

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

**HELD**

**NOVEMBER 20, 1978**

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

The Chairperson called the meeting to order at 5:55 P.M.

There were present:

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

Loretta A. Conway  
Walter H. Crowley  
Armand D'Angelo  
Edith B. Everett  
Gurston D. Goldin

Albert V. Maniscalco  
Joan B. Maynard  
Emanuel R. Piore  
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  
Mary P. Bass, General Counsel and Vice Chancellor for Legal Affairs

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 Leonard Lief  
President Gerald W. Lynch  
President Robert E. Marshak  
President Harold M. Proshansky  
Acting President Anthony Santiago

President Kurt R. Schmeller  
President Ursula Schwerin  
President Joel Segall  
President Joseph Shenker  
President Richard D. Trent  
President Jacqueline G. Wexler  
Deputy Chancellor Egon Brenner  
Vice Chancellor Richard M. Catalano  
Vice Chancellor Dolores Cross  
Vice Chancellor Julius C.C. Edelstein  
Vice Chancellor Jerald Posman  
Vice Chancellor Leonard O. Roellig

Upon motions duly made, seconded and carried, the following resolutions were adopted: (Calendar Nos. 1 through 5)

**NO. 1. UNIVERSITY REPORT:** In moving the resolution, Prof. Burton stated that the granting of tenure is a positive and affirmative act on the part of the Board.

The resolution was seconded and adopted as follows:

RESOLVED, That the University Report for November 20, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item AI 3.1. Reorganization of P & B Committee of Schools of Health Professions (Hunter College): - Withdrawn

(b) Item D.7. Reappointment with Tenure (Brooklyn College): The name of Donald Gerardi, Asst. Prof., Dept. of History, is withdrawn.

(c) Item D.14. Reappointment with Tenure (Queens College): The name of Martin Braun, Assoc. Prof., Dept. of Mathematics, is withdrawn.

(d) Item D.12. Bronx Community College - Personnel Actions: (a) Reappointment with Tenure: All the names except Louise Squitieri, Asst. Prof., Dept. of Biology, are withdrawn.

(b) Award of Certificate of Continuous Employment: Withdrawn

(e) PART D - ADDENDUM: Add the following item:

D.16. TUITION WAIVER: RESOLVED, That tuition be waived for no more than twelve part-time students in Management or Public Administration provided that such students are employees of the City of New York who are selected by the City for participation in this Graduate Management Education Program, and provided further that the students so selected meet the regular requirements for admission to their program; and be it further

RESOLVED, That this resolution be effective with the Spring semester, 1979.

EXPLANATION: The Department of Personnel of the City of New York through its Director has requested the universities in the City of New York to participate in a scholarship program which will enable selected management employees of the City to strengthen their administrative background through part-time advanced and graduate studies. The City University through this resolution cooperates in this program by making twelve such opportunities available. Since this resolution applies to part-time students it can be estimated that the amount of tuition waivers, should all twelve scholarships be awarded, will not exceed the cost of 72 credits or \$5,400 per semester. The University is pleased to have the opportunity to cooperate with the City of New York in this program.

(f) 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 November 20, 1978 (including Addendum Items) be approved, as amended as follows:

(a) Item BI 8.3. Appointment (Annual Salary of less than \$15,000) (York College): The withdrawal in the Errata of the following appointments is rescinded:

C.J. Jack, HE Intern, Off. Admin. Affairs  
Barbara Graham, Asst. to HEO, Academic Development Dept. (SEEK Program)

(b) Item D.2. Bronx Community College - Reappointment (Annual Salary Basis): The following names are withdrawn:

Max Horn, Professor, Dept. of Business & Commerce  
Annette Peretz, Asst. Prof., Library  
Patricia Lanier, Asst. Prof., Special Ed. Services

(c) 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 October 25, 1978 be approved as circulated.

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

**A. NEW YORK CITY COMMUNITY COLLEGE - CONSOLIDATION OF GRAPHIC ARTS AND LITHOGRAPHIC TECHNOLOGY DEPARTMENTS:**

RESOLVED, That the Board of Higher Education approve preliminary plans and specifications as prepared by the Office of Facilities Planning and Management and authorize said office to complete contract documents for alteration work at the main campus of New York City Community College, Brooklyn, to provide for the consolidation of the Graphic Arts and Lithographic Technology Departments at an estimated cost of \$2,250,000 (October, 1978) chargeable to Capital Project HN-241; and be it further

RESOLVED, That the Director of Management and Budget be requested to approve said documents and a cost limitation of \$2.5 million (including provisions for escalation and contingencies) for the proposed contract.

EXPLANATION: The existing Graphic Arts Department is now located on two rented floors at 250 Livingston Street, Brooklyn, and the Lithographic Technology Department in the Voorhees Building at 450 West 41st Street in Manhattan. This project will consolidate the Graphic Arts and Lithographic Technology Departments in space made available at 300 Jay Street, Brooklyn and permit termination of the leased space which currently costs \$368,000 per year in rent.

**NO. 5. COMMITTEE ON CENTRAL ADMINISTRATION:** RESOLVED, That the following item be adopted:

**A. CITY UNIVERSITY OF NEW YORK CIVIL SERVICE MANAGEMENT PLAN:**

RESOLVED, That the Board approve the Civil Service Management Plan affecting 26 employees in the University:

**CITY UNIVERSITY OF NEW YORK  
CIVIL SERVICE MANAGEMENT PLAN**

**NOVEMBER 1978**

**I. PAY PLAN**

The schedule for the Pay Plan for Management Employees of the City University shall be as follows, effective January 1, 1978:

Assignment Level	Minimum	Maximum
I	\$24,000	\$30,000
II	26,500	32,600
III	29,500	35,700

**II. APPLICABILITY**

The Pay Plan for Management Employees shall apply to all employees presently covered by the current Managerial Pay Plan. The categories in the management series consist of (1) Administrative Architects, (2) Administrative Engineers, and (3) Administrative Superintendents of Buildings and Grounds.

**III. IMPLEMENTATION**

1. The assignment level of each employee shall be that corresponding to the employee's current grade in the Managerial Pay Plan.
2. For management employees at assignment levels I through III, a salary increase budget of 8% of the new assignment level midpoint salaries shall be established in each college and unit.
3. This budget shall be used by college and unit heads for making salary adjustments in accordance with the following priorities:

First priority - Management employees whose salaries fall below the new minimum for their assignment level shall be given increases so that their salaries are at least at the minimum of the assignment level.

Second priority - Remaining funds not used for first priority adjustments are to be used to provide further salary adjustments for employees.

- (a) There shall be an overall adjustment limit of 12% for any one employee.
- (b) The salary of any employee may not exceed the new maximum of the assignment level. The University is not compelled to give increases.

NOTE: There have been a few increases, due to reassignment to higher levels, during the past two years. The greater number of employees have received no increases during the past two years.

- (c) The budget established by this section is intended only for use in making salary adjustments for management employees. Allocation of management positions and changes in assignment levels shall be made in accordance with the same procedures that exist for the Managerial Pay Plan. Adjustments will be permitted if within the 8% salary increase allotted to the University.

#### **IV. ENTRY INTO THE PAY PLAN AND CHANGES IN ASSIGNMENT LEVEL**

##### **1. Entrance into Management Pay Plan for Sub-managerial:**

Employees who are promoted from sub-managerial positions to positions covered by this pay plan shall receive a salary increase of \$1,000 or the minimum of the new grade, whichever is greater. Those sub-managerial employees whose salaries are above the minimum of the new managerial grade level assigned should receive an increase of \$1,000. They may also receive a further adjustment, the total not to exceed 12% of their final non-managerial salary. Under no circumstances can an employee's salary exceed the maximum of the grade level assigned.

##### **2. Adjustment of Salary upon Assignment of Management Employees to Higher Assignment Levels:**

For levels I through III, employees who move to higher assignment levels shall receive an assignment increase of at least one-half of the difference between the minimums of the old level and the new level, or shall receive the minimum of the new level, whichever is greater. The maximum assignment increase shall be 12% of the old salary, except where advancement to the minimum of the new level would exceed 12%.

##### **3. Reduction in Assignment Level:**

Employees whose assignment levels are reduced shall be paid salaries commensurate with their new assignment.

#### **V. MAINTENANCE OF THE PAY PLAN**

There shall be a review of the management compensation program at least every other year with resultant adjustments to be made not more than once each year.

#### **VI. NEW STANDARDS**

##### **A. Outside Earned Income:**

The Management employee will be permitted to teach up to four hours per week or seven hours of regular work. However, no annual leave can be used for the purpose of performing the seven hours of work or any kind of outside consulting work. In order for the Management employee to perform the work listed above, this will have to be approved by the President of the college and the University Office of Faculty and Staff Relations so that a determination can be made that such activity will not interfere or conflict with the proper and effective discharge of their official duties. All additional CUNY assignments must be listed in the Chancellor's Report.

##### **B. Outside Fiduciary Positions:**

Management employees will not be permitted to serve as Directors or Officers of any corporation or institution except upon a specific determination by the President, the University Office of Faculty and Staff Relations and the University Office for Legal Affairs that such activity will not interfere or conflict with the proper and effective discharge of their official duties.

##### **C. Political Party Positions:**

Management employees will not be permitted to serve as officers of any political party or political organization, or serve as members of any political party committee including political party district leader (however designated). This prohibition is not intended to deter political activity but only to bar official partisan responsibility.

D. Management employees currently in University service and who do not meet the above standards shall be given six months from the date of this order to complete any actions necessary in order to conform to the standards.

**VII. REGULATIONS GOVERNING WORK SCHEDULES OF MANAGEMENT EMPLOYEES****1. Applicability:**

This order shall apply to all employees and officials whose salaries are determined under the Managerial Pay Plan or any pay plan which supersedes or replaces this pay plan. It shall supersede Section 2 of Personnel Order No. 24/77.

**2. Hours of Work:**

Management employees shall work whatever hours and days as are reasonably required to carry out their responsibilities. The regular work week shall be not less than 35 hours. Work schedules shall be consistent with the needs of the agency, and the manager shall be accountable to the agency head with respect to the schedule maintained and the hours and days worked.

In establishing reasonable hours for a particular day on which the manager is working, account may be taken of unusually long hours worked in a previous period.

The manager shall maintain such records and authorizations as shall be prescribed by the University Personnel Office in accordance with procedures established by the Department of Personnel.

**3. Record Keeping:**

The University will utilize monthly time records currently in effect.

**4. Overtime:**

There shall be no credit for time worked beyond the regular work week by persons covered hereby or who are otherwise in the management service of the University.

**5. Changes in Status:**

On assignment, reassignment, appointment or promotion from a sub-managerial position not subject to these regulations to a position subject to these regulations, any overtime credits which had been earned prior to such assignment, reassignment, appointment or promotion shall be placed in a non-managerial overtime bank. Such overtime bank may be used by the employee as compensatory time in accordance with the provisions governing use of overtime credits contained in Personnel Order No. 24/77. However, any payment for unused overtime credits in the employee's sub-managerial overtime bank upon separation or termination shall be made at the rate of pay the employee was receiving prior to assignment, reassignment, appointment or promotion to a position subject to these regulations or the minimum rate of the employee's former sub-managerial title at the time of the separation from service, whichever is greater.

Upon termination or separation, lump-sum payments for such time and at the rate of pay indicated above, shall be in accordance with and subject to any limitations contained in Personnel Order 78/3.

**6. Interpretation:**

The University Personnel Director is authorized to interpret these regulations upon request of a college or unit head or interested employee.

EXPLANATION: As mandated by Charter revision for the City of New York, a Management Plan has been developed by the New York City Department of Personnel applicable to all City departments and agencies. The categories in the management series consist of (1) Administrative Architects, (2) Administrative Engineers, and (3) Administrative Superintendents of Buildings and Grounds. The University's Civil Service Management Plan has the approval of the New York City Department of Personnel.

**ADDED ITEMS**

Upon motions duly made, seconded and carried, the following resolutions were adopted: (Calendar Nos. 6 and 7)

**NO. 6. MISSION OF THE UNIVERSITY:** RESOLVED, That this Board reaffirms that the primary mission of The City University of New York is to provide a broad range of higher educational opportunities of high quality to the residents of the City of New York and to provide to the social, political and economic institutions of the City those services which are within its competence and for which it has the necessary resources; and be it further

RESOLVED, That it is the conviction of this Board that this mission can be carried out only if the University is maintained as an independent, comprehensive, academically-integrated institution encompassing within its unitary structure the entire range of educational programs from the community colleges through advanced graduate study; and be it further

RESOLVED, That the Board fully recognizes the fiscal plight of the City of New York and its limited ability to provide the resources required to maintain the range and quality of educational programs and services to which the residents of the City are entitled and which are essential to the economic stability and growth of the City; and be it further

RESOLVED, That the Board request the Governor and the Legislature to provide all of the funds necessary to support the construction of adequate facilities for the four-year colleges of the University and to provide the maximum funding for the annual operations of the four-year colleges consistent with the overriding requirement that the University remain an independent, academically-integrated, City-oriented institution; and be it further

RESOLVED, That the Chancellor is directed to develop, propose and foster legislation to achieve these purposes.

EXPLANATION: The Mayor and other publicly elected officials of the City of New York received recommendations regarding City University financing and governance from their consultant, Mr. Harold Howe II on November 13, 1978. Two of these recommendations deal with the desirability for maintaining a City University independent of State University and with the desirability of having that portion of the costs attributable to the senior college operations and graduate programs financed by the State of New York without contribution by the City. The Mayor of the City of New York has endorsed these recommendations. The proposed financing arrangement is consistent with the policy of the State of New York in regard to higher education. Nevertheless, in endorsing it the Board emphasizes that it considers the unified, independent, comprehensive University, oriented and responsive to the needs of the City of New York, the primary objective in clarifying the future status of the University.

Dr. Goldin abstained.

Mr. Crowley asked the record to show that he had requested the addition of a resolution stating that the members of the future Board of Higher Education should be residents of the City of New York.

Dr. Piore asked the record to show that he had voted for the resolution with the understanding that the EXPLANATION would be included in the transmittal of the resolution to the proper City and State authorities.

**NO. 7. ESTABLISHMENT OF INSTRUCTIONAL TITLE: RESOLVED, That**

1. The instructional staff title of University Professor be and the same is hereby established.
2. Appointment to such title shall not confer, nor shall be credited as service toward the achievement of tenure in such position or any other position on the instructional staff. Appointment to such position or removal therefrom shall not deprive the person so appointed or removed of tenure in the highest position held with tenure prior to his/her appointment to such position or conjointly with such office.
3. Duties and Qualifications.
  - A. Duties: A person appointed as University Professor shall engage in teaching at the graduate and undergraduate level, research and scholarly activities, and special assignment as requested by the Chancellor.
  - B. Qualifications: To be eligible for consideration for appointment as University Professor, a person must have served as a President of a unit of City University or as its Chancellor for a period of at least eight years immediately preceding such appointment and be within ten years of mandatory retirement.
4. Notwithstanding the provisions of section 6.6b of the bylaws, the term of appointment shall be five years or until the end of the academic year during which such person reaches mandatory retirement age, whichever is shorter. Upon recommendation of the Chancellor, such person shall be eligible for one reappointment.

Upon motions duly made, seconded and carried, the Board went into executive session to consider a personnel matter.

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

**NO. 8. PERSONNEL ACTION: RESOLVED,** That the Board accept with regret the resignation of John W. Kneller as President of Brooklyn College effective June 30, 1979; and be it further

RESOLVED, That effective July 1, 1979, the tenure of John W. Kneller as Professor of Romance Languages shall be at Hunter College; and be it further

RESOLVED, That John W. Kneller is hereby appointed University Professor of French Language and Literature at the Graduate Center and Hunter College, effective July 1, 1979 with compensation in addition to regular salary at the rate of five thousand dollars (\$5,000) per year.

EXPLANATION: The Professional Staff Congress has been consulted on and has agreed to the additional compensation rate of \$5,000 in this instance.

Upon motions duly made, seconded and carried, the meeting was adjourned at 6:20 P.M.

**ETTA G. GRASS**  
Acting Secretary of the Board.