

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

HELD

OCTOBER 25, 1978

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

The Chairperson called the meeting to order at 6:00 p.m.

There were present:

**Harold M. Jacobs, Chairperson
Patricia Carry Stewart, Vice Chairperson**

**Walter H. Crowley
Edith B. Everett
Joan B. Maynard**

**Joaquin Rivera
David Z. Robinson
Stuart Scheftel**

Ann M. Burton, ex officio

Edward A. Roberts, ex officio

Etta G. Grass, Acting Secretary of the Board

**Chancellor Robert J. Kibbee
President Milton G. Bassin
President Roscoe C. Brown, Jr.
President Saul B. Cohen
President Leon M. Goldstein
President John W. Kneller
President Gerald W. Lynch
President Robert E. Marshak
President Joseph Shenker**

**President Joshua L. Smith
President Edmond Volpe
President Jacqueline G. Wexler
Vice Chancellor Richard M. Catalano
Vice Chancellor Dolores Cross
Vice Chancellor Julius C.C. Edelstein
Vice Chancellor Kenneth M. King
Vice Chancellor Jerald Posman
Vice Chancellor Leonard O. Roellig**

The absence of Ms. Conway, Mr. D'Angelo, Dr. Goldin, Mr. Maniscalco and Dr. Piore was excused.

Upon motions duly made, seconded and carried, the following resolutions were adopted or action was taken as noted: (Calendar Nos. 1 through 6)

NO. 1. UNIVERSITY REPORT: RESOLVED, That the University Report for October 25, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

EXPLANATION: The University Report consists of annual instructional appointments at a salary of \$15,000 and above and other resolutions and actions of a non-policy nature which require approval by the Board of Higher Education.

NO. 2. CHANCELLOR'S REPORT: RESOLVED, That the Chancellor's Report for October 25, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Items listed in PART E - ERRATA, to be withdrawn or changed, as indicated.

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

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the Board of Higher Education meeting of September 25, 1978 be approved as circulated.

NO. 4. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT: RESOLVED, That the following items be adopted:

A. THE CITY COLLEGE - REHABILITATION OF STEEL SUBSTRUCTURE AT COMPTON HALL:

RESOLVED, That the Board of Higher Education approve the contract documents as prepared by the Office of Facilities Planning and Management and authorize said office to advertise, bid and award the contract to the lowest responsible bidder for furnishing all labor and materials, tools and equipment required for the rehabilitation of the substructure of Compton Hall at City College, Convent Ave. and 138th Street, New York, New York 10031 at an estimated cost of \$157,000, chargeable to Capital Project HN-203; and be it further

RESOLVED, That the Director of Management and Budget be requested to approve said documents and authorize said expenditures for the proposed contract.

EXPLANATION: The Compton Hall Steel Substructure extends under and supports the adjoining areaway and access roadway of the building.

The deterioration of the steel of this 70 year old structure, due to water infiltration from the areaway and roadway above, has seriously weakened a number of steel beams. Continued deterioration will eventually result in a collapse of the structure.

This project will rehabilitate the substructure and eliminate future water infiltration.

The estimate of \$157,000 includes construction contingencies and cost escalation to bid date.

B. BROOKLYN COLLEGE - REPAIR AND REPLACEMENT OF HEATING PLANT BREECHING:

RESOLVED, That the Board of Higher Education approve the emergency procedure instituted by Brooklyn College to advertise for and award a contract to the lowest responsible bidder, Soebke & Sons, 535 Access Road, West Hempstead, New York 11552, for the emergency repair and replacement of heating plant breeching at an estimated cost of \$130,531.00, chargeable to Capital Project HN-203; and be it further

RESOLVED, That the Director of Management and Budget approve the expenditure of the indicated capital funds.

EXPLANATION: Brooklyn College has encountered an emergency situation in respect to the operation of the heating plant. The indicated breeching must be replaced in order to meet the college's heating needs for the coming winter. The college has followed emergency procedures in order to cause no undue hardship to students and staff.

C. HUNTER COLLEGE SCHOOL OF HEALTH PROFESSIONS - CONSTRUCTION AND INSTALLATION OF NEW LABORATORIES:

RESOLVED, That the Board approve an increased estimate of the cost of construction and installation of new laboratories at Hunter College School of Health Professions, located at 425-27 East 25th Street, New York, New York from \$631,600 to \$725,490, an increase of \$93,890 chargeable in the following manner: Capital Budget, Project HN-203 (funded 50% City and 50% State) \$375,000; contributions and other non-tax levy money \$350,490.

EXPLANATION: On August 7, 1978, Calendar No. 4, the Board adopted a resolution approving final plans and specifications for this project with a cost estimate of \$631,600. Public bids were opened on September 22, 1978. The total cost of low bids came to the amount of \$725,490 as follows:

Contract	Number of Bids	Range of Bids	
		High	Low
General Construction	5	\$ 498,000	\$284,400
H.V.A.C.	4	243,000	203,500
Plumbing	3	193,494	151,790
Electrical	3	168,000	85,800
		\$1,102,494	\$725,490

In view of the number and range of bids received, and in consideration of recent construction cost increases, it is doubtful that rebidding would result in lower costs. It is therefore the joint recommendation of the Office of Facilities Planning and Management and the College that the indicated cost increase be approved and the work progressed.

NO. 5. COMMITTEE ON CENTRAL ADMINISTRATION: RESOLVED, that the following items be adopted:

A. BYLAW AMENDMENTS:

(1) Amendments to Articles VI and XI of the Bylaws to add adjunct titles to Biomedical Professorial Series:

RESOLVED, That Section 6.1 of the Bylaws is amended to read as follows:

Section 6.1 INSTRUCTIONAL STAFF. The instructional staff shall consists of the persons employed in the following titles:

- | | |
|---|---|
| Chancellor | <u>Adjunct assistant medical professor (clinical)</u> |
| Deputy Chancellor | Visiting professor |
| Vice chancellor | Visiting associate professor |
| University administrator | Assistant professor |
| University associate administrator | Adjunct professor |
| University assistant administrator | Adjunct associate professor |
| President | Adjunct assistant professor |
| Vice president | Adjunct lecturer |
| Assistant vice president | Lecturer (full-time) |
| University dean | Lecturer (part-time) |
| University associate dean | Instructor |
| University assistant dean | Instructor (nursing science) |
| Dean | Research associate |
| Associate dean | Research assistant |
| Assistant dean | Clinical assistant |
| Administrator | Registrar |
| Associate administrator | Associate registrar |
| Assistant administrator | Assistant registrar |
| Distinguished professor | Registrar's assistant |
| Professor | Senior college laboratory technician |
| Associate professor | College laboratory technician |
| Assistant Professor | Chief college physician |
| Medical professor (basic sciences) | College physician |
| Associate medical professor (basic sciences) | Higher education officer |
| Assistant medical professor (basic sciences) | Higher education associate |
| Adjunct medical professor (basic sciences) | Higher education assistant |
| <u>Adjunct associate medical professor (basic sciences)</u> | Assistant to higher education officer |
| <u>Adjunct assistant medical professor (basic sciences)</u> | Higher education intern |
| Medical professor (clinical) | Business manager |
| Associate medical professor (clinical) | Assistant business manager |
| Assistant medical professor (clinical) | Assistant to business manager |
| <u>Adjunct medical professor (clinical)</u> | Placement director |
| <u>Adjunct associate medical professor (clinical)</u> | Education and vocational counselor |

and
in the hunter college elementary school and
hunter college high school:

- | | |
|---------------------------|-------------------------------|
| Principal | Temporary teacher |
| Chairperson of department | Guidance counselor |
| Teacher | Librarian |
| Assistant teacher | College laboratory technician |
| | Substitute teacher |

and
in the early childhood centers:

- | | |
|---------|-------------------|
| Teacher | Assistant teacher |
|---------|-------------------|

and be it further

RESOLVED, That Section 6.5 of the Bylaws be amended to read as follows:

Section 6.5 APPOINTMENTS WITHOUT TENURE. Nothing contained in this article shall be construed as conferring or permitting tenure, or service credit toward the achievement of tenure in the positions of chancellor, deputy chancellor, vice-chancellor, university administrator, university associate administrator, university assistant administrator, president, vice president, assistant vice president, university dean, university associate dean, university assistant dean, dean, associate dean, assistant dean, administrator, associate administrator, assistant administrator, director of campus schools, department chairperson, chief librarian, principal, supervisor, distinguished professor, adjunct medical professor (basic sciences), adjunct associate medical professor (basic sciences), adjunct assistant medical professor (basic sciences), adjunct medical professor (clinical), adjunct associate medical professor (clinical), adjunct assistant medical professor (clinical), visiting professor, visiting associate professor, visiting assistant professor, adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct lecturer, higher education officer, higher education associate, higher education assistant, assistant to higher education officer, higher education intern, research associate, research assistant, clinical assistant, lecturer (full-time), lecturer (part-time), instructor appointed after October 1, 1968; business manager, assistant business manager, assistant to business manager, all positions in the early childhood centers programs, or any other instructional positions not included on the permanent instructional staff, except that prior service as a full-time lecturer or lecturer (full-time) may be considered toward the award of tenure to persons in a title on the permanent instructional staff. Appointment to any such non-tenure-bearing position, or removal therefrom, however, shall not deprive the person so appointed or removed of tenure in the highest position on the staff held with tenure prior to his/her appointment to such office, or conjointly with such office, nor shall such appointment or removal deprive any person of service credit toward the achievement of tenure under the provisions of this article. All persons appointed chancellor, deputy chancellor, president, vice chancellor, vice president, university dean, university associate dean, university assistant dean, dean, associate dean, assistant dean, director of campus schools, or principal[:], if not already appointed to a position on the permanent instructional staff, may be appointed to an instructional position.

and be it further

RESOLVED, That Article XI of the Bylaws be amended by adding thereto new sections to be sections II.37 and II.38 to read as follows:

Section 11.37 ADJUNCT ASSISTANT MEDICAL PROFESSOR (BASIC SCIENCES), ADJUNCT ASSOCIATE MEDICAL PROFESSOR (BASIC SCIENCES), ADJUNCT MEDICAL PROFESSOR (BASIC SCIENCES). A. Position Definition. Persons employed in this adjunct series shall be assigned to teach part-time or to perform related duties on a part-time basis.

B. Qualifications: For appointment as adjunct assistant medical professor (basic sciences), adjunct associate medical professor (basic sciences) and adjunct medical professor (basic sciences), a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of assistant medical professor (basic sciences), associate medical professor (basic sciences) and medical professor (basic sciences), appointed through the regular channels of the college or university.

Section 11.38 ADJUNCT ASSISTANT MEDICAL PROFESSOR (CLINICAL), ADJUNCT ASSOCIATE MEDICAL PROFESSOR (CLINICAL), ADJUNCT MEDICAL PROFESSOR (CLINICAL) A. Position Definition. Persons employed in this adjunct series shall be assigned to teach part-time or to perform related duties on a part-time basis.

B. Qualifications: For appointment as adjunct assistant medical professor (clinical), adjunct associate medical professor (clinical), and adjunct medical professor (clinical) a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of assistant medical professor (clinical), associate medical professor (clinical), and medical professor (clinical), appointed through the regular channels of the colleges or university.

and be it further

RESOLVED, That Section II.II of the Bylaws be amended to read as follows:

Section 11.11 ADJUNCT LECTURERS, ADJUNCT ASSISTANT PROFESSORS, ADJUNCT ASSOCIATE PROFESSORS AND ADJUNCT PROFESSORS. A. Position Definition: Persons employed in [the] this adjunct series shall be assigned to teach part-time or perform related duties on a part-time basis.

B. Qualifications: For appointment as adjunct lecturer, adjunct assistant professor, adjunct associate professor and adjunct professor a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of lecturer (full-time), assistant professor, associate professor and professor, appointed through the regular channels of the colleges or university.

EXPLANATION: The Sophie Davis School of Biomedical Education of The City College is engaged in the education of students for careers in the medical sciences, and in so doing it makes use of medical education resources available within New York City.

In addition to courses of instruction taught entirely by The City College faculty and those taught by medical schools under contract, there are a number of courses which though primarily taught by college faculty, require the part-time participation of medical school faculty. The creation of distinct adjunct titles for such part-time faculty is required to correspond to the medical professorial titles, and to provide for appropriate remuneration for such services.

(2) Amendments to Article XIV of the Bylaws to establish the title of College Administrative Associate:

RESOLVED, That Sections 14.6, 14.7 and 14.8 of the Bylaws are hereby renumbered to be Sections 14.7, 14.8 and 14.9, respectively, and section 14.7, as renumbered, is hereby amended to read as follows:

Section [14.6] 14.7 OTHER NON- INSTRUCTIONAL STAFF POSITIONS. Qualifications: The qualification requirements for non-instructional staff positions other than those specified in section 14.3, section 14.4 [and], section 14.5 and section 14.6 of the bylaws shall be those established by the appropriate position specification or civil service examination announcement, or standards established by the city civil service commission.

RESOLVED, That Article XIV of the Bylaws is hereby amended by adding thereto a new section, to be section 14.6, to read as follows:

Section 14.6 COLLEGE ADMINISTRATIVE ASSOCIATE. Qualifications: Two years employment as a college administrative assistant.

RESOLVED, That these amendments shall be effective immediately.

EXPLANATION: These amendments conform the Bylaws to the resolution adopted by the Board on April 25, 1977 establishing the title College Administrative Associate as part of the College Office Secretarial Administrative Assistant occupational series (Gittleston series). This title was approved by the Department of Personnel of the City of New York.

NOTE: Matters to be added are underlined. Matters to be deleted are bracketed.

B. UNIVERSITY STUDENT GOVERNMENT ACTIVITY FEE:

RESOLVED, That the Board establish a University Student Government Activity Fee of fifty cents per student per semester for the purpose of funding the administrative activities and operating expenses of the University Student Senate; and be it further

RESOLVED, That the effective date of this resolution be September 1, 1978; and be it further

RESOLVED, That the fee for the 1978/79 academic year be collected at the earliest possible date.

EXPLANATION: Two-thirds (2/3) of the approved student governments have given their approval to the establishment of this fee as required by the Board resolution of March 27, 1978, Calendar No. 4-A. The implementation of this resolution effective September 1, 1978 is required as the State has determined that tax-levy funding of the University Student Senate is inappropriate. The management of the fee fund will be governed by Article 15 of the Board's Bylaws with the Chancellor assuming the responsibility delegated in the Bylaws to the College Presidents.

NO. 6. COMMITTEE ON FISCAL AFFAIRS: RESOLVED, That the following items be adopted or action taken as noted:

A. 1979-80 BUDGET REQUEST: The resolution was moved and seconded.

At this point the Board heard Mr. Daniel Lipsman, who spoke in opposition to the resolution.

The following resolution was adopted:

RESOLVED, That the 1979-80 Budget Request of \$518.5 million, including an overall amount of \$2.8 million in tuition waivers for part-time students in the senior and community colleges, be adopted.

A copy of the 1979-80 Budget Request is on file in the Office of the Secretary of the Board.

EXPLANATION: The Chancellor has recommended to the Board an operating Budget for 1979-80 in the amount of \$518.5 million for an increase of \$58.8 million over the current year's Budget of \$459.7 million. This increase includes funds for college operations, fringe benefits, 1979-80 Collective Bargaining Agreement, University management and programs and a special lump sum to be used to assist the City in its economic development efforts. The \$58.8 million increase is made up of \$36.8 million for the senior colleges and \$22.0 million for the community colleges. The Budget Request continues the tuition waivers of \$1.1 million for the community colleges and asks for a similar program of \$1.7 million for the senior colleges. A public hearing on the Budget Request was held on October 18, 1978.

B. GRADUATE GENERAL FEE:

RESOLVED, That the general fee paid by part-time graduate students be reduced from \$70 per semester to \$35 in the 1979 Spring semester.

EXPLANATION: All students enrolled for graduate courses pay a \$70 per semester general fee in addition to tuition regardless of the number of credits being taken. The application of this fee has the effect of raising the per credit tuition level for part-time students taking three credits by more than \$23 per credit. This is not only inequitable for part-time students but places the tuition level at City University for graduate work at a higher level than that of comparable institutions. The decrease in revenue generated by the reduction in the general fee will amount to approximately \$339,000. Since the total senior college revenue is one funding component of the budget, the University must collect the same amount for which it was budgeted by the State in the Adopted Budget.

C. BLANKET TUITION AND FEE WAIVERS: Item withdrawn.

Upon motions duly made, seconded and carried, the meeting was adjourned at 6:12 P.M.

ETTA G. GRASS
Acting Secretary of the Board