting Secretary of the Board**

**Chancellor Robert J. Kibbee  
President Milton G. Bassin  
President William M. Birenbaum  
President James A. Colston  
President Candido A. de Leon  
President Edgar D. Draper  
President John W. Kneller  
President Leon M. Goldstein  
President Leonard Lief  
President Robert E. Marshak  
President Joseph S. Murphy  
President Harold M. Proshansky  
President Donald H. Riddle  
President Joseph Shenker  
President Kurt R. Schmeller**

**President Herbert M. Sussman  
President Richard D. Trent  
President Edmond Volpe  
President Jacqueline G. Wexler  
President Clyde J. Wingfield  
Professor David Valinsky  
Mr. Jay Hershenson  
Deputy Chancellor Seymour C. Hyman  
Vice Chancellor Mary P. Bass  
Vice-Chancellor Julius C.C. Edelstein  
Acting Vice-Chancellor Anthony Knerr  
Vice-Chancellor J. Joseph Meng  
Vice-Chancellor David Newton  
Vice-Chancellor Peter S. Spiridon  
Mr. Arthur H. Kahn**

The absence of Mr. FitzPatrick was excused.

Upon motions duly made, seconded and carried, the following resolutions were adopted or action was taken as noted: (Calendar Nos. 1 through 7)

**NO. 1. CHANCELLOR'S REPORT:** RESOLVED, That the Chancellor's Report for December 16, 1974 (including Addendum Items) be approved, as amended as follows:

(a) Item C-1-2.9. The City College - Contract Awards: The contract to Hertzberg New Methods, Vandalia Road, Jacksonville, Ill. is to be tabled and referred to the Committee on Fiscal Affairs and Planning.

(b) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

**NO. 2. COMMITTEE ON ACADEMIC AFFAIRS:** RESOLVED, That the following actions approved by the Committee on Academic Affairs be adopted:

**A. BROOKDALE CENTER FOR ACTION RESEARCH IN THE PROCESS OF AGING - HUNTER COLLEGE:**

RESOLVED, That the Board of Higher Education authorizes Hunter College to proceed with planning for the Brookdale Center for Action Research in the Process of Aging with the understanding that further specific proposals will be submitted for Board endorsement.

EXPLANATION: The Brookdale Center will serve to coordinate and enrich existing programs and to bring together the Hunter College intellectual resources in the field of gerontology. Its purpose is twofold: 1) to develop programs to train students for careers in the field of aging; 2) to develop educational programs for older adults which have both a career and a liberal arts orientation. The Brookdale Center will provide the mechanism required to blend research, education, action and service in a field in which the College has the ability to make a major contribution to the City of New York. Hunter College has been offered a seed grant of \$150,000 by the Ramapo Trust to plan the programs of the Center over a three year period and to seek funding beyond the initial planning stage. No allocation of additional monies from CUNY funds will be required for the support of the Center. A progress report on the planning of the Center will be submitted to the Committee on Academic Affairs each year over a three year period. As they are developed, proposals for new academic programs to train students for careers in the field of gerontology will also be submitted to the Committee, in accordance with usual procedures.

**B. UPPER DIVISION PROGRAM - B.S. IN NURSING - JOHN JAY COLLEGE:**

A motion was made and seconded that the B.S. in Nursing Program at John Jay College be discontinued.

At this point the Board heard Mr. Thomas Hoffman, attorney for the thirty-three students involved, who objected to this item.

A motion made by Mr. Jacobs and seconded by Mr. Williams was adopted to table this resolution and refer it to the Committee on Academic Affairs pending a report as to whether any injustice has been done to the students involved.

At this point Calendar No. 4. was considered.

**NO. 4. POLICY REGARDING ARCHITECTURAL AND ENGINEERING SERVICES:** A motion was made and seconded that the policy regarding architectural and engineering services be adopted.

A motion, made by Ms. Hauser and seconded by Mr. Jacobs, to amend the resolution to indicate that University students would be used in University related projects "to the extent feasible," was lost.

**The following resolution was adopted:**

WHEREAS, City University is engaging in a major construction program to meet student needs and desires to create a broader base from which to gather architects and engineers, increase consultation contacts with them and provide educational opportunities for students in accordance with procedures and principles previously adopted by the Board of Higher Education, now therefore be it

RESOLVED, That the Board of Higher Education requests that architectural or engineering firms awarded contracts for Board projects enter into joint ventures or other associations with small firms for the purpose of significant participation in such projects, in order to assure the benefit of fresh and innovative design concepts that such association would permit, and it is further

RESOLVED, That the Board of Higher Education requests that professional and consulting firms awarded Board contracts utilize University students for educational and training opportunities in professional and technological programs of University related projects that such an association would provide, and it is further

RESOLVED, That contracts for professional and consultant services be awarded only to persons or firms that have a main office in the Greater New York Metropolitan Area so as to permit more effectively the required frequency of consultation and other contact that would promote the construction program, and it is further

RESOLVED, That the foregoing resolutions relating to professional and consulting contracts be effective immediately and shall apply, insofar as feasible, to existing relationships between the Board and such contractors, and it is further

RESOLVED, That the Board of Higher Education reaffirms its support for the principle of equal employment opportunity and its program of affirmative action in all professional and consultant services for which it contracts.

**NO. 3. COMMITTEE ON FISCAL AFFAIRS AND PLANNING:** RESOLVED, That the following resolutions approved by the Committee on Fiscal Affairs and Planning be adopted:

**I. FISCAL RESOLUTIONS:**

**A. SALARY SCHEDULES - MEDICAL PROFESSORS - BIOMEDICAL PROGRAM - THE CITY COLLEGE:**

A motion was made and seconded that the salary schedules for medical professors in the Biomedical Program at The City College be adopted.

At this point the Board heard Dr. Belle Zeller, President, and Mr. Arnold Cantor, Executive Director, of the Professional Staff Congress, who objected to the adoption of the resolution on the ground that the University had failed to negotiate these salaries with the Professional Staff Congress as required in the contract. Vice-Chancellor Newton and Vice-Chancellor Bass expressed their view that there was no legal obligation to negotiate these salaries.

Upon motions duly made, seconded and carried, this item was tabled and referred to the Committee on Fiscal Affairs and Planning because the fact of a difference of opinion on it had not previously been brought to the attention of the Committee on Fiscal Affairs and Planning.

**B. LEASE/PURCHASE OF LIBS (LIBRARY SYSTEMS) 100 CIRCULATION AND TECHNICAL SERVICES APPLICATION - QUEENS COLLEGE:**

RESOLVED, That the Board of Higher Education approve the contract documents and specifications and authorize Queens College to advertise for, receive and open bids and award contract to the lowest responsible bidder for a 5-year lease/purchase, including maintenance, of a LIBS 100 Circulation and Technical Services Application, Phase I and II, or acceptable equal, for Queens College Paul Klapper Library at a total estimated cost of \$318,600, chargeable to the following codes and/or such other funds as may be available:

	12 Month Cost	60 Month Cost
Code 42-4600-300-01-75/76/77/78/79/80	\$53,280	\$266,400
Code 42-4600-408-01-75/76/77/78/79/80	\$10,440	\$ 52,200
	\$63,720	\$318,600

and be it further

RESOLVED, That the Director of the Budget be requested to approve said contract. (See also B.H.E. Cal. No. 2(b), 4/20/64)

EXPLANATION: Queens College Paul Klapper Library uses a manual system for circulation. Circulation is now at the 500,000 a-year figure and most authorities agree that a circulation of more than 150,000 warrants automation. The functions involved in circulation are: (1) issuing and renewing library cards, (2) maintaining registration files, (3) charging books out, (4) alphabetizing book cards for charged out books, (5) interfiling book cards, (6) renewing books, (7) retrieving book cards for returned books, (8) revising the manual transaction, (9) searching file for overdue books and (10) writing overdue notices. The functions are mainly of a repetitive nature and lend themselves to automation. The cost of personnel to perform these tasks is constantly rising.

An automated system can handle increases in activity at no extra cost. It has the potential of increasing the service level to the students, and at the same time decreasing effort and cost. The system will also handle the many clerical tasks in the Acquisitions Department where once an order is typed the information becomes part of the automated memory. It will maintain records by fund and by vendor. The system can be queried and can print orders, payments and memoranda automatically.

**C. LEASE/PURCHASE OF MARK SENSE EQUIPMENT - YORK COLLEGE:**

RESOLVED, That the Board of Higher Education approve the contract documents and specifications and authorize York College to advertise for, receive and open bids and award contract to the lowest responsible bidder for a 5-year lease/purchase of a 3881 Mod 2 Mark Sense Reader and 3410/3411 Magnetic Tape Sub-System manufactured by the International Business Machines Corp., or acceptable equal, at an estimated total cost of \$100,400 with an initial payment of approximately \$4,500 and the balance paid over a period of 60 months, chargeable to Codes 042-4900-300-01-75/76/77/78/79/80; and be it further

RESOLVED, That the Board of Higher Education authorize York College to enter into a state and local government time payment plan financing contract with the lowest successful bidder in the approximate amount of \$100,400 extending over a period of 60 months to purchase this equipment, the form of contract to be approved by General Counsel and Vice Chancellor for Legal Affairs.

EXPLANATION: York College has immediate need for Mark Sense equipment to provide data on student evaluation of teacher effectiveness, administer and score standardized tests, enter grade reports, and the like. Magnetic tape equipment is necessary to provide compatibility with University Admissions Processing Center and the Office of University Management Data, and to develop permanent student files. This installment purchase has been approved by the CUNY Dean for Computer Systems.

**D. PURCHASE OF HIGH SPEED MODEMS - UNIVERSITY COMPUTER CENTER:**

RESOLVED, That the Board of Higher Education approve the contract documents and specifications and authorize the City University to advertise for, receive and open bids and award contract to the lowest responsible bidder for the purchase of 26 high speed modems to link the various college campuses to the University Computer Center, at a total estimated cost of \$128,700.00 chargeable to Capital Projects HN 191 (\$49,500) and HN 192 (\$79,200); and be it further

RESOLVED, That the Director of the Budget approve this expenditure; and be it further

RESOLVED, That for the HN 192 expenditure, the Board of Trustees of the State University of New York be requested to establish a capital budget in the amount of \$79,200.

EXPLANATION: These high speed modems, in conjunction with leased telephone company lines, will form a high speed data link between the various college campuses and the University Computer Center. The high speed data links will provide faster turnaround time and more efficient utilization of the central computer in processing remotely submitted jobs.

The above has the approval of the University Dean for Computer Systems.

**II. CAMPUS PLANNING AND DEVELOPMENT:****A. ACADEMIC CORE CAMPUS - YORK COLLEGE:**

(1) RESOLVED, That the Board accept preliminary plans, outline specifications and preliminary construction cost estimate of \$48,108,802 (November 1974) for construction of the Academic Core Campus for York College as prepared by Gruzen and Partners, Architects; and be it further

RESOLVED, That the City University Construction Fund be requested to accept the aforesaid preliminary plans, etc. and to authorize the Dormitory Authority to complete final plans, bid documents, etc. for the work.

EXPLANATION: The Academic Core will be located on a nine-acre site on the Jamaica Campus. The Academic Core is a three and five story building complex surrounding a sunken plaza and an enclosed mall. It contains classrooms, lecture halls, laboratories, administrative and faculty offices, library, and student center facilities.

The facility will include a "Selective Energy Plant" that will service the total proposed campus.

The structure will be a steel framed building with a brick exterior finish.

This project will be constructed on a "fast-tracked" schedule which will minimize the effect of continuous cost escalation, increase bidding competition, and permit more rapid completion of campus facilities.

This building will provide 442,694 net usable square feet in a gross building area of 739,352 square feet resulting in a net/gross efficiency ratio of 1:67.

If the preliminary cost estimate of \$48,108,802 is divided by the gross building area of 739,352 square feet, an average unit cost of \$65.06 square foot is indicated.

The preliminary plans, outline specifications and cost estimate have been reviewed by the college, the office of Campus Planning and Development and the Dormitory Authority and acceptance by the Board is recommended in order that the Architects may proceed with development of final plans, specifications and cost estimates for bidding.

(2)RESOLVED, That the Board accept final plans, specifications and cost estimate of \$5,339,000 as of bid date of December, 1974 for construction of the Structural Steel, Steel Stairs and Metal Decks for the York College Academic Core project as prepared by Gruzen and Partners, Architects; and be it further

RESOLVED, That the City University Construction Fund be requested to accept the aforementioned contract documents and estimate of cost and to authorize the Dormitory Authority to invite bids and to award contracts for the work.

EXPLANATION: The contract presently considered comprises the first stage in "Fast Track" construction procedures for the York College Academic Core project.

Because of current unusually protracted steel deliveries, the Structural Steel, Steel Stairs and Metal Deck Contract Documents have been completed prior to the Excavation and Foundation documents. These stages will be closely coordinated to permit a continuous construction operation. This will minimize the effect of continuing cost escalation, and permit more rapid completion of campus facilities.

The preliminary construction cost estimate (as of May 1974) for the work presently considered was \$4,442,382 which, when escalated to bid date of December, 1974, projected a bid estimate of \$5,223,578.

The final estimate of \$5,339,000 is above the preliminary escalated estimate by \$115,422. This is due to refinement of the structural design during the contract document phase. The architect will adjust future bid packages to compensate for this overage to maintain the approved construction cost limitation of \$51,974,267.

The plans for the Structural Steel, Steel Stairs and Metal Deck have been received and accepted by the College, the University Office of Campus Planning and Development and the Dormitory Authority of the State of New York. It is recommended that the final plans, etc., be accepted and authorization to invite bids and to award contracts for the construction be granted.

#### **B. RENTAL OF SPACE - GRADUATE SCHOOL AND UNIVERSITY CENTER:**

RESOLVED, That the Board approve the rental of 61,259 square feet of space at 1114 Avenue of the Americas, Manhattan, for use by the City University Graduate School and University Center; and be it further

RESOLVED, That the Department of Real Estate be requested to execute a lease for the aforementioned space.

EXPLANATION: The space will provide the Graduate School and University Center with centralized and enlarged library facilities. Presently, Graduate School and University Center library facilities are located in five separate locations at 33 West 42nd Street. Relocation and expansion of these facilities to 1114 Avenue of the Americas will enable the Graduate Center to provide more efficient library services with a greater level of administrative and security control. The locations now housing library operations will be converted to administrative or instructional use to support current programs.

The Department of Real Estate has negotiated a lease for the subject premises for a twenty year period at an annual rental cost of \$364,491.05 (\$5.95 per square foot). The lease provides that the landlord will renovate the premises in accordance with plans and specifications prepared by the Graduate School and University Center and approved by the Vice-Chancellor for Campus Planning and Development. The cost of these renovations is estimated at \$440,000. The lease further provides that the landlord will provide heating, ventilation and air-conditioning, Monday through Friday, 8:00 a.m. to 6:00 p.m., maintenance, custodial services and cleaning. Landlord will pay all real estate taxes, assessments, water rates and sewer rents and will paint the subject premises at the end of the seventh and fourteenth years of the lease.

The tenant will pay for all the electricity consumed in the subject premises and will pay its share of increases in building operating costs over the base year 1974.

Based on a schedule of overtime heating and air-conditioning requirements prepared by the Graduate School and University Center, the landlord will provide 777 hours of overtime heating or air-conditioning (approximately 567 hours of heating and 210 hours of air-conditioning) at a total annual cost of \$72,000. The cost per hour for overtime heating is currently \$75 per hour and air-conditioning is \$150 per hour. If other building tenants require overtime services during periods of Graduate School and University Center usage, the hourly cost will be shared equally by all users. Cost of all overtime heating and air-conditioning is subject to cost escalation.

**C. SUPPLEMENTAL INTERIM NOTE AGREEMENT (SENIOR AND COMMUNITY COLLEGE ISSUE):**

RESOLVED, That the Board approve, subject to approval of the Director of the State Division of the Budget, the form and substance of Supplemental Interim Note Agreement (Senior and Community College Issue) among the Board of Higher Education, the Dormitory Authority and the City University Construction Fund to provide for an increase in the estimated cost for Interim Note Facility C 17.05 - Phase I Building Complex for York College from \$2,625,000 (planning only) to \$72,268,000 (total project cost); and the Chairman, subject to the obtaining of any required prerequisite approvals, is authorized to execute the same; and be it further

RESOLVED, That prior to execution, minor changes, insertions, and omissions may be made by the Chairman, and the execution of this Supplemental Interim Note Agreement by the Chairman and attested by the Secretary shall be conclusive evidence of approval.

EXPLANATION: The purpose of this resolution is to authorize total funding for the project in order that construction contracts may be awarded. The indicated amount provides for a total construction cost of \$51,974,000 (inclusive of anticipated cost escalation to various bid dates) together with appropriate allowance for fees, furniture and equipment, and contingencies.

**D. SUPPLEMENTAL AGREEMENT NO. 3 - BRONX COMMUNITY COLLEGE:**

RESOLVED, That Supplemental Agreement No. 3 to Lease Contract No. NYDRE (A) 875 dated December 10, 1952, between New York University and the United States is hereby approved; the Chairman of the Board of Higher Education is hereby authorized and directed to execute such Agreement and to cause the seal of such Board to be affixed thereto; and the Secretary of the Board of Higher Education is hereby authorized and directed to affix his signature thereto in attestation of such seal; and be it further

RESOLVED, That notwithstanding any other provision of this resolution, prior to the execution of such Agreement, changes, insertions and omissions may be made thereto as may be approved by the Chairman of the Board of Higher Education and the execution by said Chairman of such Agreement containing such changes, insertions, and the attestation thereto by the Secretary, shall be conclusive evidence of such approval.

EXPLANATION: New York University in 1952 leased to the Federal Government a parcel of land on its University Heights Campus on which the Government subsequently constructed facilities to accommodate an ROTC facility. On July 27, 1973 the campus and the lease were conveyed to the Dormitory Authority for use by Bronx Community College. The subject Supplemental Agreement No. 3 requested by the Government will amend the lease agreement to confirm the chain of title.

**E. WEST, EAST AND MIDDLE CAMPUSES - STATEN ISLAND COMMUNITY COLLEGE:**

RESOLVED, That the Board accept preliminary plans, outline specifications and total preliminary construction cost estimate of \$45,159,621 (as of October 1974) for construction of the following design packages for Staten Island Community College:

1. WEST CAMPUS (as prepared by Johansen and Bhavnani/Alexander Kouzmanoff Associated Architects.)

- (a) Building I, Theatre and Music
- (b) Building J, Instructional Resources Center
- (c) Building K, Library
- (d) Streetscape

2. EAST CAMPUS (as prepared by Paul Rudolph, Architect.)

- (a) Building L, Medical Technology
- (b) Building M, Administration
- (c) Building N, Science Building
- (d) Building O, Classroom Building

3. MIDDLE CAMPUS (as prepared by Max O. Urbahn Associates, Inc. Architecture and Planning.)

- (a) Building F, Computer Center
- (b) Building G, Student Activities
- (c) Building H, Physical Education
- (d) Building P, Addition to Science and Technology including Boiler Plant Expansion
- (e) Parking, roadways and utilities distribution

and be it further

RESOLVED, That the City University Construction Fund be requested to accept the aforesaid preliminary plans, etc. and to authorize the Dormitory Authority to complete final plans, bid documents, etc. for the work.

EXPLANATION: The proposed expansion of the Staten Island Community College project will consist of a series of new buildings contiguous to the existing campus and linked together by a streetscape with utility services to be provided through underground service tunnels.

All of the buildings will face onto and be entered from the streetscape. To complement the street, a second level circulation system was developed linking the buildings by a series of connecting ramps and bridges.

1. WEST CAMPUS

- (a) Building "I," Theater and Music Building.

The Theater and Music Facility includes all programmed spaces for performances of theater, recital and dance and related instructional, practice and department and faculty office spaces. Unrelated to but included as part of this structure is the campus Buildings and Grounds Department including its shops, warehouse facilities, offices and locker rooms, which is connected by tunnel to the central campus service tunnel.

This building will have a steel structural frame with a concrete and enameled metal siding exterior two stories in height.

The building will provide 50,028 net usable square feet in a gross building area of 79,674 square feet resulting in a net/gross area efficiency ratio of 1:1.59.

- (b) Buildings "J" and "K," Instructional Resources Center, Library Facility and Streetscape.

These buildings have been interrelated physically to approximate a single structure.

The Instructional Resources Center provides spaces for production of videotape programs and Sound tape recording, as well as facilities for the production of graphic display. A system for the storage and retrieval of Library related information will be provided. Faculty offices are provided to serve the faculty of buildings I, J, and K.

The Library facility provides spaces for book reference files, book shelf storage for both accessible and restricted volumes and periodical display and storage. Space for display and exhibits is located in public areas. Study space for faculty and students is provided. Faculty offices, conference rooms, seminar rooms and lounges are programmed. Book and media storage spaces are to be adjacent to elevators serving all levels.

This building will have a concrete structural frame with a concrete and enameled metal siding exterior four stories in height.

The building will provide 75,842 net usable square feet in a gross building area of 104,831 square feet resulting in a net/gross ratio of 1:1.38.

The estimated construction cost of the West Campus is \$13,943,538 (October 1974).

2. EAST CAMPUS (Buildings "L, M, N and O" Medical Technology; Administration; Science and Classroom buildings.)

These buildings have been combined into a single structure and house classrooms, multi-purpose spaces, student lounges, laboratories, accounting, counseling, conference, the President's office, faculty and administrative offices and a planetarium.

This building will have a concrete structural frame with a textured concrete exterior four stories in height.



The building will provide 95,059 net usable square feet in a gross building area of 151,722 square feet resulting in net/gross ratio of 1:1.60.

The estimated construction cost of the East Campus is \$11,103,693 (October 1974).

### 3. MIDDLE CAMPUS

Building "F," Computer Center  
Building "G," Student Activities  
Building "H," Physical Education  
Building "P," Addition to Science and Technology, including Boiler Plant Expansion

The Computer Center and Student Activities building have been combined into one linear structure. The Student Activities building will house student organization spaces, student lounges, Dean of students, counseling, financial aid, faculty offices and various auxiliary activities such as restaurants, and bookstore. The Computer Center will house computer services, computer technology facilities and faculty offices.

The Physical Education Facilities Building is contiguous to "F & G" and will contain a gymnasium, swimming pool, handball courts and offices.

Buildings "F,G,H" will provide 92,128 net usable square feet in a gross building area of 158,556 square feet resulting in a net/gross ratio of 1:1.72.

The addition to Science and Technology Facilities including Boiler Plant expansion will include a Selective Energy Plant and house construction and testing laboratories, drafting rooms and boiler plant servicing all of the new buildings.

This building will provide 8,810 net usable square feet in a gross building area of 23,225 square feet resulting in a net/gross ratio of 1:2.64.

Buildings F,G,H and P will have a concrete structural frame with a concrete and enameled metal siding exterior two stories in height.

The estimated construction cost of the middle campus is \$20,112,390 (October 1974).

The June 1973 approved total construction budget of \$43,142,400 escalated to October 1974 is \$53,496,576.

The October 1974 aggregate campus construction cost estimate is \$45,159,621, which is less than the approved escalated total construction budget.

The preliminary plans, outline specifications and cost estimate have been reviewed by the college, the Office of Campus Planning and Development and the Dormitory Authority, and acceptance by the Board is recommended in order that the Architects may proceed with development of final plans, specifications and cost estimates for bidding.

### F. COMPREHENSIVE PLAN: 1975-1980 - BRONX COMMUNITY COLLEGE:

RESOLVED, That the Board of Higher Education indicate its acceptance of the report entitled "Comprehensive Plan: 1975-1980 for Bronx Community College" as prepared by Brown, Guenther, Battaglia and Seckler, Architects/Planners in accordance with the terms of a contract for the development of said plan; and be it further

RESOLVED, That the Master Plan of the Board of Higher Education be amended as necessary to include the facility program recommended in said comprehensive planning report.

EXPLANATION: The Board and City University Construction Fund in May, 1973 authorized the employment of the indicated firm to develop a comprehensive plan for the use of the former NYU University Heights Campus by Bronx Community College.

The planning report submitted by the consultant includes an analysis of the condition of the existing facilities and how they relate to the educational needs of Bronx Community College. It further recommends corrective work to meet deficiencies in the existing plant either by alteration and/or additions to the existing structures or by construction of certain new facilities.

The work is proposed to be phased over a five year period to permit the continuous operation of the college without serious disruption.

Heretofore the Board, by resolution adopted on October 28, 1974 (Cal. No. 3. III.K), approved the above mentioned report to the extent required in order to permit affirmative action to be taken on specific projects for which design was authorized by Board resolutions, adopted on September 23, 1974 (Cal. No. 3. II.J) and October 28, 1974 (Cal. No. 3. III.L).

Approval of this resolution by the Board of Higher Education will indicate its general acceptance of the report entitled "Comprehensive Plan: 1975-1980 for Bronx Community College."

#### **G. ROOF REPAIR AND MASONRY RESTORATION WORK - BRONX COMMUNITY COLLEGE:**

RESOLVED, That the Board of Higher Education accept the final contract drawings, specifications and cost estimate of \$200,000 as of bid date, for required roof repair and masonry restoration work at Language and Philosophy Halls and Gould Library, Bronx Community College, as prepared by Wank, Adams and Slavin, Architects; and be it further

RESOLVED, That the City University Construction Fund be requested to accept the above mentioned final contract drawings, specifications and cost estimate and to authorize the Dormitory Authority of the State of New York to invite bids and award contracts for the work.

EXPLANATION: Heretofore, the Board of Higher Education at its September 23, 1974 meeting, Cal. No. 3.II.J., approved the selection of Wank, Adams and Slavin, Architects for the preparation of bidding documents for a number of items of urgent renovation and repair work at Bronx Community College. The roof repair and masonry restoration work for Language, Philosophy Halls and Gould Library is estimated to cost \$200,000 as of bid date.

#### **H. SELECTION OF ARCHITECT - HOSTOS COMMUNITY COLLEGE:**

RESOLVED, That the Board approve the selection of Joseph G. Merz, Architect, for the investigation and development of a plan for the renovation and alteration of the building at 500 Grand Concourse, Bronx, which is being acquired for use by Hostos Community College; and be it further

RESOLVED, That the Board request the City University Construction Fund to authorize the Dormitory Authority to enter into an agreement with the indicated consultants to perform such work.

EXPLANATION: The subject work is necessary to develop a plan for the most feasible allocation of functions and spaces between the present college main building and the new building and to develop a scope of work and estimate of cost required to alter the new facility to best accommodate the college's needs.

At the meeting of the Board held November 25, 1974, the following resolutions were tabled for consideration at the December 16, 1974 meeting:

#### **J. BARUCH COLLEGE - MASTER PLAN - ATLANTIC TERMINAL SITE:**

At this point the Chairman read a Statement by Councilman Fred Richmond and a letter from Paul Kerrigan, Chairman of the Fort Greene Non-Profit Improvement Corporation, in support of this item. There were no speakers in opposition.

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

RESOLVED, That the Board of Higher Education indicate its acceptance of the report entitled "Baruch College - Master Plan - Atlantic Terminal Site - October 1974" as prepared by Kahn and Jacobs/Hellmuth, Obata and Kassabaum, Architects/Planners in accordance with the terms of a contract for the development of said plan.

EXPLANATION: The Board and City University Construction Fund in March, 1974 authorized the employment of the indicated firm to develop a master plan for the use of the Atlantic Terminal Site by Baruch College.

The master planning report submitted by the consultant includes an investigation of the existing site and proposes a master plan for construction of new facilities to meet the programmatic requirements of the college.

The plan calls for construction of seven interconnected building elements containing a gross building area of 1,061,703 square feet. The construction of the project, which has a tentatively estimated construction cost of \$73,315,000 could be completed for occupancy in 1979-80.

#### K. APPOINTMENT OF ARCHITECTS - BARUCH COLLEGE CAMPUS:

RESOLVED, That the Board approve the appointment of Kahn and Jacobs/Hellmuth, Obata and Kassabaum, Architects for the design of certain project elements identified in the Baruch College Campus Master Plan as:

- B. School of Business, Public Administration and Education
- D. School of Liberal Arts
- G. Administration Building
  - Surface and On Site Utilities
  - Off Site Sewer Relocation

and be it further

RESOLVED, That the indicated firm be also appointed as coordinating architect for the entire campus development; and be it further

RESOLVED, That the City University Construction Fund be requested to authorize the Dormitory Authority to negotiate and execute a contract with indicated firm for the aforesaid services; and be it further

RESOLVED, That the Board approve and authorize the execution of a Supplemental Interim Note Agreement to establish an initial budget of \$2,000,000 for the project to provide for planning and various other costs.

EXPLANATION: The subject architects, who prepared the Master Plan for the new Brooklyn Campus of Baruch College are recommended for the design of the aforeindicated building elements and for coordination of the efforts of various other firms who will be appointed to design other elements of the Plan.

The project elements for which the appointment of Kahn and Jacobs/Hellmuth, Obata and Kassabaum, Architects, is recommended to provide 322,015 net square feet of programmed space. The three building units will include an estimated 498,712 gross square feet and, together with site and utility work have an estimate construction cost of \$34,427,700 (October 1974).

**NO 5. CITY COLLEGE - NEW YORK LAW SCHOOL:** Dr. Goldin, in moving to table this item, made the following statement:

I move to table Calendar No. 5. I do so on procedural ground alone. This motion implies absolutely no judgment on the merits of the program in this proposal.

In fact, the proposal has been placed on the agenda of the meeting of the Committee on Academic Affairs scheduled for January 6, 1975.

I make this motion for the purpose of strengthening established Board and Committee practices for the orderly review of new academic programs and to maintain the integrity of institutional arrangements and their effectiveness.

In the meantime, The City College is encouraged to proceed with the development of its plan for this program.

Ms. Hauser moved that this item also be referred to the Committee on Administrative Affairs.

Upon motions duly made, seconded and carried, this item was tabled for consideration by the Committee on Academic Affairs and the Committee on Administrative Affairs.

**NO. 6. UNIVERSITY REPORT:** The Chancellor presented his oral report on three matters of Board and University interest:

1. Buckley Amendments: The Buckley Amendments, which were designed to give open access to student records to parents and adult students, have created serious questions of confidentiality of certain information placed in the files of students with the understanding that they would be confidential. Senators Buckley and Pell have now prepared five amendments to the original amendments that would take care of these questions.

2. Veterans Bill: Congress has passed, over the President's veto, a Veterans Bill which provides for a 23% increase in the stipend paid to veterans and which expands coverage from thirty-six months to forty-five months.

3. Budget for 1975-76: The Mayor has certified to the Governor a budget for City University of \$663 million, a \$70 million increase over last year. It represents about 70% of the University's request. Some special programs were cut; there is some diminution in the amount of money for mandatory increases, and a larger decrease for workload. Given the fiscal problems of the City, it was a favorable certification. This is only the first step in the budget process. There will be the Executive Budget of the Governor, followed by the Executive Budget of the Mayor and all of the legislative actions before the 1975-76 budget is final.

**NO. 6A. APPOINTMENT OF VICE-CHANCELLOR FOR BUDGET AND PLANNING:**  
RESOLVED, That Anthony D. Knerr be designated Vice-Chancellor for Budget and Planning with an annual supplement of \$10,000 in addition to his salary as Higher Education Officer, effective January 1, 1975, subject to financial ability.

EXPLANATION: The former Vice-Chancellor for Budget and Planning resigned in February, 1974. In March the Chancellor appointed a Search Committee. After 119 applications were considered, the Committee made its recommendation to the Chancellor, who submitted his recommendation of Mr. Knerr for appointment in October.

Mr. Knerr has been with the University for four years and has served as Acting Vice-Chancellor for Budget and Planning since March.

**NO. 7. GENERAL DISCUSSION:** The Chairman reported on the following:

(a) Development, after many discussions and consultations, of the following Board Statement of Policy on Reductions in the Current Operating Budget of the City University:

Although City University is not a municipal agency, it receives almost half of its support from New York City. The Board of Higher Education is fully aware that the fiscal health of the City and the resources available to the University are inextricably linked. Therefore, in a spirit of cooperation, to meet a problem common to all agencies and institutions dependent upon financial support from the City, our Board has cooperated with the Mayor in his efforts to deal with the substantial deficit in the current municipal budget.

For our current academic year, ending June 30, 1975, our Board received a commitment from the City for \$280.1 million in operating budget support to provide services for our 259,000 students in the twenty institutions that comprise The City University of New York. In mid-November the Mayor informed all City agencies as well as our Board of the serious budgetary situation confronting the City. He requested our views on the impact of a possible emergency reduction of 8.5% in controllable City tax levy funds this year.

A reduction of 8.5%, when considered in the light of matching State aid losses and the already substantial shortfall in State funds for our community colleges, would have totaled a \$30 million reduction in the University's current operating budget.

On November 19 we wrote the Mayor, setting forth the anticipated disastrous results of such substantial budgetary cuts, including the serious deterioration of academic standards, the loss of persons not easily replaced and the failure to fulfill our commitment to the youth of our City.

In early December, the Mayor, recognizing the severe adverse impact such reductions would have upon our programs, requested a reduction of 4.5% rather than the 8.5% originally considered. On December 11 our Board was requested by the Mayor to make still additional reductions of 200 positions. These two reductions would mean a total effective cut in our operating budget for this year of \$18.9 million.

At this time of economic recession our Board recognizes its special responsibility to husband the resources of the University. It is exactly during such periods that more New York City residents turn to their University for the training or retraining that is required to meet the changing demands of a more competitive job market. During such times it is also imperative that there be increased recognition of the important distinction between municipal services and municipal resource development. While pruning services to a minimum, it is essential that the City's productive resources of skilled manpower be protected to sustain its potential for economic recovery.

We believe there is need for our City and State to invest in upgraded manpower capabilities if there is to be a long-term and humane solution to the economic problems we confront. The device proven most effective has been prudent investment in public higher education, the colleges of the City University.

While we have prepared a program of economies intended to achieve an \$18.9 million reduction in this year's operations, we take this occasion to call attention to the long-range higher education investment needs of this City. We believe further cuts would seriously impair the University's capability to perform its vital mission.

Our program of economies was developed after the Chancellor had consulted with various groups within the University - presidents, faculty, students and others. The Board has considered all views and the recommendations of the Chancellor regarding procedures that would have lesser adverse impact upon the University. With those considerations in mind, the Board is establishing the following principles to govern the budgetary reductions of \$18.9 million.

- Administrative personnel costs and controllable expenses should be reduced substantially more than faculty personnel costs.
- Contractual relationships should be protected.
- There should be no reductions that would affect classroom teaching in the current semester.

- Basic remedial work and schools of general studies should be maintained.
- Efforts should be made to minimize impact on student services (work-study, student employment, counseling, etc.).

The Board requests the Chancellor to use reserves held for the community college State aid shortfall, to use selected funds not needed to meet actual fringe benefit costs, and to slow down further development of new information systems. These adjustments, and other technical changes, will reduce the impact of the budget reduction by \$10.8 million. We request that the Chancellor distribute the remaining \$8.1 million budgetary reduction by reducing the budgets of the colleges and of the Central Office in proportion to their initial budget allocations with such minor adjustments as may be appropriate to compensate for substantial over-enrollment or under-enrollment.

The Board requests the Chancellor to have the Central Office and each of the colleges apply the following guidelines in meeting their share of that reduction.

#### I. IMMEDIATE AND MANDATORY PROCEDURES

- Freeze the filling of any administrative full-time lines that are presently vacant. Where special emergency situations develop, the Chancellor is authorized to grant exceptions upon written justification.
- Overtime for additional compensation, except in exceptional circumstances, shall not be authorized.
- Reduce faculty released time by a minimum of 20%.
- Reduce Other than Personnel Services (OTPS) by 25% in accordance with the following:
  - Defer supply, equipment and services procurement which does not immediately limit teaching or administrative effectiveness.
  - Defer non-essential repairs and maintenance.
  - Reduce contractual and office services.
  - Reduce out-of-state travel.
  - Where feasible during periods when classes are not in session, including Christmas recess, close selected buildings not in substantial use by students, faculty or administrators. Full-time staff members affected by such closing are to either be reassigned to different buildings or take these working days as vacation or against overtime.

#### II. ADDITIONAL PROCEDURES TO MEET BUDGETARY REDUCTION QUOTA

The following actions are set forth to meet cutbacks in instructional services in the spring semester:

- Combine class sections with low enrollments.
- Increase average class size.

- Offer more courses on a staggered semester basis (i.e., not every course every semester).
- Increase average number of class contact hours of teachers.
- Have qualified administrators teach at least one course.

In the implementation of these actions, colleges should first retain in their positions part-time members who do not already have full-time employment at the University or other public agencies of New York City.

### III. GENERAL

All savings implemented under the emergency budget reductions must be in addition to other actions that may be required at each college to achieve its regular accruals.

Savings in SEEK and College Discovery, above those required for regular accruals, may be credited toward each college's target. Anticipated savings must be negotiated with the University Dean for Special Programs before being included in the reduction program.

College presidents shall have discretion, within the limitations outlined above, to determine for each institution what actions shall be taken to achieve the necessary budget reductions. Consultation with appropriate faculty and student representatives should be encouraged as plans are developed.

The presidents shall submit a report to the Chancellor by January 8, 1975 indicating what steps are proposed to be taken.

(b) Appointment of the following by Governor-Elect Carey to serve on the Task Forces on Education:

President Joseph Shenker, LaGuardia Community College  
President Joseph S. Murphy, Queens College  
Mr. Jay Hershenson, Chairman of the University Student Senate, and  
Honorable James P. Murphy, Member of the Board of Higher Education

Upon motion duly made, seconded and carried, the meeting was adjourned at 5:45 p.m.

ETTA G. GRASS  
Acting Secretary of the Board