

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

HELD

MARCH 24, 1975

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

In the absence of the Chairman, the Vice-Chairman called the meeting to order at 4:42 p.m.

There were present:

Franklin H. Williams, Vice-Chairman

**Francesco Cantarella
Vincent R. FitzPatrick
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 William M. Birenbaum
President James A. Colston
President Candido A. de Leon
President Edgar D. Draper
President Leon M. Goldstein
President John W. Kneller
President Leonard Lief
President Joseph S. Murphy
President Harold M. Proshansky
President Donald H. Riddle
President Joseph Shenker
President Harold 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
Vice-Chancellor Timothy S. Healy
Vice-Chancellor Anthony Knerr
Vice-Chancellor J. Joseph Meng
Vice-Chancellor David Newton
Vice-Chancellor Peter S. Spiridon**

The absence of Mr. Giardino was excused.

Upon motion 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 March 24, 1975 (including Addendum Items) be approved as amended, as follows:

(a) PART AA: Withdraw appointment of Richard Rode to the Non-Teaching Instructional Staff of Queens College.

(b) Item D.6. Borough of Manhattan Community College: Withdraw all personnel items.

(c) Items Listed in PART E - ERRATA, to be withdrawn or changed as indicated.

NO. 2. APPROVAL OF MINUTES: RESOLVED, That the minutes of the Board of Higher Education for the following meetings be approved as circulated:

January 28, 1974
February 25, 1974
March 25, 1974
April 22, 1974

May 20, 1974
June 17, 1974
July 29, 1974
September 23, 1974

NO. 3. COMMITTEE ON ACADEMIC AFFAIRS: RESOLVED, That the following items be adopted:

A. BROOKLYN COLLEGE - B.A. (B.S.) M.A. IN ECONOMICS:

RESOLVED, That the program for a 4 1/2 Year B.A. (B.S.) M.A. in Economics with a joint undergraduate major in Economics and Computer Information Science to be offered by Brooklyn College be approved effective January 1976, subject to financial ability.

EXPLANATION: This accelerated program will provide highly qualified students with a strong background in the application of computer science to economics and accounting and will help to meet the increasing demand for people whose training combines skills in these fields. Graduates will be qualified for careers in a wide variety of professional activities in titles such as systems analyst, applications specialist, programmer analyst, and others. The program will also serve to attract to the college gifted students who might otherwise enroll elsewhere. No additional faculty costs are anticipated for this program. Administrative costs of approximately \$5,000 will be required, and the college has agreed to absorb these costs in its regular operating budget.

B. BROOKLYN COLLEGE - AMERICAN INDIAN INSTITUTE:

RESOLVED, That the Board of Higher Education approve the establishment of the American Indian Institute at Brooklyn College, effective April 1, 1975.

EXPLANATION: American Indians occupy a position unique among America's minority groups. Although generally associated with the Western section of the country by many people, American Indians in the East played a critical role in the history of the original colonies and the Republic which later formed from them. New York State ranks sixth in American Indian population while New York City ranks third among the cities, with about ten thousand Indians making their homes here.

American Indians have been the subjects of study by many different disciplines, including Anthropology, History, Psychology, Sociology, Art, and Music. The American Indian Institute at Brooklyn College will serve as a focus for all of these disciplines. In addition, the American Indian Institute will maintain relations with other academic and scholarly associations across the country as well as the American Indian community in New York. The Institute will apply for and receive grants for research, the establishment of programs, and the development of resources for the academic and Indian communities. The proposed program does not involve any additional costs to Brooklyn College.

C. MEDGAR EVERS COLLEGE - B.A. IN COMMUNICATION ARTS AND SCIENCES:

RESOLVED, That the program in Communication Arts and Sciences leading to the B.A. Degree to be offered by Medgar Evers College be approved effective January 1976, subject to financial ability.

EXPLANATION: For some time, many in the Central Brooklyn Community have felt the need for a training program in broadcasting and related fields. This program was developed in response to that demand and the mandate of the college "to be responsive to and serve the educational and social needs of the Central Brooklyn Community." The curriculum provides a broad liberal arts background and requires at least 15 credits in writing courses, a statistics course and courses in business management and computer utilization. Graduates of the program will be prepared for a wide range of positions in government, business, broadcasting and other areas of the communications industry. The college has agreed to absorb the costs of this program within its regular operating budget. While it will seek outside support to augment activities in the program, it is understood that no additional funds will be appropriated by the University for it.

D. JOHN JAY COLLEGE OF CRIMINAL JUSTICE - B.A. IN ECONOMICS:

RESOLVED, That the program in Economics leading to the B.A. Degree to be offered by John Jay College be approved effective January 1976, subject to financial ability.

EXPLANATION: This major in economics offers a basic grounding in economic theory and policy with the possibility for specialization in one of three applied fields: 1) Business Economics; 2) Economic Analysis of Social Problems; and 3) Public Sector Economics. These three course areas correspond to the major academic and vocational interests of the John Jay student body and complement related course offerings in other majors. The program is interdisciplinary and is needed to complete the strong social science, urban and public-sector offerings at the college. No additional costs associated with the major are expected in the first year. To the extent that additional costs are required in subsequent years, they will be the result of student demand. The college has agreed to cover these costs out of its existing operating budget.

E. RICHMOND COLLEGE - M.A. IN CINEMA STUDIES:

RESOLVED, That the Three-Year Program in Cinema Studies leading to the B.A. in Dramatic Arts-Film and a M.A. in Cinema Studies to be offered by Richmond College be approved effective January 1976, subject to financial ability.

EXPLANATION: This program will provide students with a scholarly, comprehensive background in film study and familiarity with film production techniques. The program emphasizes film as an art which has close affinities with literary and art history. The program will provide undergraduate majors in this field with an opportunity to continue their studies and will prepare graduates for teaching and for positions in film archives, television research and archive work, film criticism (newspapers and magazines) editorial work for film periodicals, publicity for film distribution companies, film library work, and other positions. The incremental costs for this program are projected to be \$22,000 in the first and second years of operation and \$43,500 in the third when a new faculty member would be appointed. The college has expressed the willingness to absorb these costs in its regular budget and approval of the program is contingent upon that.

F. RICHMOND COLLEGE - M.A. IN HUMAN DEVELOPMENT:

RESOLVED, That the program for a M.A. in Human Development to be offered by Richmond College be approved effective January 1976, subject to financial ability.

EXPLANATION: The cognitive, biological and cultural factors which affect human development have been largely ignored in the teaching of teachers and in the teaching of elementary school children. The curriculum of this innovative program offers a strong and integrated background in a variety of behavioral sciences and provides an effective means for briefing insight into social and individual dynamics. The program, which includes field work and supervisory seminars, will give early child care workers an understanding of the emotional and cognitive development of children and equip them to be more effective and sensitive teachers. The college estimates that all needs for this program can be met by existing personnel in the first years. If in later years, additional personnel are required, the college has agreed to absorb any expenses in its regular operating budget.

G. LAGUARDIA COMMUNITY COLLEGE - A.S. IN HEALTH SERVICES MANAGEMENT TECHNOLOGY:

RESOLVED, That the Program in Health Services Management Technology leading to the A.S. degree, to be offered at LaGuardia Community College, be approved, effective January 1976, subject to financial ability and the approval of the State University Trustees.

EXPLANATION: This program is an option within the existing business program at LaGuardia and will prepare graduates for careers in hospital administration at a middle management level. It provides a core curriculum in business administration and the administration of health service facilities and qualifies graduates for a variety of positions including Administrative Assistant, Admitting Officer, Purchasing Agent, Assistant Personnel Officer, Assistant Medical Records Administrator, Hospital Unit Manager, and others. The program includes cooperative education internships in which classroom training is applied to health care centers. It is designed to serve both recent high school graduates and medical auxiliary personnel such as ward clerks, unit receptionists and others who seek promotion to managerial levels. The projected costs for this program are approximately \$10,000 in 1977-78. The college has indicated that it will absorb these costs in its regular operating budget.

NO. 4. COMMITTEE ON FISCAL AFFAIRS AND PLANNING: RESOLVED, That the following resolutions be adopted:

I. FISCAL RESOLUTIONS:**A. THE CITY COLLEGE - GUARD SERVICE:**

RESOLVED, That the Board of Higher Education approve the contract documents and expenditure and authorize The City College to advertise for, receive and open bids and award contract to the lowest responsible bidder for furnishing Uniformed Guard Service including armed service when necessary as required for the buildings and campus areas of The City College for the period July 1, 1975 to June 30, 1976, with an option by the College to renew for one (1) additional year from July 1, 1976 to June 30, 1977 on the same terms and conditions in the estimated amount of \$961,893, subject to financial ability, chargeable as follows:

| | |
|-------------------------|-----------|
| Code 042-4300-403-01-76 | \$935,443 |
| Office Services | 26,450 |
| Non-Tax levy funds | \$961,893 |

and be it further

RESOLVED, That the Director of the Budget be requested to approve and authorize the estimated Tax Levy expenditure of \$935,443, against the stated code for the proposed contract (see policy calendar No. 2(b) 4-4/20/64).

EXPLANATION: For the period July 1, 1973 to June 30, 1974 and July 1, 1974 to June 30, 1975, the Board of Higher Education at its meeting of March 8, 1973 (Cal. No. 1a) adopted a resolution approving the contract documents and expenditure for furnishing related service for the period indicated. The dates stated included an option to renew which was executed by the College. On March 28, 1973, DM Certificate 590 was issued by the Bureau of the Budget in the amount of \$848,657. The Wackenhut Corporation, the low bidder, was awarded the contract, identified as contract No. 220216 in equal amount.

The College, in order to increase the efficiency of the service and remain within budget limitation, has conscientiously reviewed its requirement for this service. Reflected in the estimate is a reduction in guard and supervisory hours as opposed to last year's requirement. The decrease in hourly manpower requirement has been made possible by the pending support of security interns, which will be an addition to the security director's staff and should result in an increase in efficiency of the service. The breakdown of this estimate follows:

| | |
|--|--------------|
| 73-74/74-75 Award (includes equipment of \$27,360) | \$848,657.00 |
| 75-76/76-77 Increase in cost of existing equipment | 4,104.00 |
| 75-76/76-77 Cost of new equipment | |
| Motor Vehicles | 5,175.00 |
| Cushman Motor Scooters | 4,140.00 |
| Walkie Talkies | 8,280.00 |
| 75-76/76-77 Anticipated increase in labor (escalation) | 65,087.00 |
| Total | \$935,443.00 |

To further support the indicated reduction in manpower, it has been deemed necessary that additional equipment be added to current requirements. The mobile equipment presently consisting of two motor vehicles has been increased to three in this proposal. The Cushman motor scooters presently consisting of six have been increased to eight. These increases, as well as an increase of 20 in our requirement for Walkie Talkies to a total of 40, have been included in the estimate as set forth in this resolution.

The motor vehicles and Cushman now in operation have proven to be highly effective for use in patrolling the campus. Their high visibility acts as a deterrent to potential perpetrators. The walkie talkies must be increased in order to provide ready communication and instant response to Campus incidents and are mandated as an instrument of support.

It is anticipated that when this contract is submitted for bid the hourly cost for guard service will rise due to escalated cost in labor and equipment for this type of service.

Request for acquisition of related services covers required security in over 2,256,407 square feet of usable campus space including peripheral buildings as well as space in off-campus facilities.

This is a requirement contract: the estimated budget may or may not be completely encumbered. The indicated non-tax levy funds are for guarding the Student Center and Bookstore and are included as part of the contract in order to assure these facilities of equal rates for services that may be required by them.

B. LEHMAN COLLEGE - GUARD SERVICE:

RESOLVED, That the Board of Higher Education authorize the Business Manager of Herbert H. Lehman College to advertise for, receive and open bids, and award a contract to the lowest responsible bidder for furnishing uniformed guard service at an estimated cost of \$543,805 of which \$40,700 is chargeable to non-tax levy funds and \$503,105 to code 042-5100-403-01-76 and/or such other funds as may be available. subject to financial ability; and be it further

RESOLVED, That the Director of the Budget be requested to approve and authorize the estimated tax-levy expenditure of \$503,105 for the proposed contract.

EXPLANATION: As a result of cutbacks made in response to current budget conditions, the total number of hours projected for the 1975-76 contract represents a reduction of some 9249 hours from the amount approved for the previous contract period. The small increase in estimated cost of \$15,264, or 2.9%, over the current year's cost is the result of an anticipated escalation in the cost per hour for guard coverage.

C. NEW YORK CITY COMMUNITY COLLEGE - GUARD SERVICE:

RESOLVED, That the Board of Higher Education approve the contract document and specifications, and authorize the New York City Community College to advertise for, receive and open bids and award a contract to the lowest responsible bidder for furnishing Uniformed Guard Service for the period July 1, 1975 to June 30, 1976, with an option by the College to renew for two (2) additional years at the same terms and conditions at an estimated cost of \$444,689, chargeable to code 42-6100-403-01-76-25; and be it further

RESOLVED, That the Director of the Budget be requested to approve and authorize the expenditure of \$444,689 for the proposed contract. (See also Cal. No. 2 (b)4, 4/20/64.)

EXPLANATION: This contract is for Uniformed Guard Service which is required for security for all buildings of the New York City Community College.

At this point the Vice-Chairman noted that four colleges have followed the lead of John Jay College and increased the use of students to serve along with their professional guard service.

D. GEOGRAPHICAL LIMITATIONS FOR CERTAIN TYPES OF CONTRACTS:

RESOLVED, That business managers, purchasing agents, and other University officers responsible for the drafting of specifications for University contracts are hereby directed to include in such specifications a requirement that bidders reside within fifty miles of New York City in those instances where circumstances, including but not limited to necessity of consultations, presence at site, fragility or perishability of goods, require the proximity of the contractor.

II. CAMPUS PLANNING AND DEVELOPMENT RESOLUTIONS:**A. LEHMAN COLLEGE - CONVERSION OF DAVIS HALL BASEMENT LOCKER ROOMS TO SCIENCE LABORATORIES:**

RESOLVED, That the Board of Higher Education approve the awards of the low bids for the construction of the Lehman College conversion of the Davis Hall Basement Locker Rooms to Science Laboratories at the total bid cost of \$226,316 chargeable to Capital Project HN-203; and be it further

RESOLVED, That the Director of the Budget be requested to approve the contract documents and amend and increase the total cost limitation from \$203,492 authorized under CP-10340 to \$237,632 which includes 5% for construction contingencies chargeable to Capital Project HN-203.

EXPLANATION: On October 28, 1974 the Board approved the final documents as prepared by Raymond Irrera Associates and authorized the College to advertise, bid, and award said project which was approved under CP-10340 on June 25, 1974 with a cost limitation of \$203,492 based on preliminary plans and outline specifications dated March, 1974.

On December 20, 1974 and a rebid of the General Construction Contract in February, 1975 the College received bids for the construction contracts totaling \$226,316. The bidding response was excellent and the College finds the low bidders qualified and wishes to award the contracts. The final cost estimate as prepared by the Consultant and based on labor and material costs as of September, 1974 totaled \$236,550.

B. ACQUISITION OF NEW CENTRAL OFFICE FACILITY: Item Tabled.**NO. 5. NOTICE DRAFT OF A PROPOSED POLICY STATEMENT ON PERSONNEL PRACTICES:**

After the Vice-Chairman had explained that this item was not up for action at this meeting but had been placed on the agenda in an effort by the Board to give advance notice and call it to the attention of interested groups and individuals, the Board heard Professor Irwin Polishook, First Vice-President of the Professional Staff Congress, and Professor David Valinsky, Chairman of the University Faculty Senate, who spoke in opposition to the form and content of the statement.

Notice was given that the Board plans to consider the tentative policy statement at its meeting on Monday, April 28, 1975.

EXPLANATION: On October 28, 1974, the Commission on Academic Personnel Practices, previously appointed by the Board, submitted its report to the Board. That report reviewed and made recommendations on the policies, procedures and practices involved in the recruitment, appointment, promotion and tenuring of faculty in the City University.

Later the Board invited and received comments and reactions to the recommendations contained in the report. These have been studied by the staff of the Chancellor, who has prepared the tentative policy statement for Board consideration. It conforms basically with the recommendations made by the Commission. However, a number of modifications reflecting other opinions and views received are also incorporated.

The nature of some of the more important policy issues in the attached statement, which affirm or modify the original recommendations made by the Commission or other groups are set forth below.

I. The Principal Policy Issues in the Attached Statement on which there is Substantial Agreement:

- (1) That department chairmen hold senior rank and be tenured.
- (2) That faculty not be allowed to vote in personnel actions involving a rank or status they themselves do not hold.
- (3) That personnel judgments be progressively rigorous as faculty move through the reappointment process toward tenure.
- (4) That senior faculty assume some responsibility on behalf of their junior colleagues.
- (5) That there be continued evaluation of the tenured faculty.
- (6) That all new candidates for appointment as Assistant Professor have the Ph.D. degree.
- (7) That promotion to Associate Professor be tied to a favorable decision on tenure.

II. Some Policy Issues in the Attached Statement That Would Modify and/or Extend the Recommendations of the Commission:

- (1) An additional provision that the Chancellor prepare and make public annual analyses of recruitment and tenure in the University.
- (2) That initial appointments for Associate Professors and Professors should be one year instead of for two years as recommended by the Commission but providing that the first reappointment may be for a period of two years.
- (3) An extension of the Commission's recommendation that there be "institutional considerations" for tenure so as to allow the presidents to introduce "other institutional factors" than those previously listed.
- (4) Request for further study of the process of choosing department chairmen.

III. Some Recommendations of the Commission That Do Not Appear in the Tentative Policy Statement:

- (1) That Standing Faculty panels be created. (This was deleted since the Chancellor already has such authority.)
- (2) That all new candidates for appointment as Assistant Professor must have the Ph.D. degree, but excepting from that requirement those currently holding full-time appointments at the community colleges as Lecturer and Instructor.

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

(a) Budget: There has been no change in the budget situation.

(b) State Legislation: A number of bills have been introduced in the State Legislature to achieve the following:

- (1) Integration of the community colleges into the City University.
- (2) Raise the \$400,000 ceiling on community college construction.
- (3) Achieve 40% funding of the community colleges by the State.

(c) Federal Legislation: The 94th Congress will be rewriting the basic legislation affecting higher education in the following areas:

- (1) Vocational Education
- (2) Health Manpower Field

(3) Student Aid - Representative O'Hara has already reported his version of the bill, and the Chancellor will appear in Washington on April 9 with respect to this matter.

The University has received from the Federal Government \$2-1/2 million more in this area for the coming year than it had previously received.

(d) Medical Education: Deputy Chancellor Hyman is continuing to explore the ramifications of the proposals in this area.

(e) Exploration of the acquisition of the Army Pictorial Center for use on a University-wide basis in the communication arts field.

NO. 7. GENERAL DISCUSSION: With the permission of the Vice-Chairman, Mr. Jay Hershenson, Chairperson of the University Student Senate, read into the record a statement in opposition to the Board's action in February concerning the SEEK Program on the ground that it appeared to indicate not "an administrative adjustment based upon a legal technicality" but a change of policy. After discussion, the Vice-Chairman invited Mr. Hershenson to meet on this matter with himself, the Chairman of the Board, and other Board members.

Upon motion duly made, seconded and carried, the meeting was adjourned at 5:20 p.m.

ETTA G. GRASS
Acting Secretary of the Board